

What's New . . .

February, 2008

Payroll Services Updates

Effective April 1, 2008, the University will implement two changes affecting monthly salaried employees:

Banner Leave Reporting Process to Replace Current Web Timesheet Method

The following change will affect the reporting of exception time for monthly employees who currently report absences via Banner Self Service web timesheets. Exception time is defined as vacation, sick leave, jury duty, military leave, FMLA, etc. The University will change monthly exception time reporting from the current timesheet method to the Banner leave reporting process. This change will streamline exception time reporting, eliminate the need to estimate exception time in advance and remove the need for manual, paper-based timesheet corrections. With this process, all monthly staff currently required to complete a timesheet will instead complete an online leave report for the current month with a due date in the first week of the following month. Significant additional information on the new process will be provided over the next two months including training for timekeepers and business managers.

Pay Date Change

The second change will move the monthly pay date from the second to last working day of each month to the last working day of each month. The old and new pay dates for the remainder of 2008 follow.

<i>Pay Period Covering</i>	<i>Old Pay Date</i>	<i>New Pay Date</i>
April 1 – April 30	April 29 th	April 30 th
May 1 – May 31	May 29 th	May 30 th
June 1 – June 30	June 27 th	June 30 th
July 1 – July 31	July 30 th	July 31 st
August 1 – August 31	August 28 th	August 29 th
September 1 – September 30	September 29 th	September 30 th
October 1 – October 31	October 30 th	October 31 st
November 1 – November 30	November 25 th	November 26 th
December 1 – December 31	December 29 th	December 30 th

As you can see from the above schedule, the affect is minimal and will allow the University to pay employees in accordance with the actual period for which they are being paid. The effective date for deposited funds is the pay date. Please note that some smaller banks and credit unions may not post transactions until later in the day, so please check with your bank or credit union to find out their typical schedule for posting direct deposits. Employees affected by this change should review their own personal automatic transfers and payments from their personal bank account(s) and make any necessary adjustments in advance of the April 1 implementation date. *The University will not be responsible for any late fees or service charges incurred by employees, as this change is being communicated to those affected well in advance of the change.*

Please contact Payroll Services at payroll@slu.edu if you should have any questions regarding this information.

Reminder: Statement of Understanding Forms due to the Treasurer's Office

During 2007, the Treasurers Office held training sessions regarding the protection of customer credit card information gathered and processed throughout the University. Based upon the Payment Card Industry Data Security Standards (PCIDSS) requirements, the University created a credit card policy regarding the processing of payments. Each department employee is required to follow the University's policy and submit a signed [Statement of Understanding](#) acknowledging receipt and understanding of the policy. This is both a PCIDSS and University requirement. The Statement of Understanding forms were due to the Treasurer's Office by February 1st so if you have not submitted forms for your department, please do so immediately.

Department supervisors are responsible for ensuring that every person in the department who has access to credit card information reads the policy and signs the Statement of Understanding. These requirements apply to new hires as well. All employees share responsibility for safeguarding credit card information.

Compliance is crucial to the University's ability to accept credit cards as a method of payment and is a comprehensive, ongoing process. For printable forms, please follow the links to the [Credit Card Policy](#) and [Statement of Understanding](#) for PCI Compliance. Please read the policy and return the signed Statement of Understanding forms for everyone in your department. Forms should be sent to Vicki Cassady, Treasurers Office, Salus room 621. If you have any questions, please contact Vicki at 977-2221 or cassadyv@slu.edu.

Copy Paper Price Increase

Effective February 17, 2008, the university will incur a .19 cents per ream copy paper price increase from Corporate Express. The price for standard 8 1/2" x 11" bright, 20# paper will increase from \$2.56 per ream to \$2.75 per ream. Dramatic price increases in the wood and cotton pulp markets has led Corporate Express, as well as other paper suppliers, to implement this increase. Even with this price increase, SLU continues to receive a competitive rate for paper. Orders received before February 17th will be charged current pricing, so please place your orders as soon as possible to take advantage of existing prices.

eSeeIDO Update

- ITS is aware that system response time may be slow when users click on the eSeeIDO-Query/Approval/Completion link in Self Service Banner. Our Finance consultant has made two updates to the eSeeIDO program to address this issue:
 - the program has been rewritten to use less system memory which should speed up the query process
 - there is a new option, **eSeeIDO-Display All IDO's by Status**, which displays all eSeeIDO documents that the user may view based on fund/org access or the user's role as service provider. The query results are limited to IDO's with transaction dates within **three** months of the current date.
- The **Cancel** button is now only available in "Approved" and "Partial" status. If an approver determines that an eSeeIDO should be canceled, the approver must click "Reject" and note in the Description of Service field that the document should be canceled. An automated e-mail will

be generated to the requester, who may then retrieve the document, read the approver's instructions, and then click "Remove" to delete the document. This new process is similar to the delete process for purchase requisitions in Internet Native Banner (INB).

- Users may have noticed that the default account code for the service type **Water Tower Inn-Other** is 731000. This code is used for Sponsored Programs funds (3xxxxx) and the Commitment Offices determined that for consistently the default would be 731000 for all fund numbers.
- Please note that eSeeIDO is not a replacement for the Facilities work order request process. Requests for changes of light bulbs, etc., that employees would normally make via the work request process by calling 977-2955, should continue to be made in that manner. If an eSeeIDO is required, Facilities will notify the requester.
- This is a reminder that the **Generic** option is to be used for services not defined in the Service Type drop down list. In addition to entering a detailed description of the transaction, the requester must complete the "Email this request to" field. This field requires the requester to enter the valid SLU username (excluding the slu.edu extension) of a Banner Finance user. (The system will display the following error message if you do not enter a valid username: *This SLU Net ID is not a Banner Finance user.*) Please note that this user will be notified via automated e-mail, after all approvals are recorded, that an eSeeIDO document requires action. Only the user indicated in the "Email this request to" field may complete the credit side of the eSeeIDO.
- Users may now forward eSeeIDO documentation to Financial Services for scanning and indexing into **WebXtender**. Please indicate the eight-character "XR" or "XS" document number in the upper right corner of the document(s) and fax to 977-1894, or send via inter-office mail to Financial Services, Salus Center. The documents may be viewed in eSeeIDO by clicking on the document number from the eSeeIDO-Query/Approval/Completion results screen, or by clicking the WebX button when viewing the document details screen. Please note that the WebX button is currently only available from the View option, and not from the Approve or Reject options.