



October 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.

- **October 28 - November 15: Benefits Open Enrollment period**
- **November 5: Benefits Fair, LSC Ballroom A, 10 a.m. - 2 p.m.**
- **November 25 - 27: CSU Well-Being Days - University Offices closed, no classes**
- **November 28 - 29: University Holiday - University Offices closed, no classes**

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.



Fiscal Info

WCNR_budget@colostate.edu

Office Update from Barb

Thank you for your patience as we continue to work through the backlog of requests. We have enlisted the help of 8 individuals from other colleges to assist in entering your requests into the Quali Financial System (KFS) for processing. We hope you are noticing shorter wait times. For context, we received 1,869 requests in August and 1,337 requests last month. While managing these requests, we are also implementing process improvements to increase efficiency and enhance your overall customer experience.

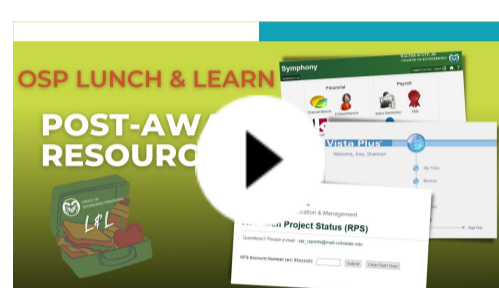
We have also been collaborating with WCNR's Technology Services team to pilot a new ticketing system, FreshService, which will help us to manage email requests more effectively. When you email us, you will receive a ticket, which will be directed to your fiscal officer's queue. This will streamline communication, ensuring that each team member only sees relevant emails, increasing efficiency and reducing your response times. Your experience will be similar to what you currently encounter when requesting IT support via email.

We appreciate your continued patience as we restructure, develop new processes, and train our team. While this may seem like a slow process, our goal is to create lasting and sustainable improvements that will enable us to serve you better and more efficiently in the long run.

Reimbursements Reminder

Please remember that personal reimbursements should not exceed \$1,000 per person, per month. Going forward, personal reimbursement submissions over \$1,000 can only be reimbursed up to that amount.

Symphony Training Follow Up



[Watch the video](#)

Thank you to all who were able to attend our Symphony training. We had a great turnout and will be holding an additional training in the near future. If you were unable to attend the training, you can watch the video entitled *Post-Award Resources featuring Symphony* from the Office of Sponsored Programs Lunch and Learn. If you need assistance, please reach out to your fiscal officer for support. You can also access your Symphony account dashboard below.

[Access Symphony Dashboard](#)

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 Barb Gustison	Dept 1472 FRS Sydney Hofinger	Dept 1474 FWCB Val Romero	Dept 1475 CNHP Giovanni Iosue
Dept 1476 ESS Eve Johnson	Dept 1480 HDNR Iris McBeth	Dept 1482 GEO Tegan Thron	Dept 1484 CFWR Kim Samsel

Proposal Info

WCNR_proposals@colostate.edu

! New Login Requirements for National Science Foundation !

The U.S. National Science Foundation (NSF) issued **Dear Colleague Letter (NSF 25-011)** to notify the research community about the mandatory use of **multifactor authentication (MFA)** for *Research.gov* sign-in, effective Sunday, October 27, 2024. All external users must first complete a one-time MFA enrollment process that will be available starting on October 27 and then use MFA to sign into *Research.gov* going forward.



Training Resources

Training resources, including how-to guides and frequently asked questions, will be available on the new *About Signing Into Research.gov* page on **Research.gov Help** on October 27. This new page will assist the research community to quickly enroll in MFA and learn how to sign into *Research.gov* with the selected MFA method.

[View Dear Colleague Letter](#)

[Access MFA Info](#)

[Research.gov Help](#)

Proposal Submission Information



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

Healthcare Plan Changes / Open Enrollment Period

CSU's benefit programs for 2025 include several updates, featuring both modified and new medical plan options. Open enrollment takes place from October 28 – November 15. The Annual Benefits Fair takes place from 10 a.m. to 2 p.m. on **Tuesday, November 5** in the Lory Student Center, Ballroom A. Detailed information can be found on the 2025 benefits update web page through the button below.



[Watch the video](#)

Help Sessions for Open Enrollment

As we prepare for the upcoming 2025 benefits changes, HR is offering 1:1 virtual help sessions for our department to ensure that every employee has the opportunity to fully understand the new plans and make the best decision for themselves and their families.

These 1:1 sessions are a great chance to ask any questions you may have or get help enrolling. You can schedule your appointment through the button below. All sessions will be held via Microsoft Teams.

If you're unable to attend a Department 1:1 session, there are other opportunities to get your questions answered:

- Virtual Presentations from HR Benefits
- General Virtual 1:1 Appointments

We encourage you to take advantage of these opportunities to ensure you're informed and prepared for the changes coming in 2025.

[Visit Benefits Website](#)

[Sign Up for Help Session](#)

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

Office: MSNR 353

WCNR_budget@colostate.edu

By appointment only

Human Resource Services

Office: MSNR 411

WCNR_HR@colostate.edu

Proposal Support Services

Office: MSNR 353

WCNR_proposals@colostate.edu

By appointment only

[WCNR Intranet](#)

[WCNR Manual](#)

[Kuali Research](#)

[AAR](#)



WARNER COLLEGE
OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY