

What's New . . .

February 2024

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 7, 2024 starting at 9 AM in the Pere Marquette in DuBourg Hall.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: [Heather Kotsybar](mailto:Heather.Kotsybar). We would love to hear about best practices in your area, which may also help others.

Treasury

US Bank – Branch Cash Forward

Beginning on April 1, 2024, departments must use specialized dual-pocket deposit bags for cash or mixed deposits delivered to a U.S. Bank branch if the cash totals \$750 or more. You'll be given credit for your deposits at the branch, and deposits are verified weekly.

If your department deposits cash over \$750, please contact Evan Ace (evan.ace@slu.edu) for instructions, and questions, and to receive deposit bags

Human Resources

12th Annual Go Move Challenge

February 1 – 29, 2024

Calling all faculty and staff! Help your team win the eleventh annual **Go Move Challenge** by recording your minutes of intentional physical activity that gets the heart pumping to determine which Jesuit institution is



the most active. Will Santa Clara win for the 6th year in a row? SLU placed 4th last year, can we place 2nd or even 1st?? Awards go to the university that tracks the most minutes, the university that averages the highest number of minutes per participant, and the university with the highest average number of minutes per region. Learn more at <https://youtu.be/xk8YPf3pgto>.

HOW TO JOIN THE CHALLENGE

- Register at www.GoMoveChallenge.org, even if you participated last year
- Click the "LOG IN / REGISTER" button on the top menu bar
- In the "REGISTER" box, enter your university email address and other required information, including your university
- In the "Division/College" box, click on your division/college (ie School of Law, School of Ed, Student Life, Provost Office...) from the drop-down. If you don't see your Division/College, choose "Other" and enter the name of yours
- Click the "SUBMIT" button when finished
- You will receive a confirmation email with your user email and password

HOW TO LOG MINUTES

- Starting February 1, visit www.GoMoveChallenge.org
- Click the "LOG IN / REGISTER" button on the top menu bar
- In the "LOG IN" box, enter your email address and password
- In the "LOG MY WORKOUT" box, select the intensity of your workout and description and enter the number of minutes, and select a single date or date range for logging multiple days
- Click the "LOG IT" button when finished
- Users can delete minutes that were entered in error

CHALLENGE RULES AND TIPS

- Challenge runs from February 1 – 29. Minutes will not be accepted after the challenge ends.
- Get inspired and motivated by creating a team of up to 6 (including yourself) to compete against other teams at your university to see which one averages the most minutes!

· Use the Go Move Challenge social media sites to share photos, and tag photos

#GoMoveChallenge

- Open the mobile-friendly challenge website from your phone's browser to enter minutes on the go!
- Read the challenge FAQ at www.GoMoveChallenge.org/FAQ

Risk Management and Insurance

Risk Management and Insurance would like to remind all managers of important information regarding Worker's Compensation coverage. While we strive to eliminate workplace injuries as much as possible. It

is extremely important for managers to be up to date on all the procedures when an injury happens. Being informed can mean the difference in getting an employee treated immediately or being delayed.

All information, including forms, can be found on Risk Management's website under the Worker's Compensation tab. You can reach the site by clicking [here](#).

Some of the topics include:

- 1) What do I do if an injury occurs?
- 2) Where do I seek treatment?
- 3) What should I do if an authorized physician takes me off work?
- 4) How am I paid?
- 5) Time off considerations.

Note that if an authorized physician takes an employee off work for more than 3 days, they are entitled for FMLA coverage as well.

If you have any questions, please reach out to Risk Management at 314.977.3952 or riskmgmt@health.slu.edu

Also, please take the time to visit the [Risk Management's Safety Spotlight](#) where every month we post important safety topics.

Human Resources

Performance Reviews

All self-evaluations that were not completed by January 26th, were moved to the manager stage of the review process. Managers should check their Workday Inbox for completing evaluations of their staff.

A recording of our Manager's webinar that was held on January 25th is available for review in Workday Learning. Click [here](#) to directly go to the recording.

Completion of the Manager's Review and 1:1 conversations should be done by March 22nd.

Workday Financials

Questions or issues with Workday Financials? Contact wdfinance@slu.edu



Workday Tips:

Workday allows you to save and personalize your most used search categories to help filter results to find what you are looking for!

In the Workday Search Field, type the information you wish to locate (task or report name), and press enter. A selection of tasks and reports appear based on input in the search field. You will also see the following sections display on the left-hand side:

Saved Categories section are the categories you prefer your search results to display first. Workday will prioritize these categories when displaying your search results. By default, People and Tasks and Reports categories will be in this section.

More Categories section are all the remaining categories that are hidden and do not immediately display results for that relevant area. You can expand or hide the list of categories by clicking the dropdown.

