

APRIL 12,
2019

1ST EDITION

Campus Partners Quarterly

**Administrative Office Building (AOB), Shared Services
2601 E Colorado Ave, CampusPartners@du.edu**

The Team

The Campus Partners Business Office is a centralized business office within the Shared Services Center that oversees the business operations of approximately 12 divisions across campus.

Leading our team is *Tammy Schneider* as the Director of Business and Operations. Tammy serves as the main contact for dean, director, and department head strategic planning and budgetary needs.

For transactional requests, *Sandy Burke* and *Ashley Davis* will be your primary support. As Business Officers on the Campus Partners team, Sandy and Ashley focus on budget tracking, payments, contracts, hiring, and other departmental operational needs.

We are here for you!

Please just be a bit patient with us, as we constantly work to prioritize the needs of our groups.

With Genuine Support,
Tammy, Sandy, and Ashley

Inside This Issue

- The Team 1
- New University Knowledge Base 2-3
- New Job Posting System: PioneerJobs 4



From left to right: Sandy, Tammy, Ashley

Struggling with who to contact?

Tammy, Sandy, and Ashley have access to this email

Contact Knowledge Base	Contact Regarding:
CampusPartners@du.edu SharedServices@du.edu Vendor-Info@du.edu Sarah.Miller115@du.edu	Payments, Contracts, POs, P-Card Limit Increase Requests, Hiring, Budget and any other needs Pioneer Travel and Expense (Concur) and PioneerTime Vendors (status, W9/registration form) DU Purchasing Card (P-Card/Declining Balance Card) and Staples Business Advantage

Campus Partners Quarterly

New Shared Services Knowledge Base



Shared Services has made it easier to find answers to all (or at least most) of your DU Shared Services administrative questions! This new database is searchable by topic and will make it easier to find relevant forms, articles, videos, and links to additional resources.

To access this database, navigate to the HOME page of the [Shared Services](#) website or the Administrative Processes section of the Employee tab in PioneerWeb to find a link. In PioneerWeb, you can find the link under several sections.

One example:

Administrative Processes

- Employment Actions
- Finance / Legal
- Financial Aid
- Payment Services
- Looking For a Shared Services form or Information? Search our One Stop Answer Shop

You must Log-In to the Knowledge Base to access the content!

Home Solutions **Login**

Single Sign-On
 Use your PioneerWeb password.

New Shared Services Knowledge Base

Be sure to check it out!



Shared Services Knowledge Base

How to use it:

Scroll through categories and drill into resources on a specific topic.

Solutions

- Solutions
- Human Resources
 - Human Resources General (4)
 - Drafts (0)
 - Internal (0)
 - Benefits (19)
 - Hiring (35)
 - View all folders...
- Pioneer Travel & Expense
 - Pioneer Travel and Expense (52)
 - Drafts (3)
 - Internal (0)
 - Login (1)

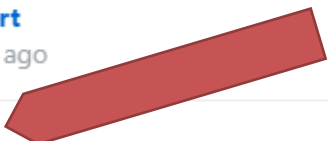


OR

Solutions

Q expense report

- Opening an **Expense Report**
in Pioneer Travel and Expense , 28 days ago
- Move an **Expense** to an **Expense Report**
in Pioneer Travel and Expense , 11 days ago
- Recalling a Submitted **Report**
in Pioneer Travel and Expense , 24 days ago
- Creating a New **Expense Report**



Search using a key word/phrase to locate related resources.

New Job Posting System: PioneerJobs

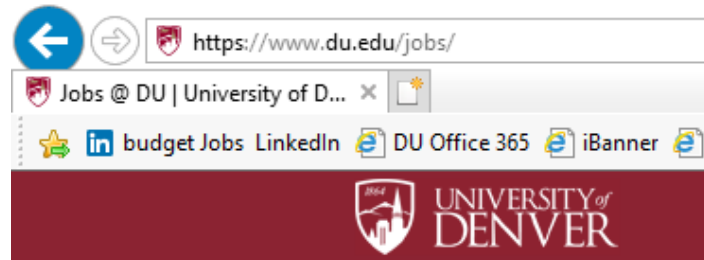


The new PioneerJobs recruiting and applicant tracking software went live for DU staff recruitments on April 1st! Faculty recruitments will go live in May.

If you typically submit PARs to post new positions, we strongly encourage you to attend one of the in person or webinar based trainings the Shared Services recruiting team is putting on. See training schedule via the training section of the Employee tab in PioneerWeb.

If completing PARs is not a part of your job responsibilities, this new system will not have a major impact on your day-to-day work, but it is greatly improving the applicant experience. Check out the new job page at www.du.edu/jobs.

You can also check out PioneerJobs resources via the new knowledge base.



To access the system, log into PioneerWeb>Employee Tab>Administrative Processes> Hiring> PioneerJobs login

Do you have ideas for future newsletter topics?

Email Ashley at Ashley.N.Davis@du.edu.

Do you wish to save our newsletters for future reference?

Each newsletter will be posted in the body of an email and attached in pdf format for easy saving capabilities.

Do you want more information?

See the [Shared Services Quarterly newsletter](#) (attached in this email, as well).

Try all of this out!

Want to win a prize? Be the first person to send an email to Ashley.N.Davis@du.edu with a screen-print showing usage of the new knowledge base to find: DU's tax exempt documents AND the Buying and Paying Guide (identifies when to use each payment method).