

AGENDA

SLU Business Manager Meeting
December 12th, 2019
PASE Building, Young Hall
9:00a.m.-10:30a.m.

Next Meeting: June 11th, 2020 TBD

1. Announcements –Sign in Sheets
- Introduction of New Employees
- Future Business Manager Meetings
 - Solicit input on future meeting topics
 - budgetoffice@slu.edu or samantha.n.myers@slu.edu or 7-3920

Updates from the following areas:

1. Bender Graphics- Jim and Bob Bender, Business Services
1. Workday/HR Update- David Hakanson & Mickey Luna, Human Resources
1. Construction/Project Updates- Dustin Montgomery, Design & Construction
1. Windows 10 Update – Cid Cardoz, Information Technology



SLU Stationery Storefront

By: Bob Bender

- SLUstationerystorefront.com



Step 1:

Login with the username and password, or register as a new guest.

Login ×

User Name

Password

Remember User Name

[Login](#) [Forgot Your Password?](#)

New User? [Register](#)



Step 2:

Under featured categories, click **browse** on the box titled SLU (first box).

The screenshot shows the top portion of a website. At the top is a blue banner with the text "SLU STATIONERY STOREFRONT" in white. Below this, it lists "CUSTOMER SERVICE: BENDER, INC. 314-849-1118 SUPPORT@BENDER-INC.COM" and a note for "NEW USERS: SELECT 'LOG-IN' AND THEN 'REGISTER' TO CREATE A NEW ACCOUNT". Below the banner is a section titled "FEATURED CATEGORIES" which contains four boxes. Each box has a logo and a "BROWSE" button. The first box is for "SAINT LOUIS UNIVERSITY" with the text "EST. 1818" and a "BROWSE" button. The second box is for "SLUCare Physician Group" with a "BROWSE" button. The third box is for "SAINT LOUIS BILLIKENS" with a "BROWSE" button. The fourth box is for "INTO SAINT LOUIS UNIVERSITY" with a "BROWSE" button. Below the boxes are labels: "SLU", "SLUCARE", "ATHLETICS", and "SLU INTO". A URL fragment "x?aktTq9qFCECqdNEqkzCH..." is visible at the bottom left.

SLU STATIONERY
STOREFRONT

CUSTOMER SERVICE:
BENDER, INC.
314-849-1118
SUPPORT@BENDER-INC.COM

NEW USERS: SELECT "LOG-IN" AND THEN "REGISTER" TO CREATE A NEW ACCOUNT

FEATURED CATEGORIES

 SAINT LOUIS UNIVERSITY. — EST. 1818 — BROWSE	 SLUCare® Physician Group BROWSE	 SAINT LOUIS BILLIKENS BROWSE	 INTO® SAINT LOUIS UNIVERSITY BROWSE
SLU x?aktTq9qFCECqdNEqkzCH...	SLUCARE	ATHLETICS	SLU INTO

VIEW BY:



BROWSE

ADDRESS LABELS



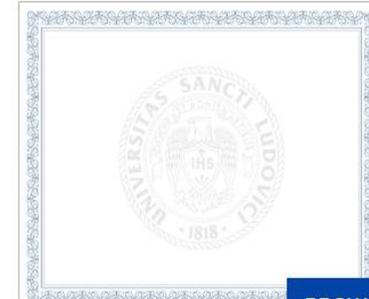
BROWSE

BROCHURES (CUSTOM)



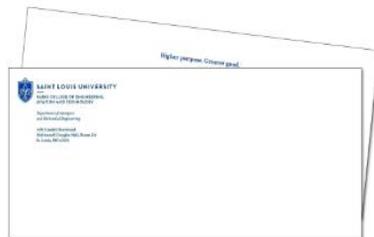
BROWSE

BUSINESS CARDS



BROWSE

CERTIFICATES



BROWSE

ENVELOPES



BROWSE

FLYERS (CUSTOM)



BROWSE

FOLDERS



BROWSE

LETTERHEAD

Step 3:

Click **browse** on the postcard (custom) box.

ENVELOPES  BROWSE	FLYERS (CUSTOM)  BROWSE	FOLDERS  BROWSE
NOTECARDS / ENVELOPES BROWSE	NOTEPADS BROWSE	POSTCARDS (CUSTOM) BROWSE

A yellow arrow points to the 'POSTCARDS (CUSTOM)' category.

