

Helpful Links & References

EXTENSION STAFF RESOURCES PAGE:

<http://extension.colostate.edu/staff-resources/>

Please bookmark and check this site, as new resources are being built out and will be added to this page as they are completed!

Under EMPLOYEE RESOURCES you can find the following information:

TimeClock Plus Information

Full-time Hiring Processes & Procedures

Employee Handbook

Fiscal/Travel Information Section:

Travel Information/Forms

Payment Request Form

FISCAL POLICIES & PROCEDURES *(also listed under Finance Resources Box)*

Scroll Down a little further to find the NEW Finance Resources Box to find the following, plus other helpful information:

Accounting 101 – brief overview of accounting system/processes at CSU

FISCAL POLICIES & PROCEDURES *(also listed under Employee Resources, Fiscal Travel Information)*

County Budget Template

Formula Funding Methodology

Local Non-Appropriated Acct. Quick Overview

Formula Funded Position – Increase Methodology

BUSINESS & FINANCIAL SERVICES:

Kuali Training Materials/Info.

http://busfin.colostate.edu/Depts/Campus_Svcs.aspx

Click the Kuali Training Title to open up the drop down list of information

Fiscal Rules/Policies:

http://busfin.colostate.edu/Resources/Fin_Rules_Procs.aspx

Complete list of fiscal rules/policies by topic area:

1. Accounting
2. Expenditures and Revenues
3. Contracts

4. Capital Equipment/Construction
5. Travel
6. Cash & Credit

Banking/Cashier Services:

<http://busfin.colostate.edu/Resources/Forms.aspx?heading=4>

Forms for merchant services – credit card sales – petty case and temporary change funds.

HUMAN RESOURCES/EMPLOYEE INFORMATION:

<http://www.hrs.colostate.edu/>

Main HR site Under Departmental HR Liaisons has links:

- I-9 Processing
- TimeClock Plus Information and Updates
- TimeClock Plus training and user guides

<http://www.hrs.colostate.edu/current-employees/index.html>

Current Employees Link - General information for all employees including payroll, direct deposit, tax info., pay advices, and benefits can be found here.

<http://www.hrs.colostate.edu/managers-supervisors/index.html>

Managers and Supervisors Link – Payroll Schedules for bio-weekly and monthly employees

PROCUREMENT SERVICES & P-CARD:

<http://www.procurement.colostate.edu/>

Purchasing rules are listed on this site with dollar amount thresholds. [Click the Before You Buy Menu at the top for the most recent purchasing rules at a glance matrix!](#)

<http://www.procurement.colostate.edu/pcard/pcardform.aspx>

Information on this site pertains to the p-card rules, card holder account and instructions, a link to the certificate of exemption for Colorado Sales /Use Tax, and forms for lost/missing receipts.