At this joyous time of year, we are grateful for our work with you. We hope you and all your coworkers, family, and friends have a great holiday season filled with joy.

The CAHNRS Business Center will be closed December 24th through January 2nd for winter break. P-Card Holders: Please watch your card for any fraud charges during this time of year.

Direct Bill Lodging

Direct bill for lodging is when a hotel bills WSU directly for payment. This is an option in the following situations only:

1. Lodging for nonemployees
2. Lodging for students (non employed students)
3. WSU employee accompanying nonemployees or students
4. 5 or more employees book a block of rooms

To Process a Direct Bill

When a department receives an invoice from the lodging establishment, please send the invoice to Business Center Travel. Once received the BC will facilitate the process of submitting a “Supplier Invoice” (SI) to Workday. There is no way to link the Supplier Invoice with a Spend Authorization (SA) or Expense Report (ER), so if a lodging exception rule is needed it will be noted in the SI memo field along with the SA or ER number and the funding source.
HIRE PROCESS REMINDER:

Please note that a pre-hire may not show up during the hire process if another department is in the initial stages of hiring that employee. The process won't be visible on the Worker History page until the hire is past a certain point.

If you find that you are unable to utilize a pre-hire that is already in Workday, you can reach out to HRS via the ticketing system and they will be able to tell you if there is an issue with the record or if that employee is also being hired by another department.

If an employee is hired by another department first, an Add Additional Job will be the process you use.

COSTING ALLOCATION REPORT:

There has been a column added to the CR PAY Workers with No Current or Future Dated Costing Allocation, the new column is End Employment Date, this should help make this report even more useful.

TIME SHEETS ANNOUNCEMENT:

Even though we have moved to electronic time reporting, all paper timesheets from previous years are to be retained in the department until termination of employment and then sent to HRS for audit. BPPM 90.01.

Resources

Administrative Managers: Don’t forget to check out the Administrative Managers webpage. We’ve recently included the Legacy to Workday Crosswalk

If you have any suggestions please let Adriana Rivera know at adriana.rivera@wsu.edu

We want to provide resources that are relevant for your needs. Thank you! 😊
University Stores has seen a declining revenue sales over the last few years. Therefore U-Stores will focus on supplying the campus with key items like: chemicals, gases, liquid nitrogen, and dry ice. As they make the transition, U-Stores will be conducting a clearance sale to liquidate remaining inventory, watch their catalog website for details, up to 50% off items.

**Purchasing Cards:**

If you have pending p-card transaction in you workday inbox and you do not know why please contact the BC and we will help you with them.

**Supplier Invoices:**

- When putting in a supplier invoice omit any dashes in the invoice number.
- 1:1 Ratio-One invoice per one request please! Otherwise we will need to send it back to have the invoices separated.

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**Congratulations to Jennifer Stephens & Whitney Dixon**

They are no longer with the Business Center. It has been a pleasure to work with both Jennifer & Whitney over the past years and we wish them luck in their new roles.