Step 4:

- . Click **Buy Now** on the **Option 1** category.

IN THIS CATEGORY:



		
BUY NOW	BUY NOW	BUY NOW
OPTION 1 (1 PICTURE) POSTCARD 8.5" X 5.5" Customize	OPTION 2 (2 PICTURES) POSTCARD 8.5" X 5.5" Customize	OPTION 3 (4 PICTURES) POSTCARD 8.5" X 5.5" Customize
Saint Louis University	Saint Louis University	Saint Louis University

* Job Name



* Quantity

* Pages

Print Options

Special Instructions

Personalization

FRONT

* Main Image

[Upload Image](#) [Select from Gallery](#)

* Front Header

* Front Text

BACK

Preview

[Update Preview](#)

Total Price \$90.00

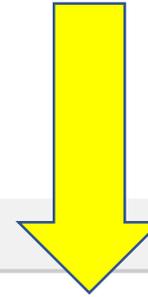
Save

Add to Cart

Step 5:

- Click **Select from Gallery**

FRONT



* Main Image

[Upload Image](#)

[Select from Gallery](#)

20051101-Classroom-Students-030 (1).jpg **X**

* Front Header

* Front Text

Step 5 (Continued):

- Select any image that you want for your postcard.

 <p>20050426-Rooftop-Night-002.jpg Rooftop Night</p> <p>Select</p>	 <p>20050428-SimonRecCenter-Interior-01... Simon Rec Center Interior</p> <p>Select</p>	 <p>20051101-Classroom-Students-030 (1)... Classroom Students 1</p> <p>Select</p>	 <p>20100920-Classroom-Students-019.j... Classroom Students 2</p> <p>Select</p>
 <p>20100928-Classroom-Professors-002.j... Classroom Professors</p>	 <p>20101027-DuBourgHall-Exterior-003.jpg DuBourg Hall Exterior</p>	 <p>20110322-Studying-Students-054.jpg Studying Students</p>	 <p>20120225-SLURuba-002 (1).jpg Ruba</p>



Step 6:

- Insert the information that you want on your postcard.

Option 1 (1 Picture) Postcard 8.5" x 5.5" Split Window Review My Job Help Close

*** Job Name** i
Bender Inc. Postcards

*** Quantity** *** Pages**
50 2

Print Options

Special Instructions

Personalization

FRONT

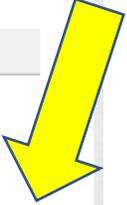
*** Main Image** [Upload Image](#) [Select from Gallery](#)
20100920-Classroom-Students-019.jpg X

*** Front Header**

*** Front Text**

BACK

Preview Update Preview



Step 7:

Hit **update preview** and add the postcards to the cart.

The screenshot shows a web interface for previewing postcards. At the top left, the word "Preview" is displayed. To the right, there are two buttons: "Update Preview" with a refresh icon and "PDF Proof" with a document icon and a dropdown arrow. The main area features a large preview of a postcard. The postcard is split into two sections: the left side shows a photograph of a woman in a white lab coat working in a laboratory, and the right side is a blue background with the text "Welcome to Bender" and "Thank you for your business" below it. At the bottom of the postcard is the Saint Louis University logo and name. Below the preview, there is a navigation bar with icons for a gallery, a window, and a search icon. In the center of the navigation bar are playback controls (back, play, forward) and a progress indicator showing "1 / 2". To the right of the navigation bar are icons for zooming in and out, a refresh icon, and a page number "6". At the bottom left, the text "Total Price \$90.00" is shown. At the bottom right, there are two buttons: "Save" and "Add to Cart". A large yellow arrow points from the right side of the screen towards the "Add to Cart" button.

Step 8:

- Review over your order and then click **proceed to checkout**.
- After this, enter all required fields and then click **proceed to payment**.

* Company:

Saint Louis University

Email:

bbender@bender-inc.com

Delivery Instructions

Save to My Address Book

Save

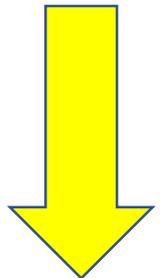
Cancel

You must click save to proceed with checkout.

Add Another Recipient ▾

← CONTINUE SHOPPING

PROCEED TO PAYMENT →



Step 9:

- Choose the payment option that you are doing and enter in all the required payment info
- Click **place my order**

How would you like to pay?

