Future Business Managers’ Meetings

Reminder: Our next Business Managers’ meeting will be held on Thursday, June 12 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 12, 2014
- September 11, 2014

Benefits Updates

Effective July 1, 2014, benefit eligibility will move to date of hire for new full time employees. Employees have 31 days from their date of hire to enroll themselves and any eligible family members for benefit coverage. Employees are encouraged to attend the New Employee Orientation within their first 31 days to get information on employee benefits.

Benefit eligibility will remain first day of the month following date of hire for employees hired through June 30th.

As is the current policy, benefits terminate on the last day of the month in which the employee is employed. For example, an employee who resigns effective June 3 will have coverage through June 30.

CPC Updates

When submitting the Wire Transfer Request form, please be sure the last section, Beneficiary Account Name, is completed and signed by the vendor. Wire transfer information on an invoice can also be added to a vendor profile.

The Executive Staff has approved some changes to the T&E policy effective May 5, 2014. See attached document. The B&F webpages have been updated to reflect these changes.

In Concur:
New fields have been added on the My Profile page: Security Question 1, Answer 1, Security Question 2, Answer 2. Also, the field Phone will be renamed to Work Phone. Please note Work phone and Security Question and Answer fields will become required starting May 16, 2014.
Non Travel Miscellaneous expense type should only be used when another expense type does not cover the expense. Reallocating is not the way to resolve choosing the wrong expense type. Reporting is more accurate when correct expense types are used.
Please notify Teresa at trwalsh@slu.edu as soon as AMEX cardholders leave the university so that T&E and/or P-cards can be cancelled immediately.

Attention P-Card users: there were recent updates to the Amex Reconciliation Tool including a mass reallocation feature and sorting by column headers feature. There are two short (10 minute) tutorials on our website explaining these new features.
- End User Functionality (Basic) - Covers the Accounts and Cycles Tab (including changing roles) and the Card Data Tab - reviewing and reallocating transactions, mass allocation updates and printing the transaction summary.
· **End User Functionality (Advanced)** - Covers the Additional Information Tabs, sorting and filtering, building searches and exporting the cycle data. When you have many charges, use of the sort function will allow you to easily see those charges you may have missed approving.