

## *What's New . . .*

August, 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
- 

### **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, August 13 from 1:00 pm to 3:00 pm - Wool Center Room 228

Email [epafhelp@slu.edu](mailto: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.

### **Parking and Card Services Update**

#### **Theresa Lot to Close Week of Aug. 17 for Upkeep**

The lot will be closed from 8 p.m. Monday, Aug. 17, until 7 a.m. Friday, Aug. 21. Alternative parking for preferred permit holders will be available in the general and preferred lots and garages associated with users' permits. Contact [parking@slu.edu](mailto:parking@slu.edu) with questions or concerns.

Effective June 1, 2015, there will be two parking options available to everyone. These options are Preferred and General. The option you choose will be your parking on both Frost and Medical campuses. If you choose the preferred option you will not only have access to all preferred locations but will also have access to the general lots on campus as well.

### **Business Services Update**

Saint Louis University's agreement with Sanofi-Pasteur allows clinics to receive credit for 25% of unused flu vaccine doses as long as they are postmarked for return by August 30<sup>th</sup> and shipped back to Sanofi-Pasteur.

If you have further questions on this or need a return form, please reach out to Anne Becker at 977-1455.

## Information Technology Services Update

### Purchases requiring ITS pre-approval

- Technology purchases including computers, laptops, applications for mobile devices, software, software licensing, cell phones (not including calling plans), **except for pre-approved computers, laptops and other items on the CDWG P-Card Site**, must be approved by ITS before purchasing. Non-Standard requests may not be supported by ITS and need VP approval to purchase.
  - Any other technological purchases must have **PRIOR** approval from ITS
  - Please note ITS approval in the comments of the monthly Amex card reconciliation
  - Contact [cardprograms@slu.edu](mailto:cardprograms@slu.edu) with any card issues
- Please contact ITS Business Services at [itsbusserv@slu.edu](mailto:itsbusserv@slu.edu) with any questions.

### 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.