



Warner College of Natural Resources Business Services

July 2024

This Month's Highlights

Warner College Business Services is your integrated support team for all Financial Services, Proposal Support Services, and Human Resource Services.

Please use these 3 area-specific emails:

WCNR_budget@colostate.edu * WCNR_proposals@colostate.edu * WCNR_HR@colostate.edu

Please discontinue use of [WCNR_HR_Operations](mailto:WCNR_HR_Operations@colostate.edu) and [WCNR_HR_Hiring](mailto:WCNR_HR_Hiring@colostate.edu) email addresses.

- August 19th: Fall Semester Classes Begin
- August 28th: Next Training Workshop: Purchasing and Reimbursements
- September 2nd: Labor Day: University Holiday - University Offices Closed - No Classes

Warner College Digital Suggestion Box



Thanks to everyone who has submitted comments to the digital suggestion box that was recently implemented.

Please continue to send suggestions, feedback, and perspectives into the suggestion box and submissions will be addressed through our College-wide emails where appropriate.

[Submit a Suggestion](#)

Training Topic Suggestions

We want to hear from you! Are there topics that you would like to have WCNR Business Services cover in a

training? Submit a suggestion and your topic would be chosen for a future monthly training.

What training topic(s) would you like to see offered?

Submit a Topic Idea



Fiscal Info

WCNR_budget@colostate.edu



Purchasing and Reimbursements Workshop

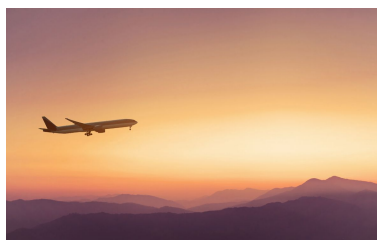
Please join us on Wednesday, August 28 for a workshop covering CSU purchasing requirements. Learn about purchase requisitions, purchase orders, and personal reimbursements, including timelines and required documentation for various purchasing processes at CSU. We will cover a lot of information and allow time for questions. Time and location to be announced.

Travel

Purchasing

Travel & Purchasing

The CSU travel desk is currently processing reimbursements 7 business days from the day the traveler signs in Kuala.



Travel Card Holders

The travel card is a personal credit card for use on university travel only. While the statement indicates a payment due date of 30 days, the University contract with J.P. Morgan allows cardholders up to 59 days to make payment in full without incurring any late fees or penalties. Cardholders are required to pay the balance in full each statement cycle within the above stated deadlines. The University will not reimburse any late fees.



Proposal Info

WCNR_proposals@colostate.edu

*Any NSF proposals submitted on or after May 20, 2024 must follow PAPPG 24-1 guidelines. A summary of NSF updates is available at the Office of Sponsored Programs' website. If you are working with Tribal Governments, land, communities, etc., please reach out to Patrese Atine, CSU's AVP of Indigenous and Native American Affairs, to meet NSF proposal requirements for letters and approvals.

PAPPG 24-1

OSP



Please remember the College deadline for review and guaranteed timely submission of proposals is 10 business days prior to the sponsor deadline. This means Principle Investigators would have the KR PD record created, enter an appropriate deadline date, with draft near final documents attached, including the following:

- Draft scope of work
- Budget narrative/justification
- Sponsor Funding Opportunity Announcement/RFP
- Draft budget if P.I. would like budget input assistance
- For sponsors other than NSF all sponsor required forms must also be attached to KR PD.
- If email submission, please note the contact information on the notes tab in KR (located on the attachments page).

To streamline email response time on proposals, please always include the KR number in the subject line.

Human Resources Info

WCNR_HR@colostate.edu



Hiring Updates, New References

Hourly Hiring Process Timeline: The hourly hiring process typically takes 4-6 weeks before WCNR HR can release the approval to start work. Please plan accordingly.

Job Posting Requirements for Colorado Employees: For positions in Colorado, jobs must be posted on Handshake for 3 days (for students) or 1 day on TMS (for non-students). WCNR HR can assist with posting and provide a posting number. Submit new hire requests and reactivation requests via the WCNR Intranet after posting the job (Business Office --> HR Request). The WCNR Intranet can be accessed through the yellow button at the bottom of this email.

New Training Video Available: A new 14-minute training video for Hourly Supervisors is now accessible in the Business Services Manual. In addition, please feel free to reach out to Jessica Horvath at Jessica.Horvath@colostate.edu for one-on-one training for hourly hiring.

Graduating Student Employees: If a student employee is graduating this summer and plans to continue working beyond graduation, they must be hired as non-student hourly employees. Begin the hiring process promptly. Details are outlined in the Hourly Hiring Guide, accessible through the Business Services Manual button below.

New Hire Paperwork Requirements: New hires must bring **original** supporting documents for Section 2 of the I-9 form. To ensure Federal Compliance, Section 2 of the I-9 should be completed on or before their first day. Supervisors are responsible for designating who will complete Section 2.

Work-Study Assignments: Work-study assignments can commence starting August 10. When requesting a new work-study employee in the WCNR Intranet, include a screenshot or copy of their award. During periods of regular enrollment, work-study students should not exceed 20 hours of work per week.

[Business Services Manual: Human Resources References](#)

Contact Warner College Business Services

Financial Services

Office: MSNR 353

WCNR_budget@colostate.edu

Phone: 970-491-7345

Human Resource Services

Office: MSNR 411

WCNR_HR@colostate.edu

Proposal Support Services

Office: MSNR 353

WCNR_proposals@colostate.edu

[WCNR Intranet](#)

[WCNR Manual](#)

[Kuali Research](#)

AAR



**WARNER COLLEGE
OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY**

