What’s New . . .

June, 2012

Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, August 9, 2012 from 9:00 – 10:30 a.m. The meeting location will be in the Busch Student Center (The Wool Ballroom, Section 170).

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

- October 11, 2012

Business Services

Clean Uniform Accounts:

Effective July 1, 2012, Clean Uniform will only accept P-cards as a method of payment for SLU accounts. Payments can be made on Clean’s website found at this link: https://customer.cleanuniform.com/apps/olcasignin.pgm. All department contacts have received access to their online system. Clean Uniform will email departments individually with log-in instructions and a tutorial on how to use their system. One-on-one training is also available through Clean Uniform.

For questions regarding Clean Uniform accounts, please contact Anne Becker in Business Services at 977-1455 or by email at abecke20@slu.edu.

CPC Updates

If you are using a travel expense account code beginning with 739xxx, you must have a trip number (A0xxxxx) referenced as follows:

- eSeeDPV   -- in the Invoice # field
- Requisition -- A0xxxxx first in the Commodity Description field
- Deposit    -- A0xxxxx first in the Description field
- TC         -- A0xxxxx first in the Transaction Reference field
- IDO        -- A0xxxxx first in the Description of Service field

If you do not have a trip number and do not need one, then you should not use account codes 739xxx.

When completing an eSeeDPV, after it has been denied and returned to you for correction, please remember to re-select any boxes checked for Special Handling Instructions (e.g. Pick-Up, Enclosure, etc.). When an eSeeDPV is denied, it removes the Special Handling Instructions previously selected.

When purchasing stamps or postage at the BSC Post Office, IDO's should be used since this is a university department. Pcards should not be used for payments to SLU.
Rental cars should not be used outside of the United States and Canada. To obtain an exception to the rule, please contact Risk Management.

**IT Updates**

The 2012 IT Risk Assessments for selected departments will be starting in the month of June and we will appreciate your help in supporting this IT risk management initiative. We will contact you and your VPs to formally engage the selected departments to determine timeline and scopes. Only select departments will be asked to participate in the assessment each year, but eventually each one will become involved.
-- Information Security Team

**Human Resources Updates**

The Benefits Office is also looking to make administrative changes to the retirement plan and offer one record keeper with a new best in class selection of investments offerings. The retirement benefit and University matching contribution would be unaffected. Open forums to discuss the efficiencies of the new structure will be held in June and July. Employees will have an opportunity to receive information on the proposal and discuss questions with a Benefits Specialist.

The dates and times for the sessions are below:

- **Tuesday, June 26th:** 12:30 - 1:00 in LRC Auditorium C
- **Wednesday, June 27th:** 12:00 p.m. to 1:00 p.m. in Busch Student Center 352/353
- **Tuesday, July 10th:** 8:00 to 9:00 in LRC Auditorium C
- **Wed Jul 11 2012:** 12:00 p.m. to 1:00 p.m. in Busch Student Center 173 (Wool Ballroom)