

## *What's New . . .*

August 2021

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, September 9, 2021, at 9:00 a.m.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact Jessica Winet-Fleer at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

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### **Financial Planning & Budget Update**

#### **Managing Personnel Budgets**

The FY22 Budget Guidelines stated position budgets will no longer be used in Workday as they were not providing the same value as they had in Banner. Since position budgets were not loaded, the Position Budget Amendment business process is also irrelevant. There will be a revised Budget Amendment Policy forthcoming.

To manage personnel budgets, we recommend using various other Workday reports that include personnel costs. Then compare the estimated personnel costs for the year (filled and unfilled positions) to the budget. If budget needs to be reallocated between cost centers, spend categories (i.e., FT Staff), and/or programs within the operating fund, a budget amendment can be initiated by the Cost Center Manager. Please note if budget is crossing cost centers (e.g., moving from the Provost's Office to the Law School), neither Cost Center Manager will have access to complete both sides and will need to contact the Budget Office for assistance.

Below are some of the available personnel reports in Workday:

- CR – HR – Employee Compensation Report
- CR – HR – PWB0013 – Current Employee Grade and Job Report
- CR – HR – All Workers Costing Allocations
- CR – HR – Budget Preparation Estimated Annual Compensation
- CR – HR – Budget Preparation Cost Allocation-Burst (request from Budget Office)
- PRISM – LBD002 Labor Distribution Details (for monthly payroll activity)
- Business Manager Worker Super Report (selected security access)
- CR – FIN – Position Control (no budget but encumbrances and actuals are included)

Additionally, after the Workday Feature Release, we will be discontinuing the Job Requisition Questionnaire. Until then, we appreciate your patience as you continue to complete it. Please review the funding in the spend category for the cost center where the position will reside. If you need assistance or have any questions, please email [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu).

## Business Services

### Dell Marketing

SLU recently had a change in our Dell account representative. If you need to request a quote or follow up on the status of an existing purchase order, please reach out to:

Brandi Williams  
Phone: 512-513-9770  
Email: [brandi.williams@dell.com](mailto:brandi.williams@dell.com)

If Brandi cannot be reached, Andrea Sturm is also familiar with the SLU account. Her contact information is as follows:

Andrea Sturm  
Phone: 636-594-9120  
[Andrea.Sturm@Dell.com](mailto:Andrea.Sturm@Dell.com)

### Risk Management

Effective immediately, all employees renting vehicles for University business should accept the optional liability insurance offered by the rental agency. For Enterprise, National and Alamo rentals, the University's preferred vendors, this will be a \$3 / day charge for \$1,000,000 of coverage. For other rental companies, be sure the liability insurance option is selected when renting the vehicle and the liability insurance purchased has a coverage limit of at least \$100,000. If you are renting a vehicle through SLU Transportation department, the additional \$3/ day will be automatically added to all rentals.

### Workday Financials



Questions or Issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

### Workday Financial Accounting and Reporting Updates

See attached listing for new or updated worktags, EIBs, reports, and other items.

### Workday Feature Release (2021R2 update)

What is a Feature Release?

- Workday delivers significant enhancements and new functionality twice a year during the feature releases. Preparing for a release requires methodical testing and planning to update new functionality.

Who is Responsible for Testing the Feature Release?

- Functional area leads withing Workday Financials –
- These individuals have been identified and are aware of their responsibility

Testing Schedules and Important Dates

- Preview Tenant – mandatory refresh on the night of **August 6<sup>th</sup>**

- Feature Release testing window **8/9/2021 – 9/11/2021**
  - Begin Testing: **August 9**
  - Any testing issues to be submitted to [wdfinance@slu.edu](mailto:wdfinance@slu.edu) by **August 27<sup>th</sup>**
  - Feature Released to Production: **September 11<sup>th</sup>**
- New business processes, integrations, and security changes will be on hold during the Feature Release Testing Window

