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

CAHNRS Finance & Administration

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

April 2024

Director's Corner >>>

This month we are discussing HCM and FDM in Workday. **HCM is Human Capital Management** and **FDM is the Foundation Data Model**. These two pieces perform distinct functions in Workday.

HCM involves the people side: Recruitment, Hiring, Supervisory Organization, Academic Unit, etc.

- Key component is the Supervisory Organization SP000XXX the worker is in.

FDM involves the financial aspects: Allocations, Expenditures, Revenue, Assets.

- Key component is the Cost Center CC0XX the transaction is in.

As part of the FDM, there are four types of Worktags used in Workday.

They are similar to an account:

- Program **PG**0000XXX
- Grant **GR**0000XXXX
- Gift **GF**00XXXX (gift subaccounts are program Worktags)
- Project **PR**0000XXXX (used by Fac Ops for capital projects)

Embedded inside each account Worktag are several pieces of information. This embedded information tells Workday how to route the transaction for approvals and classifies the transaction into the correct buckets for reporting purposes.

Washington State Arbor Day is April 10th!
Visit the <u>Extension Publication Website</u> for research-based information on selecting, planting, pruning and more!

Contract Reminder - Summer is quickly approaching!
Please **allow a minimum of 60 days for contract processing**.

Example: PG0000XXXX **CC00XX** **FD001** FN019 RG10 AF0003 EF0047

Cost Center	Your Department/Unit
Fund	Type of Funds (State, Gift, Non-Federal Grant, etc.)
Function	NACUBO functional classification (purpose of transaction) <u>Microsoft Word - NACUBO Program Code Guidance.docx (ua.edu)</u>
Region	Branch Campus unit is associated with. For CAHNRS this is RG10 Pullman, regardless of whether you are in Pullman, an R&E Center, or a County
Alternate Reporting	CAHNRS reporting to distinguish Teaching AF0001, Research AF0002 and Extension AF0003 (Identified as Areas prior to Workday)
Extension Reporting	Extension reporting on Location (used for County Contributions)

The next time you are in Workday, enter your Worktag in the search bar, click on your Worktag when it comes up and go to Related Worktags to see this information.

As always, feel free to reach out to <u>cahnrs.fa@wsu.edu</u> if you have questions.

Happy Spring!

Esther Kruse, Finance Director

STAFF UPDATES

We are pleased to announce that **William Kane** has accepted the Fiscal Analyst 3 position in CAHNRS Finance and Administration (CFA).

William has worked for CFA since 2022 and we are excited to collaborate with him in his new position. Congratulations William!

A Fiscal Specialist 2 position in CFA will be posting soon to fill the vacancy.

April Payroll Calendar

*Contract Tips>>>*How to Find Spend Categories

Why do I need a Spend Category and how do I find it? The Spend Category is one of the Workday Worktags that drive reporting and help describe the transaction's business purpose and type of expense.

How do I find them? In the Workday main search bar, enter **CR REF Spend Categories**.

