

What's New . . .

April, 2015

Future Business Managers' Meetings

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

- June 11, 2015 Young Hall
 - September 10, 2015 TBA
-

Human Resources Update

Applicant Tracking & Position Management System Upgrade

Since 2005, the University has been using People Admin as the electronic applicant tracking system. The functionality of the system upgrade will offer a new, easy to navigate look and will streamline the current Position Analysis Booklet (PAB) process into an electronic process.

As part of a system upgrade, HR will be providing training sessions for department business managers and administrators who are part of the staff position classification process and applicant tracking for both faculty and staff position. Training dates for this system upgrade will be communicated directly with system users. If you have questions about this system upgrade please contact your [HR Consultant](#).

EPAF Training Information

EPAF Training will take place in the Wool Center in Room 372 on the following date:

April 15th from 2:30 p.m. to 4:30 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/sl原因.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 \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.

CPC Reporting Update

Expense Reports

A list of attendees is required for meal reimbursements on both Concur and eSeeDP expense reports.

Business Services Update

Stericycle Contract Renewal

Saint Louis University renewed its contract with Stericycle for medical waste removal services in March, 2015. This three year contract is for existing services at SLU and SLUCare sites and no disruption/change in services is expected to impact the campus community. Please reach out to Anne Becker in Business Services at 977-1455 with any questions.

Airgas Contract Renewal

The University has entered into a five-year contract with Airgas to continue providing medical and research gases on campus. This contract reduces industrial gas cylinder rates by 20%. A \$5.25 delivery fee will be applied to each invoice which includes cylinder rental, hazmat charges, and delivery. Net reduction in pricing for all departments will be approximately 12% lower than our original contract that expired on 3/31.

Questions on this contract can be directed to Ellen Borowiak at 7-7045 or Anne Becker at 7-1455.