

## *What's New . . .*

April, 2019

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### **Future Business Managers' Meetings**

Our next meeting is scheduled for:

- June 13<sup>th</sup>, 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.

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](mailto: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](mailto:lisa.zoia@slu.edu) to schedule a training session.

### **Risk Management Update**

Risk Management has coordinated with Event Services to come up with rules and regulations for food trucks on campus. Since we are entering the season when food trucks will start to appear we thought this was a timely reminder of how to coordinate for their safe existence on campus. Please remind everyone for a food truck to be allowed onto campus they must coordinate with Event Services prior to the day of service.

See attachment in email for further instructions.

### **Central Processing Services Update**

#### **A Message from University Travel: Missouri Passes Real ID Act for Residents**

It was recently announced that all Missouri travelers can now apply for their Real ID. Missouri has passed a law enabling the state to offer licenses and identification cards that will comply with stricter Federal identification requirements under the Federal Real ID Act. Applications for the new licenses will be accepted as of March 25, 2019.

The current state-issued license and ID cards are valid to board domestic flights through October, 2020, so there is not an immediate need to swap out your existing ID for a new one. The Department of Revenue expects that wait times for the new ID will be a couple of weeks.

To access the news as reported by KMOV, please access the link below:

<https://tinyurl.com/y4xrob78>

### **Requisition Processing Reminder**

When submitting a Requisition for processing, please use the **Comments** section to include any information that you need to communicate to approvers, such as fund reallocations or fund changes. Accounts Payable is not necessarily looking at the **Justifications** tab when reviewing and approving and information entered there can be missed.

### **Upcoming Training Dates in Business & Finance:**

**DPV Q & A Session**  
**April 11th, Thursday**  
**10:00 - 11:00 a.m.**  
**Wool Center Room 372**  
**Email [diana.reed@slu.edu](mailto:diana.reed@slu.edu)**

### **Concur Expense Report Training Session**

**April 23rd, Tuesday**  
**1:00 - 3:00 p.m.**  
**Wool Center Room 372**  
**Register via Skillsoft**

### **Buying gift cards for student prizes or awards???**

There is now a new IDO Service Type which makes it easy for the departments to purchase Billiken Bucks to give to students as prizes or awards, instead of the department purchasing gift cards from outside vendors for this purpose. This new Service Type labeled "P&CSrv BB/Bonus Flx Stdt Prize Awd" eases payment processing and purchasing for the departments and keeps the money on campus. It also allows the necessary information from the transaction to be reviewed by CPC, SFS and Payroll for any financial aid or tax considerations.

### **Workday Update**

The Workday implementation at SLU is a complex, multi-year program to improve the way we make mission-driven decisions. To do this, we are replacing the university's core Human Resources (Jan 2020), Finance (July 2020) and Student (TBD) administrative systems with a single, central, integrated system located "in the cloud." More simply put, we are creating a university-wide data source that allows our people to access information in real time through the internet.

We will also be reimagining and standardizing various administrative processes to improve the way we collect, report and analyze our data, which will better equip all of us to make insight-driven decisions to advance our respective departments, schools, and the university overall. As we streamline processes and reduce inefficient processes, faculty, students and staff will spend less time on administrative tasks and more on SLU's mission.

The program is in the Plan phase for the implementation of HCM (human capital management) now. We do not begin the Plan phase for finance until late July, but we'll begin preparing well in advance with activities such as identifying key reports and designing new service delivery models.

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

## **Business Services Update**

### **Dell**

Dell notified SLU of an intel chip inventory shortage, affecting nearly all technology vendors. This shortage has resulted in an estimated eight-week lead time for all desktops and laptops. Please plan accordingly to allow computer purchase orders to be received prior to the end of FY19 if you are planning to charge the expense to your FY19 budget.

### **Staples Business Advantage**

Business Services would like to announce that SLU has a new Staples account representative. His name is Mitch Richmond and he has been with Staples for over 25 years. You can find his contact information below or on the Staples Business Advantage page in Billiken Buy.

### **Hotel Ignacio**

Please see the attached instructions for entering Hotel Ignacio purchase orders in Billiken Buy. These instructions will also be added as a link to the Hotel Ignacio supplier page in Billiken Buy. Questions related to Hotel Ignacio can be directed to Andrew Chism at 977-3725. Questions related to Billiken Buy can be directed to Anne Becker at 977-1455.

### **Billiken Buy Training**

An instructor-led training session will be offered on Wednesday, April 17th, from 9-10:30 a.m. We will reserve the room for an additional 30 minutes of Q & A. This training session will be held at the Wool Center - Third Floor - Room 372. If you would like to attend training, please email Anne Becker at [anne.becker@slu.edu](mailto:anne.becker@slu.edu) to be added to the meeting invite. Spacing is limited in this training; however, the session will also be offered by Skype for Business for any users that wish to attend remotely. An additional training session may be added from 1-2:30 p.m. that day if demand is high enough.

## **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)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.