Minutes of the Meeting of November 10th, 2005

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, November 10th, 2005 at the Busch Student Center, Room 253.

Business & Finance Staff Present:

- Bob Woodruff
- Gary Whitworth
- Janice Crawford
- Mary Drexl
- Lisa Zoia
- Linda Bañale
- Doug Leavell
- Dan Miller
- Bryan Pini
- Marsha McBride
- Tawnya Musial

Number of Business Managers Present: 54

Bob Woodruff welcomed the Business Managers to the meeting. Bob announced two current openings in the Business and Finance Division, Manager of AP/Travel and Controller. Bob encouraged anyone interested in these positions to apply or to recommend candidates.

Purchasing

Janice Crawford, director of Purchasing, updated the rollout schedule of the new procurement card. She is waiting on final approval from a few departments. They hope to start the program in January with a two-month test/trial period. Purchase Orders will not be eliminated but the majority of purchases should now occur on the American Express “P” card. Individual cardholders are responsible for all purchases made on the card. No personal charges are allowed on the card. There will be immediate action taken against anyone misusing the card. There is unlimited protection on liability for unlawful charges made on the card.

Direct Deposit

Marsha McBride announced there were 300 new participants in direct deposit since the October meeting. Reminders continue to go out to those not participating in direct-deposit to sign up. US Bank is offering free checking to all participating in direct-deposit. A minimum deposit of $100 is required and US Bank will assist with direct deposit forms. After January 1, 2006, pay stubs will no longer be distributed on campus. Those not participating in the direct-deposit program will have their paychecks sent out via US Mail. All information can be obtained on self-serve banner. Marsha said they are currently working on adding the employee name to the on-line pay stub to assist employees who need this information for loans, etc., and are looking to add a tab for Leave Balances. The report writers are currently working on adding a screen where they can look up employee emergency numbers. Marsha will talk to HR about leave balance accessibility.

Change in Reporting Time

Marsha McBride announced that beginning on January 1, 2006, the University would adopt a different leave reporting method for Exempt Monthly staff. See the attachment included with the handouts and attachments for the November 10th meeting.

Sponsored Programs

Doug Leavell gave a presentation on the process for Award administration and compliance. See the program included in the handouts and attachments under the November 10th meeting information.
TRAVEL
Linda Bantle continues to hold training sessions for travel planners and approvers. She is finalizing a revision to the contract with Enterprise Rent a Car that will take 10% off their current market rate at all airport locations.
14 individuals participating in the pilot program are now using the Corporate Travel Card. The training will begin in January. Each card is tied to a fund but during reconciliation you can re-allocate charges to whatever the appropriate fund should be. There are controls that can be set up on the cards. The card can be de-activated and then re-activated and dollar limits can be set on the card.

The meeting ended at 11:55 a.m.

Minutes respectively submitted by Mary Drexl.
Overlay Removal Message to Employees

Beginning January 1, 2006 the University will adopt a different leave reporting method for Exempt Monthly Staff. This change will require employees to report their exception time on a 1st day of month through last day of a month basis, as opposed to mid-month to mid-month.

What does this mean for you, the Employee?

**In December:**

You will report your exception time from November 16th through December 16th via your web timesheet in Self Service Banner. It must be submitted no later than December 14th at 10:00AM. Any exception time that needs to be reported from December 17th through December 31st should be reported to your Timesheet Approver as soon as possible so that it can be forwarded to Payroll Services.

**In January:**

Beginning on January 1, 2006 Monthly Employees, that are required to enter their time via the web timesheet, will report their time on a 1st day of the month to last day of the month basis with the timesheet due sometime in the middle of the month (as indicated on the timesheet in Self Service). Realistically most employee’s exception time can be adequately projected for the last 10-12 days of a month; although we understand that employees cannot predict or plan sick or emergency leave time in advance. For those circumstances, exception time that is taken in a given month that was not reported on the web timesheet should be reported to your time approver as quickly as possible so that it can be properly reported to Payroll Services.
Overlay Removal Message to Time Approvers

Beginning January 1, 2006 the University will adopt a different leave reporting method for Exempt Monthly Staff. This change will require employees to report their exception time on a 1st day of month through last day of a month basis, as opposed to mid-month to mid-month.

What does this mean for you the time approver?

In December:

Employees, and Departmental Time Approvers, will report exception time for the December paycheck (November 16 through December 16) as usual. Exception time scheduled or taken between December 17th and December 31st should be reported to Payroll using the Time Reporting Change/Addition Form, and sent to Patty Taveras. Forms received before December 15th, for the time reported from the 17th through the end of December, will be entered by Payroll in December. Any Change/Addition Forms received after December 15th will be reflected on a subsequent monthly paycheck.

In January:

January Web Timesheets will be available for exception time entry on January 1, 2006. Employees, and Departmental Time Approvers, will report exception time--and be paid—for the period January 1, 2006 through January 31, 2006. Web Timesheets must be submitted by January 19th at 10:00AM, and Departmental Time Entry and Approvals completed by the 19th at 3:00PM. Most employees can predict and report exception time for the last 10-12 days of a month except for sick or emergency leave. In these instances, exception time not reported on the Web Timesheet or through department time entry will require the preparation of a Time Reporting Change/Addition Form for Monthly Employees located at http://www.slu.edu/services/busfin/polpro/scannedforms/timerpt_monthly.xls. Once completed the form should be printed, signed, and forwarded to Patty Taveras, Payroll Services, Salus Center, Room 521.
Sponsored Programs

Business Managers Meeting
November 9, 2005
Who Are We?

- Doug Leavell (977-2380)
  - Director
- Dan Miller (977-2504)
  - Coordinator Sponsored Programs Compliance
- Loretta Edwards (977-2390)
  - Grant Accountant
- Elizabeth Ballman (977-2398)
  - Grant Accountant
What Do We Do?

• Post Award Administration
  – Account Set-up
  – Expense Review
  – Financial Reporting and Billing
• Post Award Compliance Issues
  – Effort Reporting
  – Quarterly Certification of Expenses
  – A-21, A-110, A-133
• General Consulting and Rules Interpretation
  – Cost Allowability on Proposal Budgets
  – Administrative Requirements
Vision

- Our mission is to provide consistent and high quality financial stewardship, policy interpretation and compliance assurance to the University's research community and the sponsoring agencies.
- We are the primary source for interpretation of relevant rules, regulations and laws governing incurring, reimbursing and reporting costs under sponsored-research agreements.
- We are a service organization with a commitment to achieving and maintaining the highest standards of quality and proficiency.
Initiatives

• Process improvements
  – Participation in Dean Brennan’s Research Administration Assessment Project
  – University-wide Electronic Research Administration (eRA) Task Force
  – Decrease processing time for account set-up and financial reporting

• Compliance
  – Effort Reporting
  – Quarterly Certification of Expenses