What’s New . . .

October, 2014

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

Student Worker Hiring Process
Often times, student workers do not have their appropriate identification in hand when coming into HR to finish onboarding paperwork. In effort to prepare student workers to be fully onboarded into their student worker positions, please share the Student Worker Hiring Process Flow with your department/division. This workflow provides basic information for students to understand the necessary documentation required for the I9.

EPAF Training Information

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

November 18th from 10A to 12P
December 9th from 1P to 3P
January 8th from 10A to 12P
January 21st from 1P to 3P

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, etc.

Sustainability Advisory Council

SLUstainability Week
The Sustainability Advisory Council is sponsoring SLUstainability the week of October 20-25th. The theme of the week is “Empowering Change on Campus and in the Community”. Included in the events is the SLUstainability Expo on Wednesday, Oct. 22nd in Busch Student Center, rooms 170-171 from 10:00 a.m.-2:00 p.m. It will showcase campus and community groups, organizations, and partnerships that are helping to empower change and help you live a more sustainable lifestyle.

For a full list of events follow facebook or twitter@greenbilliken.
Cannonball Picnic

The SLU community is invited to attend the Cannonball Picnic on Tuesday, October 21st from 11:30 a.m.-1:30 p.m. on the grounds of Tegler Field.

To encourage a casual atmosphere at the event, employees may dress down that day if your work environment and schedule permits. Register by October 18th to be eligible for attendance prizes. Registration can be done online or a registration form can be sent via inter-office mail to Mary Krieg (Room 201 DuBourg Hall).

Details were provided from Human Resources in an October 3rd email.

CPC Update

Invoices -- Only send an invoice to CPC-AP one time. If you send it by email or fax, do not send the invoice by interoffice mail. Multiple copies of the same invoice cause us to duplicate the process steps.

The IRS has recently updated the forms required when making payments to foreign vendors. Foreign vendors need to complete the W8BENE form. Foreign persons need to complete the W8BEN form. These forms and instructions are posted on our webpage under 'Documents and Forms'.

In the travel online booking tool, if someone receives the error message below, they need to go to their profile tab, click on personal information and click on the save button. If they are booking travel for someone else, they need to go into the profile of that person (not their own).

We're Sorry...
We encountered an issue that prevented us from completing your request.

Business Services Update

Contact List by Category for Business Services & CPC

The Contact List by Category for Business Services & CPC has been updated to reflect personnel and responsibility changes. It is attached and can also be found on the Documents & Forms page on the Business & Finance website. You must be signed into your SLU account to access this page.

AT&T Discounts for Personal Cell Phone Plans

Saint Louis University employees are entitled to a 25% discount on their personal cell phone plans with AT&T. If you are not already obtaining this discount, we recommend following the directions at this link: Saint Louis University Vendor Discounts to have the 25% discount applied to your plan. If you experience issues with this, you should reach out to Justin Schneller at AT&T: JS6742@att.com.

Digital Advertising Request Form

Saint Louis University's Marketing and Communications department has created a Digital Advertising Request form. It is attached and can also be found on the Documents & Forms page on the Business & Finance website and on MARCOM's website.

The Digital Advertising Request Form is required for any type of online marketing (social media, digital ads, search engine). It starts the conversation between MARCOM and other departments/colleges/schools about a campaign's creative elements, budget and strategy.