



HAPPY NEW YEAR



CAHNRS

JANUARY 2022 NEWSLETTER

CONGRATULATIONS TO LANDON KIRK & LUKE BONNER

They are no longer with the Business Center. It has been a pleasure to work with Landon and Luke. Luke's last day is January 19th. We wish them luck in their new role.

ANNOUNCEMENTS

WITH REDUCED STAFF IN THE BUSINESS CENTER ...

FOR PURCHASING:

IF YOUR PURCHASING CARD IS VERIFIED BY A MEMBER OF THE BUSINESS CENTER, PLEASE SEND IN YOUR RECEIPT AS SOON AS POSSIBLE. THIS WILL ASSIST US IN MANAGING OUR WORKDAY INBOX AND ENSURING YOUR EXPENSES HIT THE APPROPRIATE WORKTAGS IN A TIMELY MANNER.

FOR PERSONNEL:

PLEASE HAVE NEW EMPLOYEES SCHEDULE AN APPOINTMENT TO COMPLETE THEIR I9. APPOINTMENTS CAN BE SET UP BY EMAIL AT PERSONNEL.BC@WSU.EDU OR BY CALLING 509-335-8095.

THANK YOU ☺

RESOURCES

NEEDING HELP WITH TRAVEL OR PURCHASING? WE HAVE OPEN HOURS AVAILABLE VIA ZOOM WEEKLY. WE ARE HAPPY TO HELP ANSWER QUESTIONS RELATED TO TRAVEL OR PURCHASING.



OUR TEAM

TRAVEL

PAULA FARLEY – SUPERVISOR

509-335-2910

CHAREE MORRIS

509-335-5779

PURCHASING

LIZ LUSBY – SUPERVISOR

509-335-7635

KRISTI GRAHAM

509-335-0802

CONTRACTS

JENNIFER STEPHENSON

509-335-9857

PERSONNEL

MELISSA WHITNEY – SUPERVISOR

509-335-8095

MANAGER

HEIDI CLARKE

509-335-1493

OFFICE ASSISTANT

ADRIANA RIVERA

509-335-3899

TRAVEL OPEN HOURS

EVERY WEDNESDAY MORNING FROM
10:00AM TO 11:00AM

MEETING ID: 965 0580 0142

PASSCODE: 840463

PURCHASING OPEN HOURS

EVERY TUESDAY AFTERNOON FROM
1:30PM TO 2:30PM

MEETING ID: 978 4365 7642

PASSCODE: 219292

REMINDERS

DEPOSITS:

WE HAVE POSTED THE UPDATED INFORMATION FOR [DEPOSITS AND EXPENSE RECOVERIES](#) ON THE CAHNRS PURCHASING PAGE UNDER ANNOUNCEMENTS. FOR THE EXTENSION OFFICES SENDING IN DEPOSITS, THIS WOULD BE A HELPFUL RESOURCE TO LOOK INTO.



HIRING STUDENTS?

DID YOU KNOW THAT IF A STUDENT HAS AN EXEMPTION AS A STUDENT, THEY MUST ALSO GET AN EXEMPTION AS AN EMPLOYEE?

IF YOU ARE HIRING A STUDENT WITH AN EXEMPTION, PLEASE HAVE THEM REACH OUT TO HRS AT HRS.EXEMPTIONS@WSU.EDU. HRS WILL WORK WITH THEM TO GET A WORK EXEMPTION IN PLACE.