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COLORADO SCHOOL OF MINES



Finance, Administration & Operations April 2025

Jump to...

[Information](#)
[Technology](#)
[Finance](#)

[Human Resources](#)
[In Case You Missed It](#)

Important Dates

April 28: Last day of open enrollment for classified employees

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Training and Learning Opportunities

April 4: [Building Skills to Promote Employee Success – Part I](#)

April 8: Finance Tuesday Talks (virtual). Invite sent monthly to admin professionals

April 11: [Building Skills to Promote Employee Success – Part II](#)

April 15: Knowledge Base Learning Session (KBLS) (virtual)- Journal Entries, Budget Transfers, and Payroll Reallocations. Invite sent monthly to admin professionals

April 18: [Hiring Excellence](#)

April HR Competency Series Trainings- [Multiple Offerings](#)

For more training opportunities, visit the [FA&O Training Catalog](#).

Information Technology



Network Modernization Project Update: Marquez, Alderson, and Connected Buildings

The [Project](#) continues this month with network upgrades in the following buildings to make Wi-Fi and internet connections faster and more reliable:

Marquez Hall: March 31 - April 4

Alderson Hall: April 14-18

USGS, Unit Operations Lab, University Honors and Scholars Programs, Writing Center, and WISEM: April 21-25

Expect **intermittent internet outages** on the first two days of work in Marquez and Alderson Hall, followed by localized network disruptions as upgrades are completed. [Learn more about what to expect.](#)

Recent network improvements are now live in the Athletic Complex, Berthoud Hall, Guggenheim Hall, and CTLM. If you experience slow internet speeds in one of these buildings, make sure you're connected to Mines (not Mines-Guest), using your full Mines email address (username@mines.edu) and password. [Learn how to add it.](#)

Finance



Expense Management for Fiscal Year End (FYE), June 30

As we near FYE, we are encouraging campus partners to get an early start on managing their FYE activity.

- Please review and allocate your outstanding OneCard transactions in Workday's Expense Hub. If you need assistance with allocations or have any questions, please [submit a ticket to the Expense team](#). We are more than happy to assist campus in creating expense reports.
- Please make sure to [submit all outstanding vendor invoices](#) to ensure prompt payment.

Easier Way to Update Employees' Payroll Worktag

We now have an easier way to change or update an employee's payroll Worktag. This new process, **called the Assign Costing Allocation Process**, replaces the the manual Payroll Action Form (PAF), currently used to update Worktags.

This process works for **current and future pay periods** and cannot be used:

- to update prior payroll expenses
- for Adjunct employees
- students with stipend-paid positions

Financial Managers will now approve these changes in Workday. Approval requests will route via a task in WD.

Step-by-step instructions are in this [Job Aid](#) and join our next Finance Tuesday Talk on April 8 for a quick overview. If you need to make a change to a Payroll Allocation for **previous pay periods**, you submit a [Payroll Reallocation](#) form [in TDX](#).



Mines Administrative Processing Services (MAPS)

MAPS is the one-stop shop for key administrative processes for the Mines campus community.

Our services include: accounts payable, travel, reimbursements, One Card administration, payroll, and HR transactions.

With the goal of improving overall efficiencies, MAPS will continually evaluate and assess administrative processes while providing a high level of customer service.

MAPS Office

224 Guggenheim Hall
1500 Illinois Street
Golden, CO 80401

(303) 273-3166
maps@mines.edu

Hours

8 a.m. – 5:00 p.m.
Monday – Friday

Pay MAPS

Office of the Controller

Mines Policy Library

MAPS Form Directory

Need help with Workday access, reports, or issues? [Submit a request](#) to Business Systems and Functional Support.

MAPS Homepage Refresh

The Mines Administrative Processing Services (MAPS) [homepage](#) has been updated and refreshed to best serve campus administrators. Duplicative and outdated information was removed. Please use the Services or Knowledge Base tabs to navigate, and Favorite your top pages.

We will review how to navigate the MAPS site and add Favorites at the next Finance Tuesday Talk on April 8.

Human Resources

2025 Benefits Open Enrollment Dates for Classified Employees

Key Dates for Open Enrollment:

Attend one of the four open enrollment webinars for State Employees presented by the Colorado Department of Personnel & Administration, Division of Human Resources Employee Benefits Unit to learn about updates to your benefits package, what you should do during open enrollment, and more!

- [Webinar 1: Tuesday, April 8, 12 noon. - 1 p.m.](#)
 - Includes Spanish interpreter
 - Includes American Sign Language (ASL) interpreter
- [Webinar 2: Wednesday, April 9, 8 - 9 a.m.](#)
 - Includes ASL interpreter
- [Webinar 3: Wednesday, April 16, 12 noon - 1 p.m.](#)
 - Includes ASL interpreter
- [Webinar 4: Tuesday, April 22, 6 - 7 p.m.](#)
 - Includes ASL interpreter

This year is a passive enrollment. If you don't make changes to your benefits, your current benefits elections will roll into the new plan year, except for Flexible Spending Accounts (FSAs) which require a new election each year.

Training Opportunities

Human Resources provides continuous training opportunities for employees and leaders. We encourage you to bookmark and [register/enroll](#) in our programs throughout the year!

Training sessions are focused on the new Administrative Faculty competencies, for Individual Contributors and Leaders of People. These sessions are available to all Administrative Faculty and Supervisors who oversee them, as well as Academic Faculty and Classified employees. March/April sessions focus on Innovation/Problem-Solving and Customer Focus competencies.

[more.](#)

In April, HR is offering [Building Skills to Promote Employee Success](#): This is a two-part training and both sessions are in-person.

- **April 4:** [Building Skills to Promote Employee Success – Part I](#)
- **April 11:** [Building Skills to Promote Employee Success – Part II](#)

In Case You Missed It



State Approved Rental Car Agencies:

Agency Name	Contract Number	Phone Number	Website
Enterprise Rental Car	Enterprise - Admin: XZ12442 Enterprise - Athletics: XZ12394 Enterprise - Main: XZ12393	800-593-0505	Enterprise Rental Car
National Rental Car (EHI)	XZ12442 (same as Enterprise)	877-222-9058	National Rental Car
Hertz Rental Car	65729	800-654-3131	Hertz Rental Car

Rental Car Reminder

If you rent a car while you are traveling on behalf of Mines, it is important to use one of the state-approved car rental agencies for pricing and insurance coverage. Please **only utilize the three companies listed above and decline the additional insurance (if offered) unless traveling internationally.**

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coverage support should there be an incident with the vehicle.

Stay Tuned for FA&O News

**COLORADO SCHOOL OF
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[News & Training Hub](#)

Have you checked out our new News and Training Hub? The hub serves as a central source for the latest news, trainings, and important dates from each of our departments. While we are still expanding the hub, it will be updated frequently—so check back often for the latest updates!



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