



COLLEGE OF ARTS & SCIENCES
UNIVERSITY of WASHINGTON

CAS Administrative
Support Team:

Purchase + Travel Reimbursements

Guide for users and
administrators

CAS AST Website

<https://admin-support.artsci.washington.edu/>



COLLEGE OF ARTS & SCIENCES | ADMINISTRATIVE SUPPORT TEAM

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PROCUREMENT



Anticipated time to initial submission (Procurement):

- Green: 1 business day
- Orange: 3 business days
- Red: 4 business days

[Get Started](#)

HR & PAYROLL



Anticipated time to initial submission (HR/Payroll):

- Green: 5 business hours
- Orange: 1 business day
- Red: 3 business days

[Get Started](#)

VISAS



Anticipated time to start (Visas):

- Green: 1 business day
- Orange: 2 business days
- Red: 3 business days

[Get Started](#)



CAS AST Overview

<https://admin-support.artsci.washington.edu/who-we-are>

The CAS Administrative Support Team (formerly CAS Shared Services) launched in June 2011, the result of a grass-roots inquiry into ways to increase efficiency and reduce risk at a time when small departments' staffs were getting ever smaller.

Originally designed to complete HR, payroll, and procurement transactions on behalf of 13 Humanities departments, the team's portfolio experienced rapid growth in its first year and has continued to grow ever since.

AST now manages foreign national visa applications for all College units; HR and Payroll transactions on behalf of 27 departments, schools, and centers across all four divisions; and procurement transactions on behalf of 29 units College-wide. We do so through delegation of authority, renewed annually.

Expectations and performance measures can be viewed on the AST website (see "FAQs" and "Performance Measures"), Feedback is also gathered through the website (see "User Feedback Survey). AST has also been instrumental in the launch of new systems, most notably Workday HR/Payroll in June 2017, and is working closely with the University's Finance Transformation team in preparing College units for the launch of Workday Financials.

The goal: To be a prompt, innovative and reliable resource in the College of Arts and Sciences and a trusted partner among the University's central offices.

AST: How does it work?

See: <https://admin-support.artsci.washington.edu/about-us/what-we-do>

- ◆ **First Step :** Units decide what they need. The responsibility for initiating transactions rests at the unit-level. Depending on units' accepted processes, a request can be initiated by unit staff members, PIs, chairs, faculty, or other employees.
- ◆ **Second Step:** Units transmit requests to the Administrative Support Team. Specific intake forms are available on our website for different transaction-types. Upon submission, the forms route automatically to UW Connect, where they are assigned unique "ticket" numbers.
- ◆ **Third Step:** Requests are distributed to Administrative Support Team members based on team members areas of expertise and workload. Note: Although we assign specializations, each Team member is trained in all of our transaction types in order to ensure coverage during sick leaves, vacations, or in peak volume months (September for Payroll; March and June for Procurement).



