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We are CAHNRS! Featuring the Center for
Transformational Learning & Leadership with the
Department of Entomology



Monthly News & Tips from CAHNRS Contracts, Finance, Personnel, Payroll, Purchasing, and Travel

CAHNRS Finance & Administration

Providing people-centered support, resources, and assistance for CAHNRS.

December 2023

Director's Corner >>>

I hope you are enjoying our monthly newsletter. Inspired by the recent CAHNRS Road Show, we are launching a new feature titled, "We are CAHNRS!" Each month we will highlight "You", our customers, and the wonderful work you are doing.

Our team also spent some time creating a vision statement: **Providing people-centered support, resources, and assistance for CAHNRS.** We really mean those words. People are at the center of what we do, and we enjoy serving you. Please don't hesitate to reach out to us. We are ready and able to help!

Feel free to share this newsletter with others and contact mortonl@wsu.edu if you know of someone who would like to be added to our distribution list.

Wishing you all a joyous holiday season!
Esther Kruse, Finance Director



A Special Note about Audits and Reviews



WSU cooperates and assists with external auditors. We will coordinate with our Central Offices, you, and your staff throughout the audit/review process.

We are required to notify Central WSU Offices of all audits/reviews.

When you are contacted by your funding agency about an audit or review of your grant, please notify Esther Kruse, Finance Director at etate@wsu.edu or 509-335-6885.



Yikes!!



What Can I Do to Speed Up the Processing Time of My Contract?


Allow yourself time to gather the information needed to make a complete contract request. Be sure to account for the 60-day processing time that is given by PACS, which is after they have received the complete contract package in the Workday system. Keep an eye on expiring contracts that you may need to extend or renew!

Include *all* the required documents with the *initial* request to CAHNRS Contract team. Sending one piece of the package at a time can be burdensome and may add delays. Please send everything the counterparty is asking to have signed with any accompanying terms, conditions, exhibits, and WSU required documents.

Missing required documents. Please review the guidelines for the type of contract you are requesting to see what may be required in addition to the Contract Request Form (CRF). See the WSU Procurement and Contract Services website at <https://rebo.wsu.edu/required-documents/> for guidance. Examples: you may need a PCard Contract Exception, SAAM, Certificate of Insurance, Sole Source Justification, a W-9. Are they signed by the Chair or Director if needed? All Pcard Contract Exceptions should be sent to purchasing.bc@wsu.edu for review and signature by the CAHNRS Finance Director.

Missing a supplier or customer number. If the counterparty is not set up in Workday, it can take 10-14+ days to have one approved. Checking this should be a first step in your contract process. A signed, completed W-9, mailing & physical address, e-mail, and phone number are needed to request a new supplier. You may create a new supplier request in Workday, or we are happy to assist if you provide all the required information from the counterparty.

The Payment & Work Tags sections are incomplete. If you don't know this information, your finance admin can assist you. This complete information is required to get the contract request set up in Workday.



Payment Period (i.e., monthly, yearly)	Number of Payments	Amt. Per Period (unit price in Workday)	Total Amount		
Payment with Procurement Card <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Applicability <input type="checkbox"/> Taxable <input type="checkbox"/> Tax Exempt		Tax Location Code		
Worktags (Spend Categories and Revenue Category are required)					
Amount	Cost Center	Fund	Function	Region RG10	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag

CRF is Signed and/or locked. Please complete the CRF but leave it unsigned and unlocked. Many times, we need to add information, edit, or make corrections before it can be routed for the CAHNRS Finance Director review and signature.

We're happy to help you through the process and get you on the way to a successful event or project!

Please call or e-mail with any questions: contracts.bc@wsu.edu or 509-335-9857

<https://business-center.cw.wsu.edu/contracts/>

Real Property Contracts>>>



CAHNRS Real Property Request Process

Most CAHNRS contracts are processed through the Business Center; however, if it is a Real Property Request contract, then it is handled through CAHNRS Operations – and K@ Odell is your point of contact (odell@wsu.edu / 509-335-3460).

When should I follow the CAHNRS Real Property Request Process?

If it is a purchase, lease, or sale of real property, an MOA/MOU for a demonstration garden, a facility use agreement for either WSU or non-WSU facilities that is for more than 30 days of use – like storage units.

Definition of terms:

- **Contract Request Form (CRF)** – every Real Property Request starts with a CRF. The CRF gathers all the information in one place. It lets Real Estate and Business Operations (REBO) know the result you are striving for and gives them something to refer to while creating the contract or lease. With the arrival of Workday, a CRF is required to assign a contract number. Other items needed for lease completion include a budget to associate with the contract and a completed & signed W-9.
- **Extension/Master Gardener Agreement** – a contract entered by local WSU Extension Offices that supports the mission of WSU Extension and/or the Master Gardener Program

- **Facilities Use Agreement** – a contract covering the lease or rental of WSU property by another internal WSU unit or an external third party.
- **Lessee** – renter of a property
- **Lessor** – owner of a property
- **Real Estate Lease or Sale** – a contract covering the sale of WSU real property to a third party, or WSU’s purchase of real property from a third party, or a contract covering WSU’s rental or lease of property from a third party
- **Real Property** – any lease within a building or on land

For more information see the CAHNRS Operations Website: <https://operations.cahnrs.wsu.edu/real-property-requests/>



December Payroll Calendar

Paid Holidays: December 25 & 26, January 1
WSU Reduced Operations: December 27-29

December						
S	M	T	W	T	F	S
					1	2
3	4 🕒	5	6	7 🌟	8 🌟	9
10	11 💰	12	13	14 🌟	15	16
17	18 🕒	19 🌟	20 🌟	21	22 💰	23
24	25 🌟	26 🌟	27 🌟	28	29	30
31						

December Travel>>>

Spend Authorizations

Please **DO NOT** close Spend Authorizations without checking to see if the trip has been completed or cancelled, and if the traveler has submitted the corresponding Expense Report for reimbursement. If you are not sure, PLEASE reach out to the CAHNRS Travel Team at travel.bc@wsu.edu and we can check for you. *Once the Spend Authorization is closed it cannot be re-opened.*



CTA Cards

If you have used the **CTA card to purchase your airfare, you MUST reconcile the transaction on your Expense Report when you return.**



You will not be reimbursed for the purchase. Please “Add” a new expense line and click the drop down, “Credit Expense,” tab and you will see your airfare purchase amount, plus the service fee. Click on both amounts and they will be added in as expense lines. Attach your airfare receipts to each line.

