Future Business Managers’ Meetings

Reminder: Our next Business Managers’ meeting will be held on Thursday, September 11 from 9:00 – 10:30 a.m. The meeting location will be at Busch Student Center, Room 173.

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

- September 11, 2014
- December 11, 2014

Human Resources Update

Human Resources Amends Vacation Pay Out Policy

Effective July 1, the University staff vacation policy will be amended to pay out the balance of a separating eligible staff member’s accrued vacation up to a maximum of 200 hours. Click here to see the updated policy and refer to section 7.4.

EPAF Training Information

Please see below dates for upcoming EPAF training:

July 9th- 1-3 pm (Room 372 Wool Center)- INB and EPAF Training- New EPAF Originators (20 spaces available)

July 15th- 10-12 (Room 372 Wool Center)- EPAF Refresher Course (20 spaces available)

July 21st- 10-12 (Allied Health Building Room 2031)- EPAF Refresher Course (40 spaces available)

Business Services Update

2014 Annual Vendor Fair:

This event includes an opportunity to interface with vendors, complimentary snacks/light lunch, attendance prizes and product samples.

When: Wednesday, July 23, 2014
Where: Busch Student Center, Wool Ballrooms
Time: 10am to 2pm

Please bring business cards!!
CPC Updates

Cliqbook, the Online Travel Booking Tool

Starting July 7th, the Cliqbook phone number will change and will be posted on the main page of the tool. The user will select ‘Option 1’ to reach an online navigation agent or to change a reservation that was booked online. To reach a designated travel agent, the user will select ‘Option 2’. The agent fee will be $75 when ticketing. Agents will no longer seek approval for bookings. Travelers/arrangers should obtain departmental approval on their call in itinerary before finalizing the reservations with the agent.

eSeeDPs for gift cards, etc. will be expensed to departments at time of issuance. If gift cards etc. are later used for different funds/accounts, a transaction correction should be submitted to make the change. Receipts and documentation of use should be retained in the department for audit purposes.

The number of Pcard cycle reminder emails will be reduced to three effective immediately. One email will be sent the first week each month stating the cycle close and approver final dates. Please schedule these dates on your calendar. The second email will be automatically generated from the Pcard tool a few days before final approvals are due. The third and last email also will be automatically generated on the final approval date. If you are an approver receiving these reminders, but have already completed your part of the cycle, please remind the card reviewer or third level approver to meet the cutoff.

Please let CPC or Business Services know of any vendors that want to surcharge for using the Pcard for payments. Charging expenses with that vendor may not be in SLU's best interest.

Reminder: The dates entered when obtaining trip numbers should be for business travel only. Personal travel dates should not be included. Any questions, please contact Sharon Gajewski, sgajewsk@slu.edu, or 977-2400.