

What's New . . .

April, 2008

Reminder: April Business Managers' Meeting at II Monastero (Berea Hall)

April Business Managers' Meeting Reminder – Our meeting will take place on Thursday, April 10th from 9:00-10:30 am in the Sanctuary Room at II [Monastero \(Berea Hall\)](#). II Monastero is located on 3050 Olive Blvd. just east of Compton. There will be plenty of parking available immediately in front of the building. Also, a continental breakfast will be provided courtesy of Events Services.

Salary Planner Update

The Financial Planning & Budget office has added an enhancement to report PWB0005 located under the "Salary Planner Reports" heading within the Salary Planner domain. The report can now be run by E-Class. Single or multiple E-Classes can be specified, and if no E-Class is specified, the report output will be the same as before this enhancement.

If you have any questions, you can reach Bruce Andres at 977-7073.

eSeeIDO Update

In an effort to improve system response time, our Banner Finance consultant has made changes to the eSeeIDO Query/Approval/Completion screen. The options of selecting from a drop down list of document numbers and from a drop down list of requester/provider user names are no longer available. Users may still query by document number, but they will need to know the number rather than choosing from a list. In addition, users may still query by requester/provider, but they must enter the user's SLUNet ID (excluding the @slu.edu extension) rather than selecting from a list. (The system was compiling all of this document number and requester/provider information before displaying the query screen, which was the cause of the long pause after clicking Query/Approval/Completion.)

In addition, there is now a reminder displayed on the Query/Approval/Completion screen:

Please enter a query parameter to expedite the retrieval process

When users enter a query parameter, such as document number or status awaiting approval, the system will respond faster with the document list results. Again, this is because the system does not have to compile all of the documents that the user may access based on their fund/org security and/or role as service provider.

eSeePay Update

The new **ONLINE DPV – eSeePay** manual, tutorial, and workflow are posted on the Business and Finance website. Navigate to [Policies & Procedures](#) in the left column and then choose [eSeePay](#) to find these items. It is suggested that you review all materials prior to watching the tutorial and taking the quiz. When you have successfully taken the test, you will be given access to do Online DPVs. If you have extra paper DPV forms in your area, please send those to Accounts Payable. Since no more will be printed, these will be used until everyone is converted to this online process.

Accounts Payable and Travel Announcements

Better Hotel Rate

When you have someone needing accommodations for an extended stay in St Louis, call the [Drury hotels](#) for a better rate.

Trip Reports

Please run your department's trip report in Web Focus and work with your employees to have expense reports submitted for any **active or past due** travels. If a trip was cancelled or no expenses will be submitted, please contact the University travel office with the trip number to have it closed. Prepayments or advances made for grant travel should have expense reports submitted so that the grant fund can be charged for the expenses. All trips, prepayments, and advances will have to be reconciled for the fiscal year end which is three months away.

Reminder on Invoices

Jeff Hovey in Procurement and Sharon Gajewski in Accounts Payable are sending a letter to vendors reminding them that a valid purchase order number must be shown on their invoices and all invoices must be mailed directly to the Accounts Payable department. These requests are being made in an effort to receive and process invoices in a timely and efficient manner. Departments should not have invoices mailed to them. If copies are needed, they can always print from the scanned documents. Vendors will also be asked if they would like to receive payments by direct deposit and if so to submit their bank information.

American Express Cardholders

The following is a chart showing the dates when late fees will be applied to American Express cardholders' accounts.

AMERICAN EXPRESS - Late fee schedule			
	Cycle Cut	45 Day Fee	60 Day Fee
Month	Date	Date	Date
March	3/29/2008	5/14/2008	5/29/2008
April	4/28/2008	6/12/2008	6/27/2008
May	5/28/2008	7/12/2008	7/27/2008
June	6/28/2008	8/12/2008	8/27/2008
July	7/28/2008	9/11/2008	9/26/2008
August	8/28/2008	10/12/2008	10/27/2008
September	9/28/2008	11/12/2008	11/27/2008
October	10/28/2008	12/12/2008	12/27/2008
November	11/28/2008	1/12/2009	1/27/2009
December	12/28/2008	2/11/2009	2/26/2009

Announcements From Payroll Services

Leave Reporting on Banner Self Service

As previously announced the University has initiated the Leave Reporting functionality in Banner Self Service for exempt leave reporting staff, effective for the month of April, 2008. This method of reporting will streamline

exception time reporting and eliminate the need to estimate exception time (absences) in advance. This method of Leave Reporting should eliminate the need to processing Time Reporting Change Forms.

In-depth training manuals are available on the Business and Finance website (link below), and within a couple of days online training tutorials will be available.

http://www.slu.edu/services/busfin/main/pages/busfin/payroll_forms.html

Pay Date Change Reminder

Beginning with the April monthly paycheck, the monthly pay date will move from the second to last working day of each month to the last working day of each month. Pay dates for the remainder of 2008 are:

April 30th
May 30th
June 30th
July 31st
August 29th
September 30th
October 31st
November 26th
December 30th