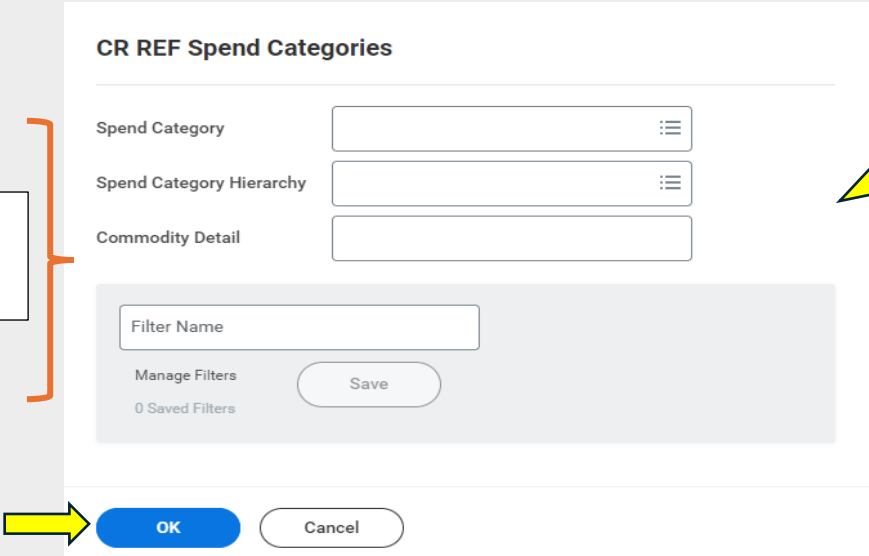| ≡ MENU | 🐾 | → | 🔍 CR REF Spend Categories ⊗ | 🔔 📨¹ 👤 |
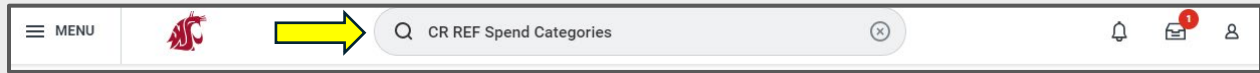
You can search by item hierarchy if you want to narrow the search or just select OK and it will return with all the Spend Categories.
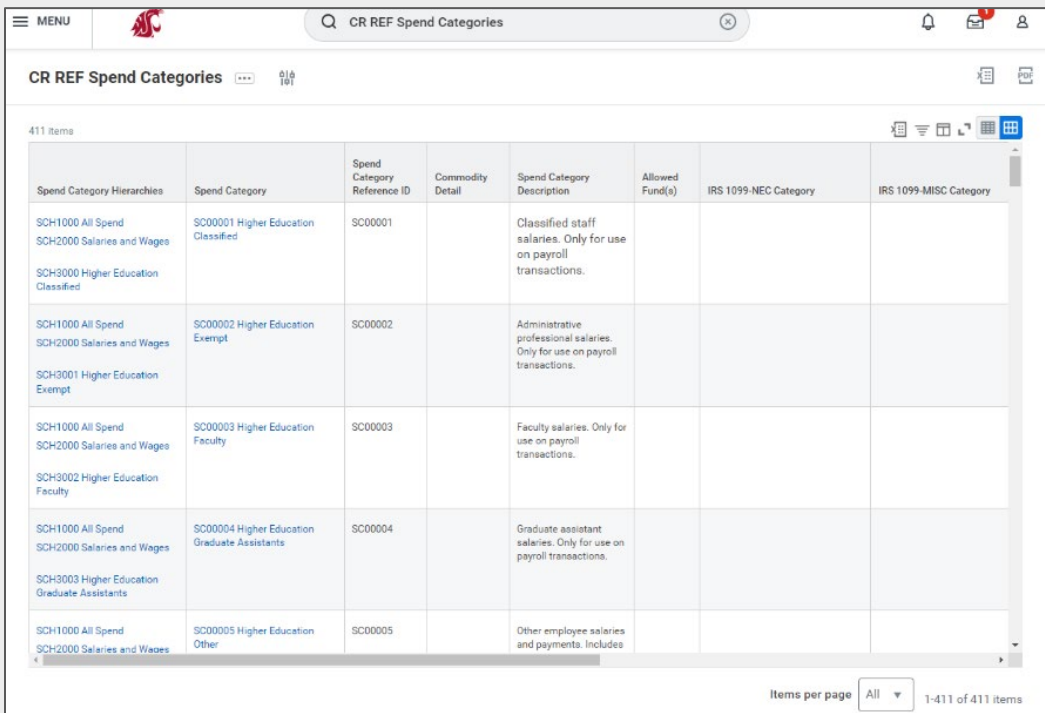
Spend Category with **all** categories.

CR REF Spend Categories

Leave these fields blank to return **all** Spend Categories.

Spend Category [_____] ☰

Spend Category Hierarchy [_____] ☰

Commodity Detail [_____]

Filter Name [_____]

Manage Filters
0 Saved Filters   Save

OK   Cancel

Revenue Category - Use RC0073

Return results with **all** types of Spend Categories.

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CR REF Spend Categories ⋯

411 items

Spend Category Hierarchies	Spend Category	Spend Category Reference ID	Commodity Detail	Spend Category Description	Allowed Fund(s)	IRS 1099-NEC Category	IRS 1099-MISC Category
SCH1000 All Spend SCH2000 Salaries and Wages SCH3000 Higher Education Classified	SC00001 Higher Education Classified	SC00001		Classified staff salaries. Only for use on payroll transactions.			
SCH1000 All Spend SCH2000 Salaries and Wages SCH3001 Higher Education Exempt	SC00002 Higher Education Exempt	SC00002		Administrative professional salaries. Only for use on payroll transactions.			
SCH1000 All Spend SCH2000 Salaries and Wages SCH3002 Higher Education Faculty	SC00003 Higher Education Faculty	SC00003		Faculty salaries. Only for use on payroll transactions.			
SCH1000 All Spend SCH2000 Salaries and Wages SCH3003 Higher Education Graduate Assistants	SC00004 Higher Education Graduate Assistants	SC00004		Graduate assistant salaries. Only for use on payroll transactions.			
SCH1000 All Spend SCH2000 Salaries and Wages	SC00005 Higher Education Other	SC00005		Other employee salaries and payments. Includes			

Items per page [All ▾] 1-411 of 411 items

Scroll to view results.