## Workday Financial Office Hours

In these sessions we will answer any of your questions relating to Workday Financials, pertaining specifically to Financial Reporting, FDM, Accounting, Invoices, Purchasing, Year End Close or other related financial topics. You can join the meeting whenever it is convenient for you during these office hours. If you would like to submit your questions in advance of the office hours, please send them to [wdfinance@slu.edu](mailto:wdfinance@slu.edu)

**Click the date below to register:**

August 5, 2021

<https://slu.zoom.us/meeting/register/tJMtcO-srTMuHde4OC4dBYcyQVPnOQwmUxbs>

## Human Resources

### Recruiting Reminders

- ***Dispositioned Candidates***  
At the close of each requisition, business managers and hiring managers are responsible for ensuring that all applications are properly dispositioned within the requisitions. Please review the [Recruiting: Manage and Disposition Job Aid](#) and [Recruiting: Dispositioning Video](#).
- ***Vaccine Protocol for New Hires***  
In addition, Saint Louis University requires COVID 19 vaccination for all new hires. The information below is included in all offer letters.

*Saint Louis University will require COVID-19 vaccinations for all students, staff, and faculty who are physically present on our St. Louis campuses. As a prospective and/or a new employee at Saint Louis University, you will be required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment to work at Saint Louis University. If you are not vaccinated, you will be required to begin the vaccination process at the time of your first day of employment and submit proof of full vaccination within 30 days of your start date. Exemptions may be granted on the grounds of religious beliefs or medical circumstances. Failure to comply with the vaccine requirement within 30 days of an employee's start date will result in termination of the employment.*

- ***Hire Process Timeline Reminder***  
The hire process should be completed in Workday at least two weeks prior to the hire date. This allows processing time for approvals and provisioning. For example, if you want the employee's first day of work to be 8/17, you should begin the hiring process in Workday by 8/3. The hire date field should reflect the FIRST day the employee will perform work for the University. Do not select a hire date of Saturday, 08/01 if the student will not begin working until Monday, 08/03. Please note that the automated I-9 Onboarding message generates directly from Workday two days after the hire is fully approved. We will continue to be by appointment only.

- **Full-Time Benefit Eligible Hire Dates**

Work with your business unit to keep benefits in mind when selecting a hire date. Employees are responsible for paying for benefits for the entire pay period. We do not prorate benefits if employees start late in the pay period. It is not administratively feasible. For example, if an exempt (salaried) employee has an 8/30 (Monday) hire date, the employee is going to have to pay premiums for the entire month of August (event though they will only work for two days of the month). Please select the hire date accordingly.

## **Business Manager Training Programming**

Last month we focused on [HCM Compensation Review](#). All past sessions can be found in the "Business Manager" folder in Skillsoft. Click [here](#) to see a complete list of past sessions and access the recordings.

This month, we are pleased to announce a session on:

Business Manager Training: Performance Evaluation-Interim check-ins

August 11<sup>th</sup>, 9am-10am

Dr. Jeremy Henson, Human Resources, will explain why Feedback is a critical component of performance management. Business managers can help create a culture of feedback in their departments by becoming experts on the various ways that feedback can be delivered in Workday. Topics will include using the interim check-in, requesting feedback from others, and using the give feedback function.

Course Objectives:

At the conclusion of this course, participants will:

Understand how feedback helps to drive high performance.

Be able to describe the process for using the interim check-in in Workday to update goals and give feedback.

Be able to describe the process of giving and requesting feedback in Workday.

Click [here](#) to register.

In September, Ellen Borowiak, Contracts Program Manager, will talk about Agiloft.

In this class, we will review advanced topics in Agiloft, including the People & Companies Table, Reporting and Renewal/Related Contracts. This class assumes participants have basic knowledge of the system and contracting processes. A link to the essential Agiloft training can be found [here](#) and the contract management webpage is linked [here](#).

*Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. These sessions will focus on four main themes: (1) Reporting; (2) Budgeting; (3) Purchasing; and (4) Human Capital Management. Information on additional sessions and registration will be announced throughout 2021 in the HR Bulletin, What's New newsletter, Newslink, and Announcements on your Workday homepage. Please email [training@slu.edu](mailto:training@slu.edu) if you have any questions.*

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