PAYMENT METHOD

Please select a payment type.

Account Code Credit Card

CREDIT CARD

Click Place My Order to be directed to the secure payment page to enter your credit card information and complete your order.

Products

Bender Inc. Postcards

Item Name: Option 1 (1 Picture) Postcard 8.5" x

5.5"

Qty	Total
50	\$90.00

Subtotal: \$90.00

Handling: \$0.00

Taxes: \$0.00

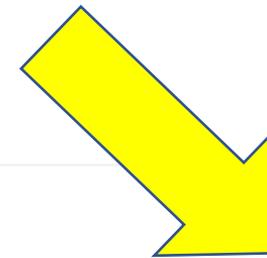
Total: \$90.00

Price subject to change.

You are exempted tax on products

← CONTINUE SHOPPING

PLACE MY ORDER →



Step 10:

- Enter the required payment information and then click pay now

Choose a way to pay

> **Pay with PayPal** - The faster, safer way to pay

> **Pay with credit or debit card**

Card Number



Expiration Date /

CSC
[What is this ?](#)

Billing Address

First name

Last name

Country

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

Order Summary

Total (USD): 90.00

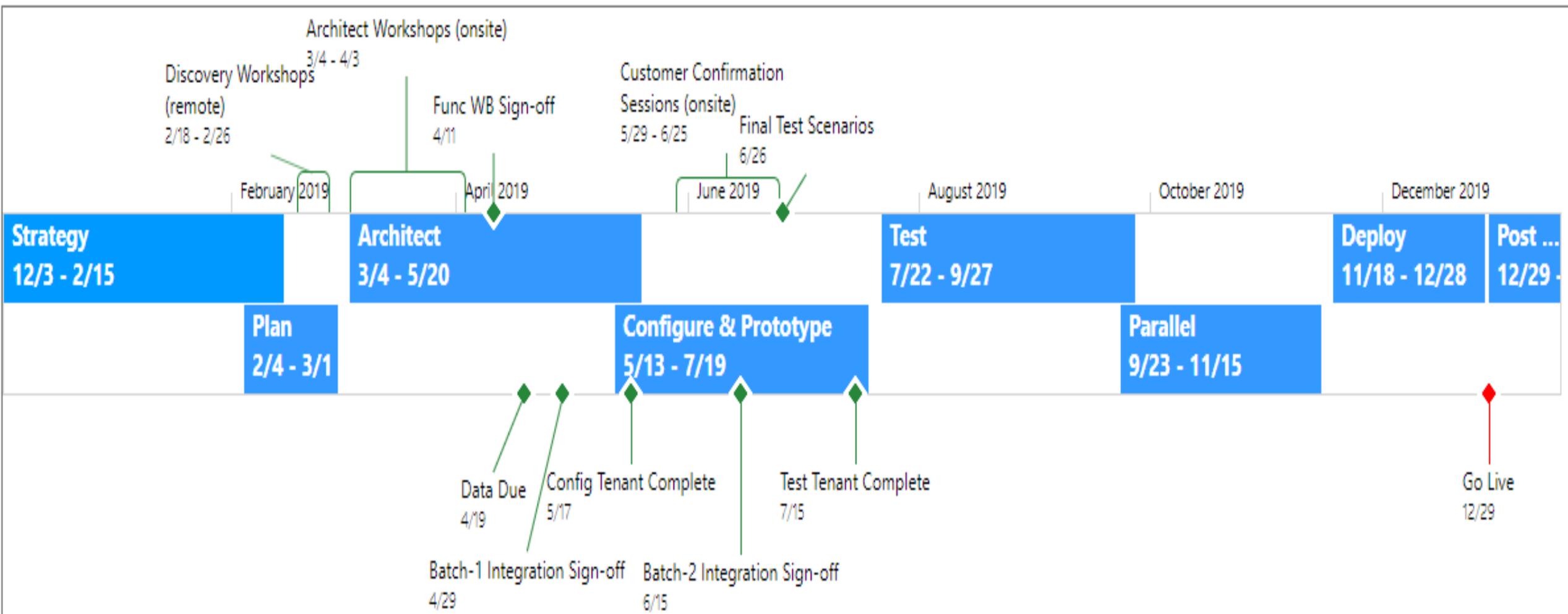
The logo for Workday, consisting of a white curved line above the word "workday".