Spend Category by **Hierarchy**

CR REF Spend Categories

Spend Category [ ] ☰

Spend Category Hierarchy [Search] ☰
× SCH3033 Supplies and Materials ...

Commodity Detail [ ]

Filter Name [ ]

Manage Filters
0 Saved Filters [Save]

OK   Cancel

Enter the Spend Category Hierarchy and it will return with all the categories available in that hierarchy.

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CR REF Spend Categories ⋯ ⚏

Spend Category Hierarchy   SCH3033 Supplies and Materials

25 items

Spend Category Hierarchies	Spend Category	Spend Category Reference ID	Commodity Detail	Spend Category Description	Allowed Fund(s)	IRS 1099-NEC Category	IRS 1099-MISC Category	Default Ta...
SCH1000 All Spend SCH2003 Goods and Services SCH3033 Supplies and Materials	SC00038 Office Supplies	SC00038		Consumable supplies for general office use. Examples include paper, ink, staplers, pens, pencils, tape, calendars, etc.				Taxable – Use, or Ret
SCH1000 All Spend SCH2003 Goods and Services SCH3033 Supplies and Materials	SC00039 Computer Equipment Non-Inventoried	SC00039		The amounts expended for non-inventoried computer equipment. Examples include hard drives, flash drives, keyboards, monitors, printers, etc. See SC00254 and SC00351 for laptops.				Taxable – Use, or Ret
SCH1000 All Spend SCH2003 Goods and Services SCH3033 Supplies and Materials	SC00040 Instruction/Lab/Medical Supplies	SC00040		Consumable supplies and materials purchased for instruction, labs, AND for medical supplies that are not sales tax exempt.				Taxable – Use, or Ret
SCH1000 All Spend SCH2003 Goods and Services	SC00041 Supplies and Materials	SC00041		General supplies and materials that are ordinarily consumed				Taxable – Use, or Ret

Results will be all the types in that Spend Category hierarchy.

Scroll to view results.

Want to **verify the Spend Category code is correct**? You can enter it in the Workday search bar and view the description and usage.

☰ MENU 🔍 SC00100 ⊗

View Spend Category SC00100 Rental of Off-Site Activity Facilities ⋯

Spend Category Name	SC00100 Rental of Off-Site Activity Facilities
Parent	SCH3040 Rentals and Leases - Furnishings and Equipment
Description	Rental of non-WSU owned facilities used for conducting activities at off-campus sites.
Spend Category Usage	Ad Hoc Payment Expense Procurement Supplier Invoice
Stock Items	No
Default Tax Applicability	Non-Taxable – No Washington Sales, Use, or Retail Tax

We are here to help with your contract package – E-mail contracts.bc@wsu.edu!
Find helpful forms and guides at: https://business-center.cw.wsu.edu/contracts/

Personnel >>>

Hourly Appointments:
Hourly employee's compensation end dates need to be the last day of the pay cycle or the last day of the FLSA work period (Saturday), whichever is earlier. We will be entering compensation end dates accordingly.

Graduate Appointment Resources:
Please see our updated web page with links to helpful Graduate Assistantship resources, gratefully provided by Deb Marsh.
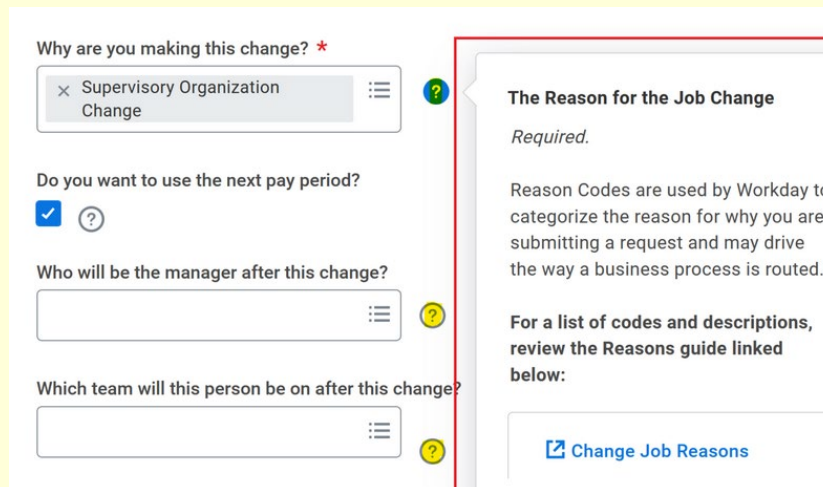
CAHNRS Summer Appointment Guidelines & Summer Memo Template
We received a reminder and directive from the Provost's office for our Summer Faculty.
We will also have these resources on our CFAP web page - https://business-center.cw.wsu.edu/personnel/

