Future Business Managers’ Meetings

Reminder: Our next Business Managers’ meeting will be held on Thursday, June 13, 2013 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

For your information, future meetings are planned on the following dates:
- June 13, 2013
- August 8, 2013

CPC Updates

eSeePay

On ESeePay, when the prize or award pay type is used for an employee (including student workers), your department may incur additional charges later from payroll for tax withholding. To avoid this additional charge, put the prize through on an additive pay form. Any questions, please contact Sharon Gajewski at 977-2400 or sgajewk@slu.edu

Risk Management Updates

A Worker’s Compensation policy has been adopted by the University. To see the information please go to: http://www.slu.edu/busfin/departments/risk-management-and-insurance/workers-compensation. Any questions, please contact Michael Lucido at 977-3199 or lucidoma@slu.edu

Information Technology Services Updates

IT Service Requests

ITS has revised the access request form and has added a feature that can be viewed in order to see what has previously been submitted.

Viewing the details/status of previously submitted IT Service Requests:
- From the 'Tools' tab in mySLU, follow the 'IT Service Request' link.
- The Request Entry console will be displayed.
- From the left navigation, follow the 'Submitted Requests' link.
- The 'Submitted Requests' view will be displayed, showing any open requests you have previously submitted.
- To show requests that have already been marked completed, select 'Closed Requests' from the drop-down menu in the center of the page.
- To view details of a previously-submitted service request, single click the row associated with the desired request, then click the 'Request Details' button in the lower-left corner of the page.
- The details of the selected service request will be displayed in a new window, showing all of the information that was originally submitted to the IT Service Desk.
NOTE: For some types of service requests (i.e., University Security Access Request and Guest Account Request), a 'More Details' button will appear in the lower-right corner of the window. This button will open another window, displaying the original request form and all of the information originally submitted with the request.

**Business Services Updates**

**Minority/Small Business Program:**

Business Services has collaborated with the Office of Sponsored Programs to revise the Master Vendor Form (“MVF”) to collect information on minority and/or small businesses. These changes are mandated by the federal government’s requirement that all grants received by the University with a value above $650,000 submit a subcontracting plan indicating certain small business utilization requirements. On a biannual basis the Office of Sponsored Programs must submit a certification to the federal government on the University’s performance.

The changes to the MVF are twofold. On the first page of the MVF there is a “check the box” section which the vendor should review and complete as applicable. If the vendor does not fall into any of these categories, they should check “N/A”. A vendor can select more than one box, and when appropriate, encouraged to select all boxes that apply. If the vendor identifies themselves as a minority/small business vendor in this “check the box section”, they should complete the certification page.

This information will be required upon submission of a new MVF. Our goal is that this information will help the University 1) source future projects, 2) support Sponsored Programs in completing their required small business certifications and 3) align and support the University's commitment to diversity and inclusion. This commitment requires a set of conscious practices that include strengthening the business relationships with Small, Minority and Women Owned Businesses when purchasing goods and services within our community.

Please feel free to call Ellen Borowiak in Business Services (7-7045) or Joe Sanning in Sponsored Programs (7-2380) with any questions.

**New Year/Fiscal Year-End Training:**

Business Services, Finance, CPC, and MC Finance are collaborating on a training initiative to be held on the following days at the following locations:

**Frost Campus:**
Tuesday, June 11, 2013
Wool Center Room 374
10am to 11:30am

**Health Sciences Campus:**
Wednesday, June 12, 2013
Educational Union Auditorium
10am to 11:30am

The goal of the training is to proactively educate, explain and answer questions about the current Year-End/New Fiscal Year process. The training is targeted at staff members who handle the requisition process for their departments. In addition, attached is a quick reference/contact list by category of responsibility for Business Services, CPC and MC Finance.