Future Business Managers’ Meetings

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

- December 11, 2014 College for Public Health and Social Justice, Auditorium 1411
- March 12, 2015 BSC Rm 173

Human Resources Update

EPAF Training Information
EPAF Training will take place in the Wool Center in Room 372 for the following dates:

November 18th from 10:00 a.m. to 12:00 p.m.
December 9th from 1:00 p.m. to 3:00 p.m.
January 8th from 10:00 a.m. to 12:00 p.m.
January 21st from 1:00 p.m. to 3:00 p.m.

Email epafhelp@slu.edu to sign up for training. Also use EPAF and Payroll Help Google Site at https://sites.google.com/a/slu.edu/epaf/ for updated job aides, Tip of the Week, EPAF deadlines, and additional resources to become successful at creating EPAFs.

Timesheets:
Non-exempt staff biweekly timesheets for pay period November 19 - 24 are DUE November 19.

Holiday Leave and Time Reporting:
Non-Exempt Staff: November 27 and November 28 are the University holidays that need to be reported on your timesheet due on Monday, December 8. It is very important, to assure proper pay and accruals of leave, that these holidays be reported correctly. If you are scheduled to work on November 27 or 28, you should review the Holiday Policy and work with your time approver to assure you report holiday pay, regular pay and/or banked holiday time appropriately.

Exempt Staff: There is no need to report holiday pay on the leave report. However, if you are required to work on either November 27 or November 28, your banked holiday will need to be sent right away (by your assigned time approver) to payroll services on the Monthly Exception Reporting Change Form. If the exception form is not submitted prior to the employee using this banked holiday, the system will use vacation time instead, so please work with your time approver to make certain that banked holiday is submitted.

Leave Reports for Exempt Staff:
Each month payroll services oversees the approval of Leave Reports for exempt monthly staff. However, it is the employees’ responsibility to start, record absences and submit (regardless if there are no absences to report for that period) their leave report by the due date/time indicated on the leave reports. This process is required in order to maintain appropriate leave reporting, balances and accruals. Assigned approvers are also expected to make certain that the individuals assigned to your queues are taking the above mentioned steps to submit their leave reports.
**CPC Update**

**American Express**

Effective immediately, the default issuance on all American Express Cards will be chip enabled. This applies to new, renewal, and replacement cards.

If you have an employee that wants a chip enabled card, and their card is not renewing in the near future, they can call the number on the back of their card and request a replacement card which would include the chip.

American Express renewal cards are mailed out the third week of the month in which they expire. T&E cards are sent to the employee’s billing address (i.e. home address). Employees that do not receive their card should contact American Express directly.

**P-Cards**

A ‘limit’ refresh occurs when the p-card payment is applied. At the end of a cycle, please remember to allow enough time for the payment to be made and applied in order for the limits to refresh. ‘Limit’ requests should be sent only when a purchase is needed immediately.

P-cards are sent to the Program Administrator, who will then notify card holders for pick up. Occasionally cards are sent directly to the department from American Express.

With changes in staff, a new email, cardprograms@slu.edu, has been set up. Please send all requests/issues concerning T&E and Pcards to this email.

**Check Request**

If a check has been requested for pick up, expect to receive a phone call informing you when the check will be ready. If you do not receive a call by 2:00 p.m., feel free to call and inquire when the check will be ready.

**Delta Airlines**

Delta Airlines announces upcoming changes in their Basic Economy fares. Effective with travel on and after February 1, 2015, fares are non-refundable and no cancellations or changes may be made once the ticket is purchased. Advance seat selection is not available with Basic Economy fares. Seat assignments will be auto-assigned for Basic Economy fare holders during check in.

**Treasury Update**

As previously announced, effective October 1st, the Cashier's Office was divided into two units, student payment processing and departmental deposit processing. Student Financial Services, who now occupies the Cashier’s Office in DuBourg Hall Room 2, provides service and payment processing for students. The Treasurer's Office is responsible for the departmental deposit processing function for the University.

**Departmental Deposits**

Effective, October 1st, 2014, departmental deposits were no longer accepted in the Cashier’s Office. All divisions have been advised of new departmental deposit processing policies and procedures. If your department has not been notified of new departmental deposit processing procedures, please contact Mindy Brown at 314-977-2466 or fentonmr@slu.edu.

Updated 11/21/14
Please note, departments processing deposits through the Medical Center Finance office are instructed to follow normal deposit procedures.

NOTE: For departments utilizing Public Safety for transporting deposits to the US Bank Campus Branch, please follow the procedures below:

- Public Safety should only be used for the transportation of cash and large volume deposits. Public Safety is not a mail courier and is not to be used for delivery of items which can be sent through inter-office mail.
- If your location is scheduled for routine pick-ups and is not needed on a particular day, please notify Public Safety for no pick up.
- If you have scheduled a pick up with Public Safety, please make sure the deposit is ready and someone is available at the time scheduled.

Departmental Deposits Contact
Please email sludeposits@slu.edu or contact Katie Benenati for the following requests:

- Detail code requests
- Touchnet password reset
- Touchnet access/training
- Deposit questions/issues
- Bank Supplies
  - Deposit Tickets
  - Tamper Proof Bags
  - Deposit endorsement stamps

Thank you for your cooperation and patience during this transition. For any questions, you may have, please contact Mindy Brown at 314-977-2466 or fentonmr@slu.edu.