Modernization: Introducing Quick Tips in Workday
Exciting - Coming in April – MOD is adding Quick Tips to select processes in Workday to help users get the guidance and resources they need without having to leave the system.


Purchasing News>>>

Credit Card Payment Portal – If you have been using the **Central Payment Site/CyberSource**, recently we had a department note that they were "missing" payments. In reaching out to the Controller's Office and Treasury Services, they discovered a processing issue causing authorized payments to not be settled. They are in the process of investigating and trying to fix the issue with the Central Payment Site IT group.

If you have any "missing" payments that are not showing up on your CR FIN Transaction Detail report in Workday that you know should be there, please reach out to Jill Renna to find and settle them. Thank you!

Travel>>> Personal Vehicle Use & Mileage
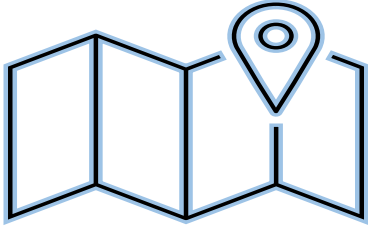
With summer quickly approaching and travel opportunities on the rise, the topic of driving **Personal Vehicles** when traveling for official WSU business often comes up. Let's re-visit the topic of **Reporting Mileage, Commuting and Driving a Privately Owned Motor Vehicle (BPPM 95.11)**.

Is it ok to drive your own car?
Here are a few things to keep in mind: Normally, the **use of a privately-owned vehicle is based upon** *University-related requirements* **rather than the personal preference or convenience of the traveler (DES Policy BR.01.01**).

A WSU traveler may use a privately owned motor vehicle for official University travel when:
- A **Motor Pool vehicle is not available**, or
- It is **more advantageous or economical to the University to use a privately-owned vehicle than a Motor Pool vehicle as determined by the approving administrator**.

Calculating Mileage: Departments may use maps, highway guides, or actual odometer readings to determine mileage.

Maps and Guides: Use standard highway mileage guides for mileage. If maps or guides are used to determine point-to-point mileage, vicinity miles as determined by odometer readings must be shown on the Expense Report in Workday as a separate figure for each day's travel (Or provided on a mileage log).

Odometer Readings: Departments may elect to reimburse either in-state or out-of-state mileage, or both, based on actual odometer readings. Enter the total daily mileage on the Expense Report in Workday, as directed. Indicate that the mileage is based upon odometer readings.

Reporting Mileage: When you are ready to submit an Expense Report for reimbursement for the miles driven, you will need to indicate your trip **origination point and the destination** of the trip. When the origination point is not clear, the CAHNRS Travel Team will look at **your official workstation in Workday** to help us determine where you may have started from, however, this does not alert us to a potential *****telework agreement or temporary duty Station,** so we need your assistance in providing that detail**. Also, many WSU employees commute from home each day to their place of work. **Commuting miles are NOT reimbursable.**

Departments are responsible for maintaining an accurate work location in Workday. Employees must ensure the address listed on their Telework Agreement is accurately reflected in Workday, since taxes, payroll deductions, and other labor and employment laws may be different depending on where the work is performed.

The following diagram shows mileage that is reimbursable and what is not. **All claims for personal vehicle mileage are for travel that is both critical and necessary for university business (SAAM 10.50.25.b).**

