What’s New . . .

December, 2015

Future Business Managers’ Meetings

For your information, future meetings are planned on the following dates:

- December 10, 2015 Morrissey Hall, Room 200
- March 10, 2016 Center for Global Citizenship

Human Resources Update

Annual Incumbent Job Reclassification

Incumbent position reclassification occurs once per year. Requests should be made by January 1, 2016 to be effective July 1, 2016. Position Description submissions must be completed through People Admin.

Risk Management Update

Is Your Department Purchasing A New Vehicle?

Remember to let the Risk Management department know. You will need to provide:

a. Date of Purchase
b. Lessor / Lienholder, if there is one
c. Value of the unit
d. VIN (Vehicle Identification Number)
e. Year
f. Make
g. Model
h. Garaging location
i. Seating capacity

Anyone planning to drive the vehicle needs to complete a Motor Vehicle License Registration Check (MVLRC) a week prior to the planned usage. Upon approval, they will be issued an insurance card. All drivers need to resubmit their MVLRC at the beginning of each fiscal year. The link to the MVLRC is [http://www.slu.edu/facilities-services-home/departments/transportation-services/van-rental-service/mvlrc-license-check](http://www.slu.edu/facilities-services-home/departments/transportation-services/van-rental-service/mvlrc-license-check) and is also located on the Risk Management website.

Car Rental

If you are planning to rent a vehicle for university business, you will need to complete a MVLRC. This should be submitted at least a week before the travel date. Upon approval, you will be issued an insurance card. All drivers need to resubmit their MVLRC at the beginning of each fiscal year. The link to the MVLRC is [http://www.slu.edu/facilities-services-home/departments/transportation-services/van-rental-service/mvlrc-license-check](http://www.slu.edu/facilities-services-home/departments/transportation-services/van-rental-service/mvlrc-license-check) and is also located on the Risk Management website.
Employee's Report of Injury Form
We have noticed a number of employee injury reports submitted on outdated forms. Please ensure you are using the current form [http://www.slu.edu/Documents/busfin/employeereportofinjuryuniv2014(3).pdf]. The revision date at the bottom of the page should read (Rev. 4/14). If you have copies of the old forms in your desk, please dispose of them and replace with the current version.

Risk Management Department Contact Information:
Phone: 314-977-3952
Fax: 314-977-1457
Email: Riskmgmt@slu.edu

Business Services Update

SLU's Program with Sam's Club is Changing
Sam's Club recently began accepting the American Express card to pay for products and memberships at their stores. Accordingly, beginning Jan. 15, 2016, Sam's Club will become a P-card-only vendor, and the University will cancel all of the University-wide direct accounts that it currently has with Sam's Club. Existing PO's to Sam's will be closed as of Feb. 1, 2016.

Departments are not required to use Sam's Club for their grocery needs; Wal-Mart, Dierbergs and Schnucks all accept American Express and can be used.

Departments can open new accounts directly with Sam's Club using their American Express Card. Having individual department accounts will streamline the invoice and PO process and ensure that the accounts are not put on hold due to another department's outstanding taxes. Additionally, it will allow each department to obtain a purchase history on their individual accounts.

If a department does want to open a Sam's Club account, there are two levels of membership:

- **Business Membership:** The Business Membership has an annual cost of $45, which includes membership for two cardholders. Up to eight additional members can be added to an account for an additional $45 per member.
- **Plus Membership:** The Plus Membership has an annual cost of $45, which includes membership for two cardholders. Up to 16 additional members can be added to an account for an additional $45 per member.

SLU's Sam's representative will be on campus during the following times to sign departments up with accounts:

- 9 a.m., Dec. 16, in Wool Center, Room 128
- 9 a.m., Dec. 17, in LRC, Room 113
- 9 a.m. Jan. 5, 2016 in Wool Center, Room 237
- 9 a.m. Jan. 6, 2016 in LRC, Room 113

Members should bring photo identification to these membership drives, as well as a P-card to pay for the membership. If a department is unable to stop by one of the membership events, they can contact SLU’s Sam's representative, Gennalle Redmond, at gdredmo.s06474.us@samsclub.com or by telephone at (314) 406-6740 to set up an account.

Contact Ellen Borowiak at eborowi@slu.edu or 977-7045 for questions about membership and Donna Brooks at dbrooks9@slu.edu or 977-3726 for questions about PO's or billing.
**eProcurement**
Saint Louis University's eProcurement system has officially been named Billiken Buy. The implementation of this system is underway and will eventually be used to purchase the majority of goods and services on campus. For more information, please see our website at [www.slu.edu/eprocurement](http://www.slu.edu/eprocurement).

**Specialty Underwriters**
The University has a new account representative from Specialty Underwriters; all communication should be directed to him moving forward. His name is Tom Grudzielanek. He can be reached at the following:

Tom Grudzielanek  
(P) 414-281-1100 x2821  
(C) 414-828-7079  
tgrudzielanek@su-group.com

**Blue Prints, MPS Update (Xerox) Update**
The final device installs of the project are scheduled to occur in January, which will mark the completion of the project implementation.

Although there are a few sites currently on hold for various reasons (e.g., software, renovations) these will be implemented through the **Move Add Change Dispose (MACD)** operational process.

Here's some important information to note:

1. **Xerox Help Desk** - 1-855-305-5111 or [Xerox Support Web Portal](http://www.xerox.com), always start here with service issues, by doing so, issues can be documented, tracked and Xerox can systematically deploy our onsite support techs. When contacting Xerox, please have the serial number of the device needing service, which can be found on the front label of all devices.

2. **Blue Prints, MPS** Helpful information can be found on the website, such as:
   - FAQs (recycling, device information, user guides, and training).
   - MACD Process - to initiate the MACD process simply send an email to the email address listed on the website and you will be contacted regarding your request.
   - Xerox Portal - this portal serves as an alternative way to report device service issues. The device serial number must be provided when entering the service issue.

3. **Onsite support staff**:
   - Kubilay Dinc, ASE
   - Square McClendon, DocuCare
   - Staci Rhodes, ASE
   - Jim Mueller, Operations Manager jim.mueller@xerox.com (contact him for escalations).

**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.