

WCNR Business Office Updates



WARNER COLLEGE
OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY

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Important Dates:

11/5 – Deadline for salaried employees to enter leave and time in TC+

11/7 - Deadline for supervisors to approve of hourly (PPE 11/3)

11/10 – Deadline for supervisors of salaried employees to approve of time and leave for October

11/17 – Deadline for supervisors to approve of hourly time and effort for PPE 10/24 in TC+

11/20-11/24 – WCNR Business Offices will be closed

12/15 – Special course fee revisions due

12/15 – GRA and GTA reappointment requests due

Annual Evaluations for AP and Faculty positions start Jan 1

Fiscal

Missed our bi-annual training and meet and greet? Visit our intranet site to watch the presentation.

Need one on one or group training on a specific topic? Email us to schedule a training session

ATTENTIONAL ALL VEHICLE DRIVERS OF WCNR: The office of risk management requires [this form](#) be completed properly prior to operating vehicles which are owned, leased, rented or otherwise secured for use by Colorado State University. WCNR has the right to hold reimbursements and/or vehicle reservations until we have this form on file.

Open Enrollment for Benefits for the 2024 calendar year is now open ! More information [here](#).

Hiring

If you are hiring an individual identified through a search, we no longer require a new WCNR request. Instead, fill out our [email template](#) and follow the instructions to complete the hiring process.

Proposals

Please join the WCNR Proposal Team for one or both of our open drop-in sessions, to answer your burning Quali questions or for a demo of some useful searches, including how to navigate the new negotiations module, used to track status of awards received by Sponsored Programs.

November 14th 1:00-3:00pm and December 5th 10:00 – Noon in MSNR Room 402

Useful Links:

[WCNR Intranet](#)

[WCNR Manual](#)

[Quali Research](#)

[AAR](#)