***What’s New . . .***

**February, 2020**

**Future Business Managers’ Meetings**

Our next meeting is scheduled for:

* June 11th, 2020 TBA

**Financial Planning & Budget Update**

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Janet Strader at janet.strader@slu.edu We would love to hear about best practices in your area as others could benefit as well.

Please note that until further notice, the “What’s New” Newsletter will be distributed quarterly instead of monthly.

**FY21 Budget Process**

The FY21 budget bases and supporting documents were distributed on Thursday, Feb. 6th, Please note that the budget screens will be open until April 3rd.

* February 6th – Budget Bases distributed, Salary Planner and FBD screens opened for data input and reporting, and Workday Compensation Excel Workbook available for download
* April 3rd – Salary Planner and FBD screens will be closed and budget bases balanced to FBD
* April/May – Budget Office and Human Resources ensure salaries = budgets
* June – Human Resources will load new FY21 salaries in Workday for faculty and staff impacted by the annual salary review process. Tenure and Promotion increases should be entered by the departments as promotions so the title reflects the new academic rank.
* June 1st
	+ Human Resources will notify Business Managers of final approved compensation allocations and Business Managers can begin the process of notifying staff employees what their increase will be on July 1.
	+ Business managers can start to adjust costing allocations/labor distributions for the next fiscal year to ensure paid allocations match budgeted allocations. These should be ***future dated*** costing allocations.
	+ Budget office will start the Banner FY21 Roll process
* June 8th– Budget office will start converting Banner Budgets to load into Workday
* July 1st– Workday Finance Go Live!

The Salary and Budget Development Guidelines included additional information regarding the FY21 merit process, along with detailed instructions on entering budgets in Banner and salary increases in Workday. If you have any questions, please contact Brianne Burcke at ext. 2991.

**Employment Requisitions**

With the employment requisition process transitioning from Banner to Workday, the Budget department maintains its responsibility to review the replacement of existing requisitions against budgeted data in Banner. For timely approval, please notate that the existing position has cabinet approval for replacement, the related Banner position number, and current budget.

**Central Processing Services Update**

**Concur Expense Report Training Sessions**

Tuesday, March 10th

10:00 a.m. – 12:00 pm

Wool Center room 372

Register via Skillsoft

**Payroll Update**

Payroll processing began to run in Workday effective with the wage payrolls in January.  All payrolls will now be processed in Workday and posted back to Banner.  Business Managers should review the applicable Cognos reports and Banner Self-Service screens to ensure the personnel expenses appear reasonable for their areas.

As a result of moving payroll processing to Workday effective 1/1/20, the Salary Encumbrance liquidation will no longer be run and the Cognos Finance LBD001/LBD002 will not be updated for Workday payrolls.  Cognos reports and Banner Self-Service screens that previously showed personnel encumbrances will no longer contain this information.

**Risk Management Update**

Risk Management would like to remind everyone that drives a vehicle for University business that they need to complete a Motor Vehicle License Registration Check (MVLRC) every fiscal year. Please go to the Risk Management website, click on the Automobile Insurance section, and then click on the MVLRC link. You may then contact Risk Management to obtain a copy of the University's current insurance card.

**Workday Update**

**HCM**

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SLU has implemented Workday and ongoing Go-Live Support is being provided by HR and ITS in the forms of:

**Submit a ServiceNow ticket for a Workday Issue**

1. Open a browser and go to [help.slu.edu](http://help.slu.edu).
2. Click the “Submit a Service Request” button.
3. Click on “Human Resources” under the “Categories” section on the left side of the screen.
4. Click “Workday Questions”
5. Fill out the Workday form and please be as detailed as possible.

**Phone Support**

* Call the Help Desk at 314-977-4000.
* Select option 1 for “All Other Issues”.
* Blackboard is prepared to triage Workday issues and if they are unresolvable on the phone, they will submit a ticket to HR for assistance.

**Job Aids**

* Within Workday, you will have access to over 50 step-by-step job aids to assist you with everyday tasks. You can access job aids by clicking the Job Aid library on your main Workday page.

**Finance**

Workday Phase 2 Finance Testing Kickoff began January 21st, and will continue through the end of March.

During the initial phase of testing, End to End Testing, SLU's core project team will be testing the flow of processes and transactions through the Workday application and to external systems. Testing will include all external and internal integrations, and will utilize testing scenarios that represent entering data, exporting data and/or importing data to establish that the final state of the data is correct, and the outbound results are correct.

Upon sign off of successful End to End Testing, User Experience Testing will be scheduled to include end users as an opportunity to test real-world scenarios.

**Office of Compliance & Ethics Update**

****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 at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>