workday @SLU

Program Status

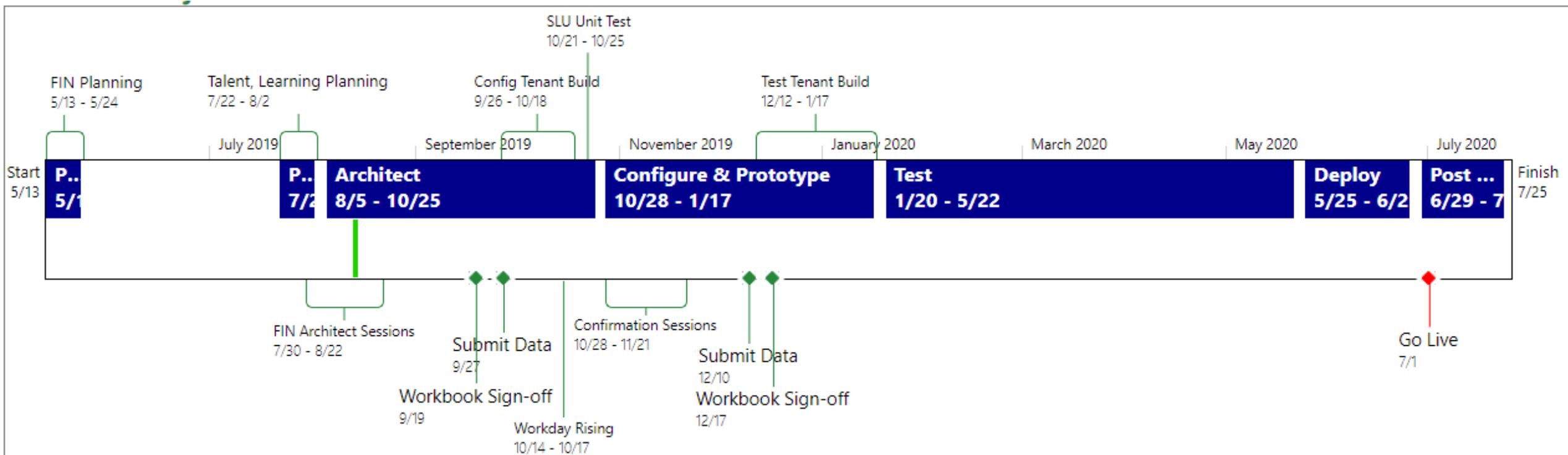
Phase 1 Project Timeline

Phase 1: HCM Project Timeline



Phase 2 Project Timeline

Phase 2: Finance & Talent / Learning Project Timeline



Go-Live Support

Phone Support

- 24x7x365 phone support starting December 28th
- Dedicated call center 9am – 4pm M-F between 1/2 and 1/17

North Campus Support

- Face to face support in Wool Center, room 128, between 1/2 and 1/17

South Campus Support

- Face to face support in LRC Atrium between 1/2 and 1/10

Online Help

- HR Workday support request in IT Helpdesk system starting 1/2
- Job aids and videos available in Workday starting 1/2

Leadership Preparation

Vice Presidents, Deans, Chairs

- One on One meetings with HR Consultants
- Review key changes, security roles and delegate access
- Answer questions and solicit feedback

Memo and FAQ for Distribution

- Follow up communication and resources sent Wednesday, December 11th

To: Vice Presidents, Deans, Clinical Divisional Chairs & Business Managers
 From: Mickey Luna, Vice President, Human Resources
 Date: December __, 2019
 Subject: Workday Implementation Update

Members of the Human Resources team recently met with you regarding changes related to the upcoming Workday implementation. Thank you for making time in your schedule to meet, for your questions and engagement. We received positive feedback regarding the information shared with you, the opportunity to ask questions and clarify information. These meetings have been helpful for our team in identifying areas where more communication is important for you, your leaders or your staff.

A series of FAQs for Leaders is attached to this email.

During the month of December, it will be important for you to communicate about these changes. This memorandum provides you with suggested language regarding topics that were identified in the meetings, which you will want to communicate within your area of responsibility. You may use or modify in your communication as needed. Some of the following paragraphs relate to issues for leaders, some for staff and some for all. The intended audience for each topic is identified in the heading.