## 10.50.25 Restrictions on reimbursement for privately-owned motor vehicle use
Aug. 1, 2023

10.50.25.a

Daily commute transportation expenses between the traveler's official residence and official workstation for travel reimbursement is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.
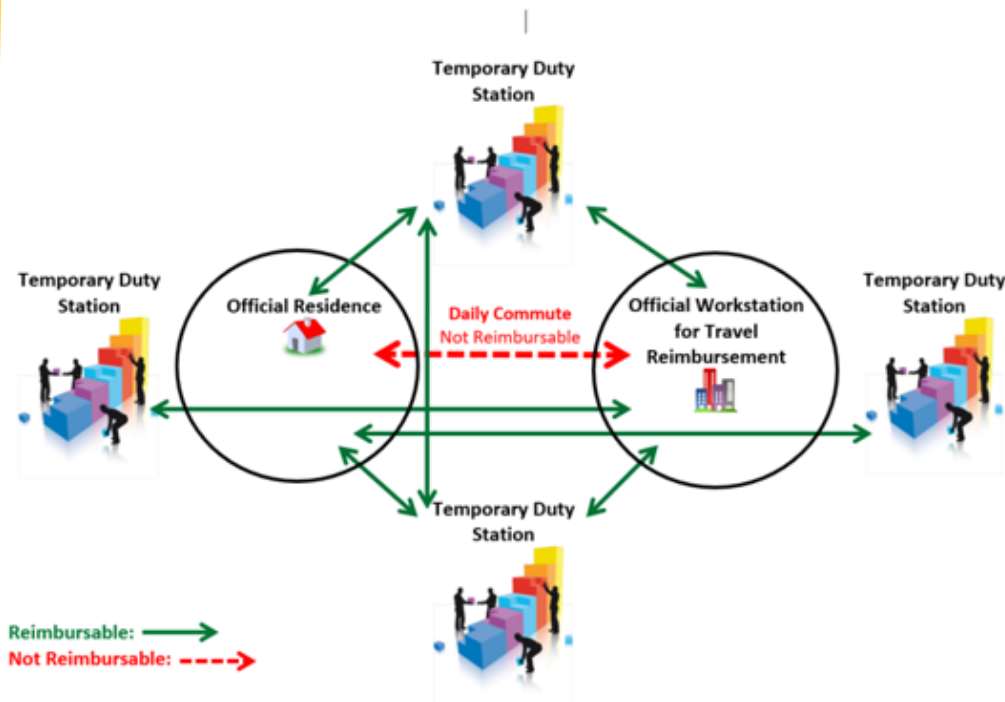
Official Residence: The city, town, or other location where a state official or employee maintains a residence that is used as their primary domicile. Determinations by the agency head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the state official or employee's personnel or other file.

Official Station: The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee.

Temporary Duty Station: A fixed location where a state official or employee has been temporarily assigned to work for a specific period of time which is less than one year.

If you ever have questions, please reach out to our team at: **travel.bc@wsu.edu**
Visit our webpage for travel related information and guides: https://business-center.cw.wsu.edu/travel/

WE ARE CAHNRS>>>

4-H in Washington State and Beyond!

This month we are highlighting one of the many Extension 4-H programs offered in the state of Washington and nationally. Jennifer Fees, M.Ed., Spokane County Extension Coordinator Sr., and Ashley Hall, Ph.D., 4-H Assistant Professor, lead two amazing programs. These programs have a significant impact on our communities all over the state of Washington and reach into other states.

Their most recent trip was to Washington DC to participate in **Ignite by 4-H: The Ultimate Teen Summit**. Ashley and Jennifer chaperoned a 4-H Team from Washington state. This was an incredible opportunity for teens to hear from influential speakers, even some from their own generation, where they could find their spark. These students are incredibly dedicated. Ashley had fun getting to step back and watch them engage and be innovative in discussions of what could be improved on for the conference.

Students in the 4-H program, **Youth Advocates for Health** (**YA4-H!**), are currently writing up another grant proposal. Last year they received funding to provide kits for families and youth at shelters, like the Ronald McDonald house in Spokane. In programs like these, Ashley and Jennifer are training the next generation; equipping and empowering teens to teach the younger generation, which in turn helps them to walk out healthy habits. That may be through mindful movement, eating healthy food, mental health, and suicide prevention.

Ashley has also been doing mental health and suicide prevention among teens - **Teens Helping Teens**. The work she does is to help meet the needs of the community. Her favorite part about 4-H is, "Watching the kids grow and go for it on their own."

Ashley is based in Snohomish County. Here are some of her current programs:

- Suicide prevention training for groups throughout Washington.
- Youth engagement and advocacy.
- Resource guides with OSU that are county-based.

Jennifer is based in Spokane County & works in these areas:

- 4-H Nutrition and Healthy Living Educator
- Strengthening Families 10-14 Facilitator and Local Agency Trainer
- WSU Consumer Food Safety Advisor
- Spokane County Interstate Fair 4-H Life Superintendent

Learn more about WSU 4-H: https://extension.wsu.edu/4h/

April is a reminder that life is a beautiful, ever-renewing cycle. ~E.E. Cummings

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