Configure Search allows you to customize and configure what search categories are most important to you by adding or moving categories to the Saved categories sections.

Workday Accounting Structure Updates:

New Internal Service Provider:

Student Health Services

New Internal Service Delivery Catalog Item:

CTO Start-Up Fees

New Ledger Account:

4503: Contract Revenue – Other

Ledger Account Update:

Ledger 4603 Contract Revenue has changed to **Contract Revenue – CADE**

Account Posting Rule Update:

Revenue Category Other Contract Revenue now posts to Ledger Account **4503 Contract Revenue – Other**

Workday Report Updates and Additions:

As a reminder, you may not have access to certain Workday Reports due to security. Please email wdfinance@slu.edu with any questions.

| Report Name | Update/Description | Functional Area |
|--|--|---|
| CR – FIN – Find Internal Service Deliveries | A new report has been added to Production. This report includes ISD Document Number, Status, ISP, Created By, Document Date, Memo, Amount, Currency, Cost Center, Fund, Function, Gift, Grant, Project, Program, Revenue Category, Spend Category, and Item. | This report is available to the following security groups: Accountant, Accounting Manager, Administrative Accountant, Finance Analyst, Finance Auditor, Finance Executive, Implementers, Internal Catalog Data Entry Specialist, and Internal Service Delivery Data Entry Specialist. |

**CR – FIN – USA 1099 Data
Audit – Supplier Invoices
with 1099 Spend
Categories and non-1099
Payees**

A new report has been added to Production. This report includes Company, Supplier, and Sum of Transaction Amount.

This report is available to the following security groups:
Accounting Manager,
Accounts Payable Analyst,
Accounts Payable Data Entry Specialist, Accounts Payable Manager, Accounts Payable Settlement Specialist,
Accounts Payable Supervisor, Business Asset Accountant, Cash Analyst, Cash Manager, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, Finance Analyst, Finance Auditor, Finance Executive, Function Financial Analyst, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approvers, Grant Budget Specialist, Grant Financial Analyst, Grant Manager, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Specialty Financial Analyst, University Commitment Office.

Business Services

Purchasing Process Reminder:

Purchase orders should be generated prior to engaging a supplier for services or goods. The following is the process to follow for a typical purchase:

- If the supplier requires a signature for an agreement or terms or requires acceptance of click through terms, submit the terms and/or agreement in Agiloft for review and approval.
- If a purchase order is required and it is a new supplier, submit a supplier request in Billiken Buy.
 - The job aid for this process can be found here: [Request Supplier in Billiken Buy](#)
 - Direct deposit ACH is the University's preferred and required payment form. A completed vendor direct deposit/ACH authorization form should be submitted with a new supplier request. The ACH enrollment form is attached to this email. Completed ACH forms for non-PO suppliers should be attached to the Supplier Request in Workday. Completed ACH forms for PO suppliers should be sent to supplieraccounts@slu.edu.
- When the supplier agreement and/or terms have been approved, a purchase requisition should be created. Competitive bids are needed for purchases of \$10,000 or more. Bids or quotes should be ready to upload in the competitive bid questionnaire section of the requisition.
- In most cases, a purchase order can be generated prior to ordering goods or services. Retrofit orders are used in cases where the purchase order cannot be generated prior to the service, such as a repair.

If you have any questions on this process, please reach out to your contact in Business Services.

Staples Coffee and Breakroom Program

Staples is excited to announce their new coffee and breakroom program to the SLU community. This program may benefit departments who are looking for an alternative to Ronnoco Coffee. If you are interested in learning more about Staples coffee and breakroom program, please join them for a webinar on Thursday, February 29th from 9-9:30am. You can register for the webinar at this link:

[Staples Coffee and Breakroom Program Webinar](#)

Please email anne.becker@slu.edu with any questions.

Sponsored Programs

We would like to welcome John Kitners, Sponsored Programs Accounting's new financial analyst. John started January 11th and has a wealth of expertise to bring to the financial analyst role after his tenure at the Washington County Ambulance District. We are thrilled to have him as part of our team. Please say hi or introduce yourself if you see him around.

We would like to also welcome Jessica Maguire, Sponsored Programs Accounting's new Manager of Privately Sponsored Programs. Jessica started January 22nd and has a wealth of expertise to bring to the manager role after her time at the Network for Strong Communities. We are thrilled to have her as part of our team. Please say hi or introduce yourself if you see her around.

We would like to welcome Jeff Jozwiakowski, Sponsored Programs Accounting's new Manager of Federal Sponsored Programs. Jeff started on January 29th and has a wealth of expertise to bring to the manager role after his tenure at Marcum, LLP. We are thrilled to have him as part of our team. Please say hi or introduce yourself if you see him around.

Office of University Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>