



Warner College of Natural Resources

Business Services

August 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 28th: Next Training Workshop: Purchasing and Reimbursements
- September 2nd: Labor Day: University Holiday - University Offices Closed - No Classes
- September 5th: WCNR Fall Picnic, 4pm - 6pm
- September 23rd: All College Meeting, 1pm
- October 2nd: Fall Address/University Picnic, 11am - 1pm on the Oval

Warner College Digital Suggestion Box



Thanks to everyone who has submitted comments to the digital suggestion box that was recently implemented. Please see the responses to some of the suggestions below.

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

[Submit a Suggestion](#)

Regarding TimeClock+ Request Options

Please create a new/separate "request" option for adding project accounts to TimeClock+ for individual employees. This only currently appears under "HR Requests" and isn't intuitive or streamlined. A stand-alone option for adding TCP accounts would help improve and expedite processing for these requests.



ANSWER:

Our Business Services Team is working with our IT group to update the Intranet request system and this suggestion will be included. In the meantime, using the highlighted option below instead of 'HR Request' is an option. If they are an hourly employee, you can put a zero in the FTE field and a zero in the percentage field since those do not apply for hourly employees.

Regarding Business Office Interactions



Hello all - just wanted to send some mixed feedback from my experience with the business office over the last couple of months. I've had great interactions with the HR team that have been very responsive and timely.

Unfortunately, I've had some really stressful and frustrating communications around finances. The last three times I've sent an email or made a request to the finance team, it's taking 5-6 email follow ups and upwards of six weeks to hear back from anyone. The only time I seem to get a response is if I cc'd a supervisor on multiple emails.

Honestly - dealing with the business office has been the most stressful part of my job over the last six months. I realize you all have been in transition with a lot of staff changes, But it's at the point, where I have zero faith that anything I submit (regardless of how early) will get done on time or at all.

That being said - I recently walked up to the business office and had a very lovely interaction with someone, who was able to answer my questions and help me. So I know you have some great, competent folks up there. But whatever system you're using for emails and intranet requests is not working.

ANSWER:

Barb Gustison, who started as our new business officer on July 15, is currently focused on identifying and implementing improvements in the finance team's processes. We understand that this transition has been challenging, but both Barb and the team are committed to improving response times and overall efficiency. Barb is also working on strategies to better manage the high volume of emails and requests they receive daily.

We appreciate your patience and understanding as we navigate these changes. Please bear with us as Barb continues to get up to speed and we work to fill several open positions. Your continued patience is invaluable as we strive to improve our service.

Regarding the new IMPACTO screen in the Smith Building Atrium

In our IAC meeting this week, it was brought up that the new Impacto monitor does not have any instructions or indication of how to use it, so people are just walking past. It would be good to have a sign to accompany it, encouraging interaction to search stories.

ANSWER: Thanks for your suggestion regarding the new monitor with the IMPACTO content in the Smith Building Atrium. We are working with central marketing and brand management on some permanent signage for this exhibit along with some media for using it. For now, there are on-screen instructions that appear after an interval of the monitor not being touched.



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 might be chosen for a future monthly training.

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

[Submit a Training Idea](#)



Fiscal Info

WCNR_budget@colostate.edu



Purchasing and Reimbursements Workshop

Please join us on **Wednesday, August 28, at 1:00pm in MSNR 345** 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.

Please use the button below to register to attend both in-person or virtually:

[Register Here](#)

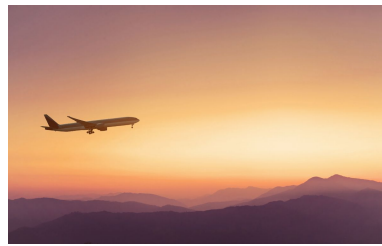
[Access Teams Link](#)

[Travel](#)

[Purchasing](#)

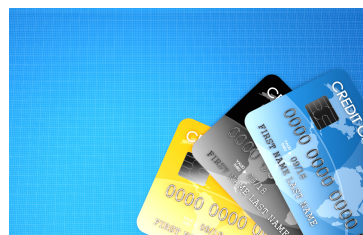
Travel and Purchasing

The CSU travel desk is currently processing reimbursements **seven** 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



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 KRPD 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, Leave Requests

The hourly hiring process typically takes 4-6 weeks before CSU grants approval to begin work. Please plan accordingly. For more information on the hourly hiring process, please see the guides listed on the top of webpage through the button below.

For any inquiries regarding special leave, such as parental leave, please email Warner College Human Resource Services before reaching out to other contacts. We are here to assist you and address your needs or guide you in the right direction.

[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

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OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY**