



PERSONNEL



Hiring Freeze Information

- ✓ 100% Grant funded positions do not require any additional approvals or information to hire. This applies to both permanent, temporary, and hourly appointments.
- ✓ Temporary Hourly appointments not on 100% grant funding require a detailed justification, including estimated costs' as to why the hire is necessary to meeting the mission of CAHNRS. Justification for the Temporary Hourly appointments should be added to the purpose of request of the online request form.
- ✓ Appointment Renewals also require a detailed justification. These will be approved by CAHNRS Leadership so please reach out to your department's Fiscal Point of Contact with questions.
- ✓ New and/or filling vacant appointments not on 100% grant funding, require a HIRES submitted for approval by the Provost.
- ✓ As always, please plan-ahead with hiring and if there are any questions, please contact your department's Administrative Manager or Fiscal POC for more information.

CONTRACTS

Just a friendly reminder: when submitting an invoice (that is linked to a contract) to the CBS system, please upload the fully executed (signed) contract and reference the contract number in the notes section. This will help get the payment request processed more quickly and efficiently.

JOHNSON HALL SHIPPING UPDATE

If you are expecting a package, please use the Tracking Number to know when it arrives on campus. The day after the package arrives on campus it will be delivered to Johnson Hall 285. Those ordering through the Business Center will receive a tracking number shortly after the items are ordered.

If you wish to have the package delivered directly to your office/lab, please make a note on the CBS request. Packages can also be held at Receiving and Delivery on Grimes way for pick up at a mutually agreed upon time. Please know you will be responsible for scheduling and picking the item up if this is the method you would like. For information on these options, contact the Business Center at purchasing.bc@wsu.edu