If you are a **Custodian of a CTA card**, please remember to assign each purchase to the traveler’s name, include the trip dates, and notify the CAHNRS Travel Team. Then we will know to look for the airfare on the Expense Report (A copy of the receipt would be greatly appreciated!). Is the trip cancelled or re-scheduled? Please keep copies of original receipts, cancelation documentation, and credit vouchers, if applicable.

If you have any questions or need assistance, please reach out - we are happy to help.

E-mail: travel.bc@wsu.edu

Website: <https://business-center.cw.wsu.edu/travel/>

Thank you from the CAHNRS Travel Team!



Personnel & Payroll>>>

Reminder: Use Personal Holiday and Holiday Credit by Dec. 31 - Civil Service, Nonpermanent Scheduled, and Nonpermanent Nonscheduled employees who have not used their Personal Holiday, Personal Holiday Credit, or Holiday Credit must do so by December 31, 2023.

Prepare for January 2024 HR mass actions - In January 2024, HRS will process the following mass actions:

- Minimum Wage increase effective 1/1
- FLSA changes effective 1/1

Departments are encouraged to **prepare for these blackout dates** by reviewing the January 2024 HCM Mass Action Timelines and Options guide. This guide provides information about key deadlines and tasks that require completion prior to the processing of the January mass actions.

Training Updates - Modernization continuously improves the Workday training and resources and make it easier for people to find the information they need.

They’ve recently updated the “Workday for...” series of web pages by adding links to a wide range of Elevating Cougs sessions replays, as well as links to new reference guides. Examples include the addition of the How to Make Payroll a Stress Free Deadline recording and the new Payroll Checklist guide.

We are CAHNRS!

December's spotlight is on the **Center for Transformational Learning and Leadership (CTLL) and the Entomology Department's Honeybee Program.**

Recently they joined efforts for a scouting trip to Nairobi & Talek in Kenya.

The focus was to assist in developing a future Faculty-Led Study Abroad Program in Global Leadership. Team members, **Joe Hewa**, Associate Professor and Director CTLL, **Laura Lavine**, Department of Entomology Professor and Chair, **Steve Sheppard**, Professor, Department of Entomology & Thurber Endowed Chair of Entomology, and **Colleen May Taugher**, External Consultant, and retired WSU faculty member, met with the Maasai Mara, John Bowen, The Maa Trust Beekeeping Coordinator, and WSU Global Health Kenya office.



Maasai Mara beekeeper group with the EDU Africa representative Prisca Wanja (far left), Dr. Steve Sheppard, Colleen Taugher, Laura Lavine, John Bowen from The Maa Trust, and Dr. Joe Hewa.

“The significance of this partnership was a no-brainer,” said Colleen, “to give undergraduate students real life exposure to novel beekeeping methods and challenges. It was a rich opportunity to introduce undergraduate research while achieving the leadership development goals of the

program.” When Laura talks about this joint effort, we see the power of networking. “We had this tremendous opportunity to join efforts to put together a global leadership course with the amazing work being done by The Maa Trust in their livelihood project on beekeeping and honey. Dr. Noel Schulz connected us with the beekeeper for the program, John Bowen, and a new relationship and study abroad program was born!”



Prisca Wanja from EDU Africa, The Maa Trust executive leadership, and the WSU Team at The Maa Trust headquarters on the Maasai Mara conservancy land near Talek, Kenya.

Laura explains how the partnership came together and how the Honeybee program became the first to partner with CTLL. “Joe and I developed the concept using the Bee Program because of the relationship and work done by The Maa Trust in beekeeping. It was a natural fit and Joe and I have worked together before. We thought the opportunity for students would be really interesting as African beekeeping is so different from beekeeping in the United States. We wanted to get this program off to a great start and the beekeeping angle was very strong.” Joe will be leading this Summer 2024 opportunity. Laura and Joe emphasized that funding was also key in making this possible for undergraduate students. Joe shared, “The program is generously supported by the Ken & Sue Christianson Endowment for International

Experiences given to the CTLL to provide transformational international experiences focused on professional development, global leadership, & making an impact for CAHNRS students. Additional support comes from three other endowments processed through the CTLL (CHS Learning and Leadership Endowment, CoBank Learning and Leadership Endowment, and the CTLL Excellence Fund).”

Laura talks about Kenya and how different beekeeping is there. It provides a glimpse of what students will get to experience.

The launch of this program isn't just learning about beekeeping, but also how to be culturally competent, collaborate tactfully and communicate effectively as students, while being immersed in a different culture. Colleen adds, this can be a potentially life-changing experience.



WSU Team with beekeepers from the Maasai Mara doing a Go Cougs cheer.

[CTLL – International Immersion Experiences Information](#)

[The Maa Trust](#)



If you have a project or event you would like to have highlighted, please reach out to us!

*More time, less hurries.
More fun, less worries.
More smiles, less mess.
More merry, less stress.*



*Wishing you a wonderful
holiday season.*

CAHNRS Finance and Administration
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<https://business-center.cw.wsu.edu/>
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