

WCNR Business Office Updates



WARNER COLLEGE
OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY

Contact info:

[WCNR budget@colostate.edu](mailto:budget@colostate.edu)
[WCNR proposals@mail.colostate.edu](mailto:proposals@mail.colostate.edu);
[WCNR hr_operations@colostate.edu](mailto:hr_operations@colostate.edu)
Office: MSNR 353
Phone: 970-491-7345

[WCNR HR hiring@colostate.edu](mailto:hr_hiring@colostate.edu)
Office: MSNR 411

Important Dates:

1/15 – CSU Closed

1/16 – Spring Semester Begins

1/16 – TC+ Deadline for hourly assignments is due by 10am

1/30 – TC+ Deadline for hourly assignments is due by 10am

3/1 – SALX process Starts – blackout period for all PD changes, promotions, and raises begins

3/9-3/18 – Spring Break for Students, CSU office remain open

4/31 – Annual Evaluations due for Admin Pro employees

Fiscal

Annual performance reviews for Administrative Professional (Admin Pro) employees is required. Annual evaluations for calendar year 2023 are due by April 31st, 2024. Use of the WCNR system is mandatory. Training materials and the submission site can be found here: <https://intranet.warnercnr.colostate.edu/evaluations/>
Questions? Please reach out to the HR Operations Team

The University has received approval from the state of Colorado to operate its own self-funded private FAMLI plan in lieu of participation in the state's FAMLI plan": <https://hr.colostate.edu/colorado-famli-program/>

The CSU travel desk is currently processing reimbursements 12-17 business days from the day the traveler signs in Kual

Hiring

New Updates in [OEO](#) for trainings and search process questions

Proposals

Missed our training sessions? Reach out to the WCNR Proposals team for one-on-one assistance or to request additional training.

Useful Links:

[WCNR Intranet](#)

[WCNR Manual](#)

[Kuali Research](#)

[AAR](#)