

What's New . . .

July, 2015

Future Business Managers' Meetings

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

- September 10, 2015 College for Public Health and Social Justice, Auditorium 1411
 - December 10, 2015 TBA
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Human Resources Update

EPAF Training Information

Human Resources Information Systems (HRIS) is pleased to announce that we will be offering refresher courses for EPAFs. This is a great opportunity for our EPAF originators to brush up on their EPAF skills in time for the Summer and Fall semesters. Also, if you have EPAFs that need to be submitted, bring those with you to the sessions and we will work on them together. Dates for Refresher courses in August are forthcoming.

- **INB/EPAF Originator Training (New Users)**
 - Thursday, July 9 from 1:00 pm to 3:00 pm - Wool Center Room 228

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.

General Counsel Update

The Saint Louis University Compliance Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Hotline at **1-877-525-KNOW (5669)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.

CPC Reporting Update

Uber App

The Uber app allows you to simply press a button on your smart phone to summon a ride. When the ride is completed, the bill is simply charged to your stored credit card and emailed to you. The taxi cab companies have built a similar app to compete with Uber, which is called CURB. This application operates the same as the Uber application.

Reminders

- Send univtravel@slu.edu an email when you need to close, cancel, or make changes to a trip number.
- Master vendor forms should be sent to the email address on the form, as follows: DPV forms to ekeepay@list.slu.edu and requisition forms to mastervenform@slu.edu.

Business Services Update

Business Services Annual Preferred Vendor Fair

The annual Business Services Vendor Fair will be held in the Wool Ballroom of the BSC on July 14th from 10:30am-2:00pm. The fair is an opportunity for faculty and staff to meet account representatives and get to know the University's preferred vendors. Complimentary light lunch, attendance prizes and product demonstrations will be included throughout the event. Please contact Ellen Borowiak at 7-7045 or eborowi@slu.edu with questions.