What’s New . . .

November, 2007

Auto Faxing of PO’s to Vendors

Business Services announced it now has control over the faxing process of Purchase Orders and they are being sent to vendors every 30 minutes instead of only twice each day.

Relocation Expenses for New Hires

Procurement Services reviewed the process for assisting with newly hired employees that need to relocate to the St. Louis area. Business Services met and interviewed potential vendors and has chosen what they see as the best five companies; A-Mrazek United Van Lines, Graebel Van Lines, Mayflower, North American Van Lines, and Wheaton World Wide Moving. To view the relocation process and advantages of the relocation process, click the above link.

For contact information on the preferred vendors, click here.

For more information please contact Jeff Hovey at 977-8375 or hoveyj@slu.edu

Travel Policy, Procedures Updated

Automated Reminder Changes

The timing of the reminder automated emails to travelers and requesters to submit ETERVS are being stretched. Rather than sending an email every week, an email will be sent every two weeks. After three reminder emails and the trip is 60 days past the end of the trip, the travel manager will elevate the past due situation with the departments’ business managers.

Meal/Incidental Reimbursement Changes

The travel resources website link US Government Per Diem Rate Search for meal per diem includes the amount for incidentals. For example: The site shows $64 per day for Washington DC. Reimbursement for meals up to $61 per day can be claimed, and up to $3 per day can be claimed for incidentals (tips for baggage handling). If you are claiming 60% of per diem in lieu of submitting meal receipts, use the full per diem amount ($64 for DC) for your calculation and do not submit for any incidentals.

REMINDER: Hotel reservations are made when the submit button is pushed in AXO. Therefore, if the trip is not approved or rejected, you should call the hotel and cancel the reservation so that a ‘no show’ fee is not charged. This should not be confused with reservations that are made, travel approved, complete itinerary email received, and later cancelling the reservation. When an itinerary is cancelled with AMEX, they cancel the air, hotel and car.
eSeePay Implementation

The eSeePay System is a SLU built module of the Employee Self Service to replace the paper DPV and has the added feature of creating payment requests from a comma delimited file. Online DPVs are subject to Banner electronic approval. An online query function will allow for tracking the status of DPVs. Anyone who is set up to complete on-line Requisitions will be automatically set up to use the eSeePay system. The new process will be accessed through Banner Self Service.

Cashier’s Office Procedure Update

TouchNet Electronic Cashiering

As part of the eCommerce initiative, which included electronic tuition billing and payment, the University is implementing TouchNet electronic cashiering. Initially, the cashiering module will focus on electronically processing walk-up student payments at the Cashiers Office. Using equipment provided by TouchNet, the Cashier’s Office will be able to update student accounts and process paper checks electronically. The cashiering project will also include the implementation of a web-based departmental deposit module. This module will enable departments to process their deposits online.

The progress of implementing the cashiering module will be updated in future issues of “What’s New.”

Financial Planning & Budget

The Office of Financial Planning and Budget is primarily focused on gathering and compiling the FY09 proposed increases/decreases to revenue and expense budgets, including collecting enrollment projections from the Deans, meeting with the Vice Presidents to understand short and long-term operational goals and their budgetary impact, as well as hosting a series of CADD/PCC budget meetings to finalize the FY09 Proposed Budget which will be presented to the Board of Trustees at the December meeting.

Additionally, we are gearing-up to begin the FY09 departmental budget cycle. Once the FY09 Proposed Budget is approved by the Board, we will shift our focus back to Salary Planner and Finance Budget Development. In the meantime, we are working with various departments/divisions to ensure that their positions/jobs records are accurate. We are assessing our current reports and scripting modified or improved versions. Also, we have created a new departmental email address, budget@slu.edu, which will be the official repository for Salary Planner (SP), Finance Budget Development (FBD), eSeePCON and WebFOCUS dashboard (SP and FBD domains ONLY) access requests. Specific instructions for use of budget@slu.edu will be available on the Financial Planning and Budget website shortly.