

WCNR Business Office Updates



WARNER COLLEGE
OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY

Contact info:

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Location: Smith Natural Resources, room 353 and 411

Important Dates:

9/26 – Supervisor must have TC+ approved for PPE 9/22 for hourlies

9/29 – Last day to use Fastlane

10/10 – WCNR's Meet and Greet

10/10 - Supervisor must have TC+ approved for PPE 10/6 for hourlies

Fiscal

Our bi-annual meet and greet will take place on October 10th in the MSNR building, room 345. Light refreshments will be provided. Link for joining us online will be provided the week prior.

We're hiring! <https://jobs.colostate.edu/postings/132718>

Effective 9/12, The fiscal team has assumed HR operations including the following tasks:

- | | |
|--|---|
| -Supervisor changes/updates | -Hourly Payroll Processing/Late Timesheets |
| -TC+ account changes | -Sabbaticals |
| -Monthly staffing and regular salary staffing | -Off-Cycles |
| -FTE changes | -Department Payments to Student Accounts (DPSA) |
| -Tuition Billing for Grads | -Position Description Changes with and without Salary changes |
| -Special Leave: Parentals, Family Medical Leave, Short/Long Term disability, Bereavement, Jury Duty, Military, extended leave, and weather | -Comp time payouts |
| -Supplemental Pays | -Resignations and Terminations/Off boarding |
| | -Anything else related to payroll |

Human Resources

Effective 9/12, the fiscal team has assumed HR operations. The Human Resources team is responsible for:

- Searches
- OEO coordinators
- Associate hiring and tracking
- Onboarding, I-9 process
- Advertising
- Preparing offer letters
- Yearly COI process
- Name changes
- Performance issues or mediation

Proposals

Federal Fiscal Year End Reminders from Sponsored Programs:

Please Hold all non-urgent requests until after September 30th

- PI changes
- NCE Requests with original end dates after 10/30/23
- Non-urgent budget reallocations

Please limit the number of status update requests for any given proposal, award, or modification. Please use guidance [here](#) for assistance during this time.

Limit the number of last-minute proposals whenever possible. Rush requests may not be accommodated due to sponsor deadlines

Useful Links:

[WCNR Intranet](#)

[WCNR Manual](#)

[Kuali Research](#)

[AAR](#)