

What's New . . .

May, 2019

Future Business Managers' Meetings

Our next meeting is scheduled for:

- June 13th, College for Public Health and Social Justice, Salus Center Room 1411 Auditorium
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Financial Planning & Budget Update

If you would like to schedule individual Salary Planner and Finance Budget Development working sessions to aid in the FY20 Budget, contact Janet Strader (7-2891), Kirsten Miller (7-2228), John Severs (7-7073), or Samantha Myers (7-3920) in the Financial Planning & Budget department. If you choose to do so, please review the Salary and Budget Development Guidelines and bring a copy of the specific issues/problems you are having. The more detail you can provide us, the better able we are to help resolve your problems. Additional instructions are also located under the Budget Documents on the Financial Planning & Budget page of the Business & Finance website.

Salary Planner & Finance Budget Development screens will close on Friday, May 17th or 24th, 2019 (depending on which division as noted in the attached guidelines). All entries should be made by that date and your budget base should balance to Finance Budget Development. This includes entering the cost reductions submitted by the Vice Presidents and Provost as they were a line included in your budget base.

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

Controller Update

Banner Finance Overview Training - Please contact lisa.zoia@slu.edu to schedule a training session.

Central Processing Services Update

Processing questions on invoices, purchase orders, and payments should be directed to accountspayable@slu.edu.

If you receive notifications from vendors regarding updates for addresses or banking information, please forward to eseepay@list.slu.edu.

To All SLU Travelers:

Missouri and Illinois residents can now apply for their Real ID compliant driver's license or ID cards. New cards can be requested across both Missouri and Illinois now. The new cards are compliant with the REAL ID Act, which was passed by Congress back in 2005. The measure set federal standards for identification cards

needed to board domestic flights in airports or enter federal facilities, in the wake of the 9/11 attacks. University travelers with current state-issued license and ID cards can use them to board domestic flights until October 1, 2020 in both states. There is not an immediate need to apply for a new ID.

Upcoming Training Dates in Business & Finance:

DPV Q & A Session
May 9th, Thursday
10:00 - 11:00 am
Wool Center Room 372
Register via Skillssoft

Concur Expense Report Training Session
May 23rd, Thursday
1:00 - 3:00 pm
Wool Center Room 372
Register via Skillssoft

Workday Update

The Workday project team is inviting members of the SLU community to attend upcoming open forums where the team will provide an overview of the project, and highlight some of the changes that are expected in the new Human Resources system. Members of the project team, ITS, and Human Resources will be in attendance to answer any questions that arise.

Forums will be held as follows:

- Tuesday, May 7, 2-3 p.m., Cook Hall, Room 330
- Wednesday, May 8, 1-2 p.m., Learning Resource Center, Pitlyk Auditorium C

For more information on this project, visit www.slu.edu/workday . For questions or more information, contact Jackie Manikam (jacqueline.manikam@health.slu.edu), Workday project manager.

Business Services Update

University Preferred Vendor Fair

Event Details: 10:30 a.m. - 2:00 p.m., July 19th, Wool Ballroom, Busch Student Center

Business Services will host the 2019 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, July 19th, in the Wool Ballroom in Busch Student Center.

The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors. Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event. Attendees are encouraged to bring business cards.

Please contact Andrew Chism at andrew.chism@slu.edu or 7-3725 with questions.

Shred-It

Business Services would like to announce that SLU has a new Shred-It account representative. His name is Brandon Branon. You can contact him at Brandon.Branon@Stericycle.com or 314-406-5306.

General Counsel Update

The Saint Louis University Compliance 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 Hotline at [1-877-525-KNOW \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.