BUSINESS SERVICES

September 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 and WCNR_HR_Hiring email addresses.

- October 2: Fall Address/University Picnic, 11 a.m. - 1 p.m. on the Oval
- October 3: Next Training: Symphony; 2 - 3:15 p.m., MSNR 345 or online
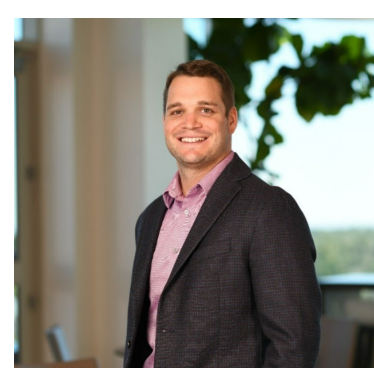
Business Services Office Hours

Per Dean Aguirre's request, the Business Office has temporarily adopted a closed-door policy to help our staff concentrate on processing transactions. If you require direct assistance, please schedule an appointment with your fiscal officer through Teams for the following days and times:

Tuesdays: 9:30 a.m. - 12 p.m.
Thursdays: 1:30 p.m. - 4 p.m.

Business Services Office Hours

New Faces

Giovanni Iosue

Fiscal Officer

The Business Services Office is thrilled to welcome Giovanni Iosue to our team as of September 9. Giovanni will be supporting CNHP and CEMML, and we couldn't be more excited to have him on board. Please join us in giving him a warm welcome!

Fiscal Info — WCNR_budget@colostate.edu

Symphony Training

Please join us on **Thursday, October 3, from 2 - 3:15 p.m. in MSNR 345 or virtually** for a workshop on utilizing Symphony.

Symphony is a financial management tool that can be used by Fiscal Officers, Account Supervisors, and Principal Investigators to track balances and spending on their accounts and awards. PI's and others involved in the financial administration of grants or department funds would benefit from this training. There will be time left at the end of the session for questions.

Please RSVP below whether attending in-person or virtually. Virtual attendees can gain direct access to the meeting through the button below. If you would like to learn more about Symphony prior to the training, The CSU Office of Sponsored Programs hosted a Lunch and Learn about post award resources that can be viewed below.

[RSVP Here]   [Access the Teams Link]   [Watch the Video]

Travel and Purchasing

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.

For general information about travel and purchasing, please utilize the links below.

[Travel]   [Purchasing]

Fiscal Officers

Find the Fiscal Officer assigned to your department. Please note that Dept. 1490 CEMML is allocated by PI.

Dept 1401 Dean's Office	Dept 1472 FRS	Dept 1474 FWCB	Dept 1475 CNHP
Barb Gustison	Sydney Hofinger	Val Romero	Giovanni Iosue
Email Barb	Email Sydney	Email Val	Email Giovanni

Dept 1476 ESS	Dept 1480 HDNR	Dept 1482 GEO	Dept 1484 CFWR
Eve Johnson	Iris McBeth	Tegan Thron	Kim Samsel
Email Eve	Email Iris	Email Tegan	Email Kim

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 is especially important now that the Office of Sponsored Programs has retained submission authority and considering they are very short staffed. The WCNR proposal team strives to submit proposals for review to SP no later than 5 business days prior to the sponsor deadline in accordance with SP submission policy.

This means Principal Investigators would have the KRPD record created, enter an appropriate deadline date, with draft near final documents attached, including the following (NLT 10 business days prior to the sponsor deadline):

- 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

HR Payroll Reminder

Please take a minute to review your individual state taxation, address on file (particularly if you are anticipating a mailed, hardcopy W2), and banking information for accuracy. This information can be reviewed under *Employee Self-Service* on the AAR page.

To access the page, make sure you are connected to Duo and Global Protect VPN: Select "Human Resources Portal" under "Application Systems" on the right, then select "CSU Employee Self-Service" on the left. If you are unable to access, please use a different web browser: some have gotten errors when attempting to use Chrome as their browser.

[Access AAR Page]

Hiring Updates, Leave Requests

The hiring process typically takes 4-6 weeks for hourly positions, and 8-12 weeks for salaried positions from the submission of a WCNR Intranet HR Request until CSU grants approval to begin work. Please plan accordingly. For more information on the 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	Human Resource Services	Proposal Support Services
Office: MSNR 353	Office: MSNR 411	Office: MSNR 353
WCNR_budget@colostate.edu	WCNR_HR@colostate.edu	WCNR_proposals@colostate.edu
By appointment only		By appointment only

[WCNR Intranet]   [WCNR Manual]   [Kuali Research]   [AAR]

WARNER COLLEGE OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY