Initiate a service request using the links below:

**Purchasing/Paying for Goods and Services** [1]

- Purchase Goods [2] (Items)
- Pay an Invoice [3]
- Initiate a Blanket Purchase Order [4] (BPO)
- "Receive" an Invoice [5] (BPO)
- Pay an Honorarium [6] (P2I)
- Reimburse Travel Expenses [7]
- Reimburse Purchase Expenses [8]
- Request Other Payment [9]
- Bulk Upload: Payments & Reimbursements [10]

- Pay an Award or Scholarship [11] (SDB)
- Bulk Upload: Award or Scholarship Payments [12] (SDB)
- Request Travel Advance [13]

**Timelines and FAQs** [14] (Purchasing/Payments)

**Managing HR and Payroll** [1]
Hosting/Hiring Foreign Nationals

Initiate J-1 Scholar Visa Application
Initiate J-1 VISIT Visa Application
Initiate H-1B Visa Application
Initiate "Green Card" Application

Timelines and FAQs (Foreign National Visas)

Who We Are

The College of Arts and Sciences Shared Services center opened as a two-year pilot in June 2011. The pilot?s launch followed an intensive 16-month study and development effort involving department administrators, central office subject matter experts, and College and University sponsors. Unlike most shared services initiatives across the U.S. that are motivated by executive-level mandates, the CASSS pilot, with support from central finance (F2), including Lean coaches, was a grass-roots reaction to diminished staff resources, increased workload, unmet department needs, and heightened risk exposure. Shared Services relieved department administrators of University-level transactional responsibilities and allowed them to redeploy scarce resources to mission-specific needs such as undergraduate advising and curriculum support.

What We Do

CAS Shared Services provides the transactional expertise to implement unit-level decisions. Its operating model therefore starts and ends with departmental action:

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 department staff members, PIs, chairs, faculty, or other employees.
Second Step: Units transmit requests to Shared Services. Specific intake forms are available on our website for different transaction-types. Upon submission, the forms route automatically to FMRT (RequestTracker), where they are assigned unique ‘ticket’ numbers.

Third Step: Requests are distributed to Shared Services team members. Three strategies are currently employed for distributing requests/tickets.

- **Unit portfolio specialization**: Shared Services team members are responsible for maintaining in-depth familiarity with payroll requirements (personnel, hiring procedures, budgets) in specific units.
- **Transaction portfolio specialization**: Shared Services team members are assigned particular transaction types requiring specialized policy background, such as Procurement Services or Payroll.
- **General distribution**: Although we assign specializations, each Shared Services 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).

Fourth Step: Shared Services processes requests. Shared Services 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 payroll. Once a record has been created in the appropriate system (Ariba, OPUS) or visa documentation has been mailed, CASSS closes (‘resolves’) the ticket.

Final Step: Departments reconcile budgets and check PERMS. While Shared Services is a center of expertise in transactional policies and processes, it is not responsible for budget management. All budget reconciliation rests in the departments. Similarly, it is the department’s responsibility to double-check that all information has been entered into Payroll correctly by reviewing PERMS.

Source URL: [https://ssc.artsci.washington.edu/home](https://ssc.artsci.washington.edu/home)