

## *What's New . . .*

February, 2017

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### **Future Business Managers' Meetings**

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

- March 9, 2017 LRC Pitlyk Auditorium B
  - June 8, 2017 Il Monastero- St Louisse Room
  - September 14, 2017 TBD
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### **Business Services Update**

#### **Billiken Buy eProcurement**

Billiken Buy training is on schedule for completion by the end of March. For departments that have undergone training, Business Managers have received or will receive a Banner Migration notice from Business Services with their migration requirements and deadlines. Departments that have not been trained yet can expect to receive adequate notice prior to their designated training date. For questions regarding Billiken Buy, please contact Anne Becker at [abecke20@slu.edu](mailto:abecke20@slu.edu)

#### **Scam Alert - TONER**

Recently, there have been more calls from scammers trying to sell toner. In this kind of scam the caller pretends to be a representative of your regular supplier, or an alternative supplier; and letting you know they have shipped toner and will be sending an invoice.

As a reminder, for all XEROX machines, toner supplies are included in the price per impression (PPI) and shipped directly to departments. If your experience any issues regarding toner supplies, please contact the Xerox helpdesk at [1-855-305-5111](tel:1-855-305-5111).

### **Central Processing Center Update**

Upcoming training dates in Business and Finance:

DPV Q& A Session

Tuesday, February 7th

10:00 - 11:00 a.m.

WLC 372

Email [dreed17@slu.edu](mailto:dreed17@slu.edu) to register

Concur Expense Report Training Session

Tuesday, February 14th

1:00 - 3:00 p.m.

WLC 372

Register via Skillsoft

## Central Processing Center Update (cont)

Effective February 1st, 2017 the following travel policy changes went into effect as a result of the Magis Operational Excellence initiative:

- Increase threshold required for receipts submission to \$50; receipts will not be required for travel-related purchases under \$50 (e.g., taxi, meals, etc.)
- Eliminate “transportation calculator” worksheet when justifying mileage reimbursement; travelers are always encouraged to choose lowest total cost transportation option available that also meets their needs
- Permit conference travelers to book hotels at or below the conference rate, regardless of the availability of the conference hotel
- Provide travelers the option of claiming 75% percent of the allowable government per diem, in lieu of submitting meal receipts.

## ITS Update

### Project to Move Faculty, Staff, Graduate Students to Office 365 Continues

ITS and the Office 365 Advisory Group along with our partners at Dell are preparing to move faculty, staff, and graduate students' email and calendaring from Google Apps to Office 365. Implementation is scheduled to begin with a pilot group in early 2017. Following a successful pilot, members of the HIPAA-defined workforce will be moved, followed by the remaining faculty and staff.

The project team and other University leaders are working to determine who is in the HIPAA-defined workforce. Once the final determination has been made and approved, it will be communicated to the University via Newslink and other forums.

An advisory group with student, faculty, and staff representation continues to meet and advise ITS during the project. Regular updates regarding this initiative will be communicated via SLU Newslink. Additional information is available on [slu.edu/office365](http://slu.edu/office365). There, customers can also submit questions for the project team.

## 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.