

What's New . . .

December, 2019

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 12th, Young Hall Auditorium 9:00-10:30 am
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Financial Planning & Budget Update

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.

FY21 Budget Process

On October 1st, an email was sent to all Vice Presidents, Deans, and Business Managers with the following timeline. We appreciate your cooperation in meeting the due dates as they have been accelerated in response to other University initiatives. If you have any questions, please contact Brianne Burcke at ext. 2991.

- December BOT Meetings – CFO obtains necessary approvals regarding the budget
- January 31st – Promotions and Job Change requests due to Human Resources through the Workday system; Human Resources will return results by the end of February
- February 3rd – Budget Bases distributed to Vice Presidents, Deans, and Business Managers
- March 31st – Budgets entered in Banner by Business Managers and balanced to Budget Bases
- April – Budgets reviewed by FP&B
- May & June – Budgets loaded into Workday and confirmed by FP&B
- July 1st – Workday Finance GO LIVE

Central Processing Services Update

To All Concur Users:

Concur will be updating the user interface for expense report creation, which you will notice on December 16th. There is no change in functionality, just a cleaner, simplified expense report creation for the end user. Travel booking, mobile and approval screens remain the same. Please note: Create a travel itinerary by clicking Report Details>Manage Travel Allowance.

For a complete list of helpful expense report job aids please visit the employee reimbursement website at the below link:

<https://www.slu.edu/business-finance/departments-and-offices/central-processing-center/employee-reimbursement.php>

Upcoming Training Dates in Business & Finance:

Concur Expense Report Training Sessions

Tuesday, December 17th

10:00 - 12 noon

Wool Center room 372

Register via Skillsoft

Thursday, December 19th

1:00-3:00 pm

Wool Center room 372

Register via Skillsoft

Business Services Update

Amazon Business Account:

Business Prime

Business Services has recently upgraded the University's Amazon Business account to a Business Prime account. Please see below for additional information.

Business Prime Shipping provides **FREE 2-day shipping on eligible Prime items**, no matter the order size. For items not eligible for free 2-day shipping, you can receive free standard shipping on eligible orders over \$25. If your Department has opened a Prime account outside of our SLU Amazon Business account, we ask that you cancel the membership. The Department should automatically receive a refund within 3-5 Business days. If you do not, please contact [Amazon Business customer support](#).

Starting today, we welcome you to start taking advantage of our newly expanded relationship.

If you have already joined the SLU Amazon Business account, no further action is required to leverage Prime benefits. If you have not previously accessed the central account, please punch-out via the Amazon Business catalog within Billiken Buy using our [First-Time User Registration Guide](#) for direction.

For additional questions related to Amazon, please contact Andrew Chism at Andrew.chism@slu.edu . For any Amazon order related question please contact [Amazon Business customer support](#) directly.

Shipping Issues

If your Department has any shipping issues with an Amazon order, please contact [Amazon Business customer support](#) directly with information about your order. This allows Amazon to catalog the issues and will help future orders get to the correct locations. Please also reach out to Andrew Chism at Andrew.chism@slu.edu or at 314-977-3725 and he will work with our Amazon Account Representative to make sure the issues are identified and resolved.

Controller Update

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

Risk Management Update

Reminders:

- Always lock your vehicle and take your keys, whether at work, out shopping or anywhere else. Don't leave anything of value visible in the vehicle.
- When leaving for the Christmas break, be sure to turn off all lights, computers, coffee makers, space heaters, etc. Ensure windows and doors are securely closed and latched.
- Make sure all water sources are securely shut off.
- Check to see that all refrigerators and freezers are closed. If these appliances are in lab spaces and contain, reagents, vaccines, research materials, etc., where possible, make sure they are alarmed and connected to emergency power.
- Exercise caution when walking or driving in snowy or icy conditions.
- If you feel there are areas susceptible to freezing, contact Facilities Services.

Workday Finance Update



Another set of open forums have been scheduled this month leading up to the launch of Workday on Jan. 1, when most SLU's human resources processes will be completed in the new system.

Members of the project team, as well as representatives from Human Resources and Information Technology Services (ITS) will be on hand to provide information on what to expect at go-live and to answer questions.

The forums will be held as follows:

- 1:30 – 2:30 p.m. Tuesday, Dec. 10, Room 173, Davis-Shaughnessy Hall (Chaifetz School of Business)
- 3 – 4 p.m. Wednesday, Dec. 11, 3rd Floor Multi-Purpose Room, Allied Health Building (Doisy College)

Human Resources Update

Cura Workshop: Mindfulness: Being Present in Your Work and Life

Friday, December 13th

Webinar 11:00 a.m. to Noon

[Register online](#)

The idea of mindfulness or being mindful is complete engagement in the present moment. Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This training discusses mindfulness and how to incorporate its practice into your life.

Office of Compliance & Ethics Update

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.