



What's New . . .

June, 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
- December 12th, TBD

Financial Planning & Budget Update

The speaking agenda for the next Business Managers' Meeting is attached to this month's issue of "What's New."

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.

Human Resource Update



Travis Thomas will speak on campus June 12th to South Campus at 7am and North Campus at 9:45am. Human Resources is making an effort to find ways for the University community to come together to listen, learn and engage in dialogue about ways to support one another as SLU employees seek to make a meaningful difference in the lives of the University's students, patients and in our community, at large.

"Our institution is here not only to serve our students, patients, and community, but to also create an environment where each of us finds joy, meaning, and purpose in our work," Mickey Luna, Vice President of Human Resources, said. "Our University is committed to investing in our faculty and staff and creating a culture that enables everyone to share their gifts with the world."

Travis Thomas is a best-selling author and well-known speaker. He started in improvisational comedy 20 years ago. He did not realize at the time that the principles of improvisation would lead him on a path of personal development, leadership consulting, corporate training, and sports performance. Travis started "Live Yes, And"

to help individuals, teams, and companies discover their inner brilliance through a commitment to purpose, authenticity, and collaboration.

For over two years, Travis served as a Leadership Coach at IMG Academy where he worked with youth, collegiate and professional athletes from all over the world and all different sports. He used the games and exercises of improvisation, combined with personal development ideas, to teach mindset, teamwork, character and collaboration.

For the last four years, Travis has been traveling all over the world to work with companies, schools and sports teams. Travis has presented to companies like AIG, Johnson & Johnson, and Citigroup, and sports teams like the Chicago Cubs, Miami Marlins, New York Yankees, and Georgia Football. He is the performance coach for a youth soccer club and academy in south Florida and still performs regularly. He lives in Florida with his wife and three kids, and performs improvisation monthly.

His book, *3 Words for Getting Unstuck: Live Yes, And* (ISBN-10: 1537799762) was published in 2016.

The event's Reflection Guide is available to start an ongoing dialogue throughout the campus community.

All university divisions are encouraged to attend one of the sessions of the talk.

The 7 a.m. session will take place in the Allied Health Multipurpose Room and will last until 7:45 a.m. Light breakfast and coffee will be provided.

Complimentary parking located in the Hickory East Garage and registration for the event is available [here](#).

The 9:45 a.m. talk will take place in the Busch Student Center; Wool Ballroom and those attending the 9:45 a.m. event will also have an opportunity to meet Thomas and purchase a copy of his book, 3 Words for Getting Unstuck: Live Yes, And. This event will run until 11:45 a.m. Complimentary parking will be available in the Laclede Garage and registration available [here](#).

Group registration for the talk, as teams are encouraged to attend together, is available [here](#).

The talk is part of the Cura program, which launched in February 2016. Cura is a grassroots effort created in response to input from SLU's faculty and staff members. It aims to empower and support all members of the SLU community in building and sustaining a positive workplace culture in support of the University's mission.

Following these talks, faculty and staff are encouraged to share time together. Travis Thomas will be available for a meet and greet and food trucks will be on site.

Central Processing Services Update

Charitable Contributions In Lieu Of Payment for Services:

Attached are two documents regarding charitable contributions in lieu of payment for services. These documents relate to the IRS regulation requirements pertaining to when/if a speaker comes to campus and would like to donate the speaking fee to a charity or to the University. The attached should provide further clarity and helpful guidance to the departments should they receive such a request from a speaker and the possibility for increased opportunities for donations to SLU. Both documents are also posted on the Business & Finance website under Policies and on the Documents & Forms page.



REMINDERS:

- All invoices should be reviewed and approved timely by the department approvers. When email reminders are received from Billiken Buy to review and approve pending invoices, staff should be going in and reviewing/approving as soon as possible, particularly now that year end is near.
- CPC has seen quite a few DP's in the last couple months that have the Credit Memo box checked on the DP when it is not a credit memo. Please remind any DP creators/approvers in your area to review the yellow box below and verify with the backup.

Requested by: Leisure, Theresa **Department:** D010
Email: TLEISURE **Telephone:** 314-977-2400
Your SLU Net ID: TLEISURE

Transaction Date: 14-MAY-2019 **Next Check Run Date** 15-MAY-2019
Vendor Invoice Number: if none use MMDDYY
Check Stub Description:

This is a CREDIT MEMO

Payment Type and Accounting:

Pymt Type	Fund Code	Acct Code	Actv Code
Select payment type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select payment type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select payment type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation of Charges (required)

Concur & DPV training sessions will resume in August after the year end close is completed.

Workday Update



In May, the Finance Workday core team completed Discovery sessions which included a series of meetings to identify SLU specific requirements. The next step is the Architect stage which will begin in August. This stage focuses on documenting current business processes and bringing University and SLUCare subject matter experts together to help outline how business processes will work in Workday. The Finance Go-Live date is targeted for July 2020.

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

Staff Change in Business Services:

Jake Prange's last day at Saint Louis University was May 31st. Andrew Chism, a Business Services staff

member, will assume Jake's responsibilities related to vendor management in the academic, Facilities, and ITS areas across campus. When submitting a supplier request in Billiken Buy, please select Andrew Chism if your department is one of the areas impacted by this change.

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.

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.