Year-end Payroll Information (Leaders)

As happens every year, the deadlines for final pay information and leave reports for the last pay period of the year will be accelerated due to the holidays. Those deadlines will be even earlier this year because of the extended holidays. It is important that we make certain all staff tasks regarding pay and leave reports are completed by the deadlines assigned. It is also critical that approvals are also made by the assigned deadlines.

Saint Louis University FAQ's for Leaders Regarding Workday Implementation

Timekeeping & Payroll

- Q. Will the Business Manager's own absence requests still go to VP/Dean, even if they are approving all other direct reports of a Vice President?**
- A.** The business manager's absence requests will go to the unit leader's delegate for approval. If the business manager is the delegate, it will go to the unit leader since employees cannot approve their own time in Workday.
- Q. Will Business Managers have access to see time entry/keeping results approved by the managers within their supervisor organization?**
- A.** Yes. If the Business Manager wants to see time off approvals, they need to have "View All access turned on for."
- Q. Will Business Managers get notified if a manager doesn't approve their time by the timekeeping deadline?**
- A.** No. Business Managers can follow up with their unit's managers to assure time is approved.
- Q. How are Bank-able Holidays recorded when someone works a holiday, or when a Bank-able holiday is used?**
- A.** In the absence calendar and timekeeping processes within Workday, there are separate fields called "Holiday Used Banked Time" and "Holiday Worked Banked Time" this will allow the employee to track when they work and use their bankable holidays.
- Q. Currently there are 9 categories of time off, will they be the same in Workday?**
- A.** Yes, but all may not show for each employee. Workday has eligibility rules set up behind the scenes to make sure employees only use the appropriate categories.

Critical Information

2019 Year End Payroll

- Accelerated due to holidays and Workday implementation
- Multiple communications to ensure staff *awareness and action*

Biweekly 26	Biweekly 1	Monthly 12
December 1 – 14	December 15 – 28	December 1 - 31
Timesheets Due: Dec 16 th	Timesheets Due by EE: Dec 20 th Manager Approval: Dec 20 th	Leave Report Due : Dec 20 th Manager Approval : Dec 20 th

Critical Information

Timekeeping Responsibilities in Workday

- Supervisors are responsible for approving timesheets for employees reporting directly to them
- Failure to approve time will result in staff not being paid
- Timekeepers will no longer be able to approve time

Time Off Process

- Leave Reports go away in January – Exempt employees will use Workday
- Non-Exempt (hourly) continue current processes through Year End
- Non-Exempt (hourly) will then submit time off via time cards in Workday

Critical Information

Delegation

- Flexibility to delegate approvals for Time and Absence when out of office
- Increases speed and efficiency to business processes
- Leaders can delegate to a peer within their supervisors org
- Exception: VP, Dean, Chair can delegate *down* (ex: Admin Assistant)

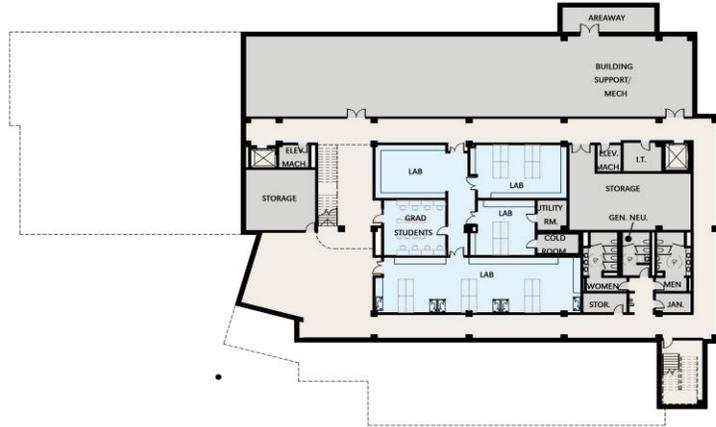
Required Tasks

- Day One: Verify Name, Direct Deposit, Tax Withholding Elections
- Week One: Verify / Update Beneficiaries & Review Benefits
- Week Two: Verify / Update Veteran Status, Race/Ethnicity, Disability Self-Identification

Additional Updates

- Reference check process change effective January 1
- FLSA overtime exemption changes
- MO minimum wage increasing to \$9.45 on January 1