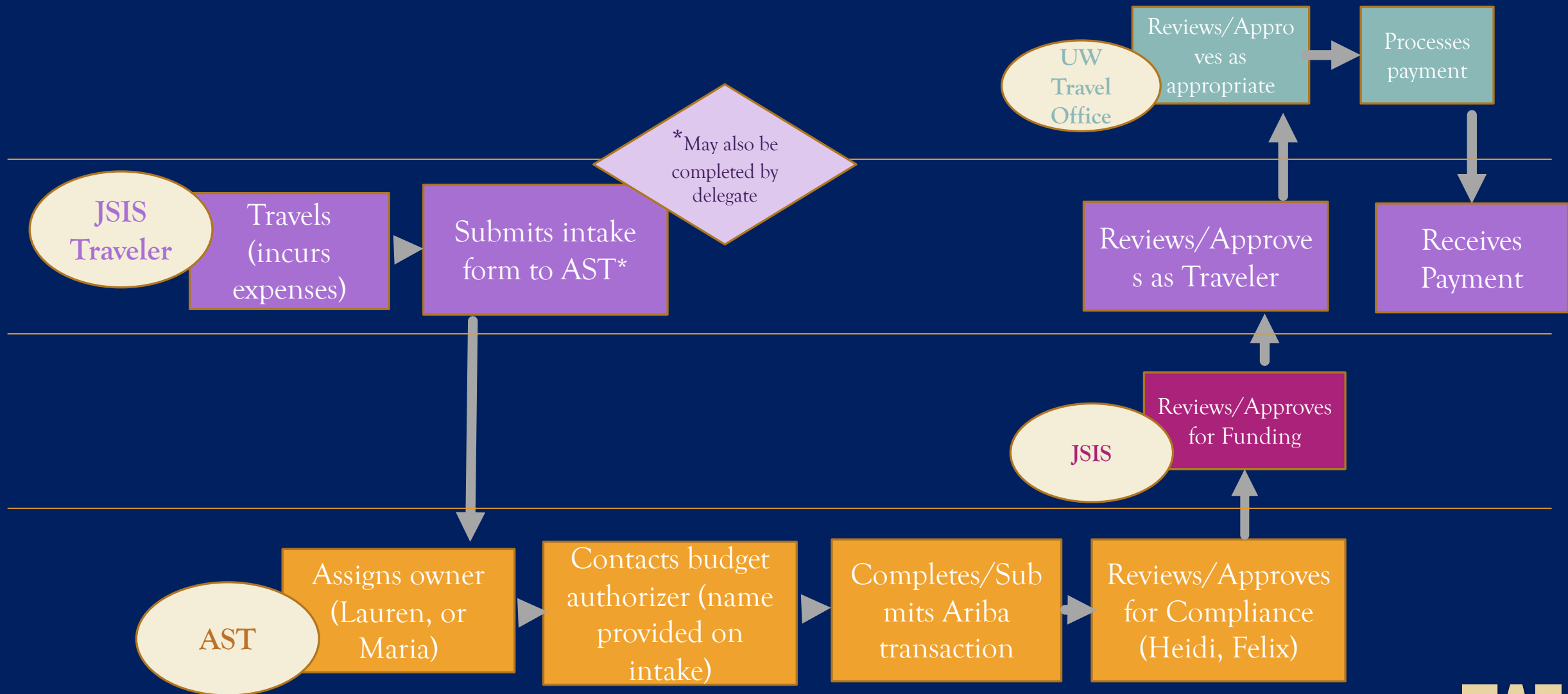
AST: How does it work?

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- ◆ **Fourth Step:** The Team processes requests. Team members maintain frequent correspondence with participating units regarding the progress of transaction requests. Requests are generally maintained in “active” status until charges are entered into Ariba or employees are entered into Workday. ***Once a record has been created in the appropriate system (Ariba, Workday) or visa documentation has been mailed, the Team closes (“resolves”) the ticket. To re-open a ticket, a unit need only “reply” within the UWConnect ticket or send an email with the ticket number in the subject line.***
- ◆ **Final Step:** Units run Workday and Ariba reports to reconcile budgets. While AST is a center of expertise in transactional policies and processes, the team is not responsible for budget management. All budget reconciliation rests in the units. Similarly, it is the unit’s responsibility to double-check that all information has been entered into Workday correctly by reviewing Earnings and Actuals and other targeted reports.



AST/JSIS Reimbursements: Workflow View



AST/JSIS Reimbursements: Checklist View

1. JSIS traveler incurs expenses.
2. JSIS traveler completes AST intake form. (We could add a data field in which the traveler indicates the person we should contact for budget info.)
3. For those travelers on complicated foreign trips, we would gladly accept a spreadsheet detailing trip expenses. As you saw this morning, our form is generic and targeted to somewhat simpler travel. As we move forward, we may want to create a different approach for the more complicated ventures, but let's go with an attached spreadsheet, where available, for now.
4. AST receives information.
5. AST sends request for budget information to appropriate budget authority.
6. Appropriate staff person sends budget info to AST.
7. AST completes reimbursement details in Ariba, attaching the budget authorization to the Ariba transaction.
8. Heidi/Felix approve for compliance.
9. Dvorah approves for funding.
10. Traveler approves.
11. Travel office reviews (where appropriate).
12. Payment is sent.