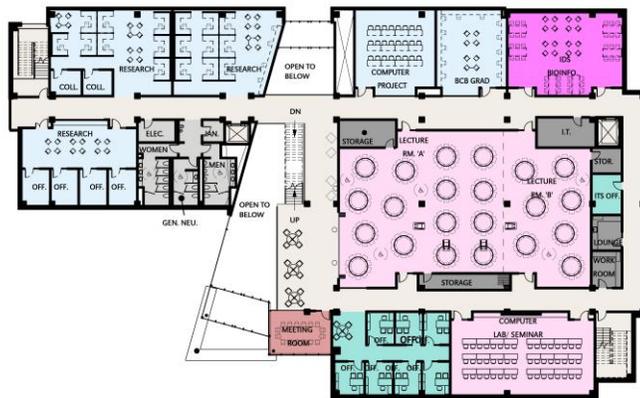
Interdisciplinary Science and Engineering (ISE) Building



Lower Level



First Floor



Second Floor



Third Floor

Utility Infrastructure Project



- Replace existing 55-year-old electrical substation
- Install new electrical/IT conduits
- Consolidate existing gas meters

Utility Infrastructure Project New Substation vs. Old Substation

- Old Substation is 5,985 sqft.
- New substation is 15,820 sqft.



Utility Infrastructure Project

Schedule of Cutovers

Jesuit Hall	12/13
O'Neil Hall	12/13
Pius Library	12/13
Davis-Shaughnessy	12/13
Lewis Annex	12/13
Cupples	12/13
Cook Hall	12/13
Clock Tower Lighting	12/13
Ritter Hall	12/18
Clemens	12/18
Griesedieck	12/18
Walsh	12/18
Simon Recreation Center	12/18
Grand Hall	12/18
Dubourg	12/20
Saint Francis Xavier Church	12/20
Verhaegen Hall	12/20
Oliver Hall	12/27
Busch Student Center	12/27
McDonnell Douglas Hall	12/27
Fitzgerald	12/27
Laclede Park	12/27
Wool	12/27
BME	1/7
Monsanto Hall	1/7
Macelwane	1/7
Hermann Stadium	1/7
Shannon Hall	1/7
Greenhouse	1/7
Plaza	1/7
Kelly Lecture Halls	1/7

Utility Infrastructure Project

Project Contacts

- *Should you have questions regarding the planned outages please reach out to the following contacts.*
- **Dustin Montgomery**
314-977-3228/dustin.montgomery@slu.edu
- **Dan Kruep**
314-977-6230/daniel.kruep@slu.edu
- **Angela Hawkins**
314-977-2916/angela.hawkins@slu.edu
- **Keith McCune**
314-977-8247/keith.mccune@slu.edu
- **Facilities Dispatch 314-977-2955**

BSC Outdoor Patio & Serving Line– Completed August 2019

The Billiken Club on the first floor of the Busch Student Center was upgraded to provide students a more versatile space for dining, watching sports, and listening to live music. The upgrades included a new outdoor patio with lighting, heating, furniture and areas for yard games. The interior renovation included new lounge seating, food service line, AV and lighting.





**SAINT LOUIS
UNIVERSITY™**

— EST. 1818 —

WINDOWS 10

What is happening?

- Microsoft will be ending support for the Windows 7 Operating System in mid-January 2020.
- ITS will be purchasing a one-year extension
 - ▣ New support end date is January 2021
- All workstations running Windows 7 will need to be either
 - ▣ Upgraded
 - ▣ Replaced
- Warranty checker site for HP and Dell
 - ▣ HP - <https://support.hp.com/us-en/checkwarranty/multipleproducts>
 - ▣ Dell - <https://www.dell.com/support/home/us/en/04?app=warranty>



What should the departments do?

- Workstations more than 4 years old should be replaced
 - ▣ Departments are responsible for replacing any workstations that cannot be upgraded
 - ▣ Purchasing can be done on Billiken buy and has all the approved models
- Workstations less than 4 years old should have the operating system upgraded from Windows 7 to 10
 - ▣ IT Campus Managers will work with the business managers who will work with their departments to coordinate upgrade time frames
 - ▣ Need a list of serials or workstation names of unit that need to be upgraded
 - ▣ IT will upgrade departments as a whole, unless otherwise specified

What are the general costs?

- Desktops with monitor*
 - ▣ \$800
- Laptops with monitor* and dock
 - ▣ \$1400

- After January 2021, computers running Windows 7 will not be allowed on the SLU network.

**Monitors are not necessary to be replaced if the department deems that they are in good working condition*

