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

Payroll Update
Missouri Minimum Wage
The MO minimum wage is increasing from $7.65 an hour to $7.70 an hour effective 1/1/17. Budget/IT/HR will update the records for any students making below $7.70 an hour to the new minimum wage of $7.70.

Faculty Affairs Update
eMOA to EPAF
We are happy to announce that the eMOA system and related EPAFs have been integrated. The integration should prove to alleviate duplicative data entry, streamline the review and approval procedure, and create a more cohesive eMOA and related EPAF process.

The integration will go live on January 17, 2017 at 2:00 p.m. for all eMOAs that will be effective on February 1, 2017 and thereafter. The Office of Faculty Affairs will conduct training sessions the week of January 9th, one to be held on each campus. Q&A sessions will also be held the week of January 30th as a refresher. There will be another training session the week of April 3rd, followed by Q&A sessions the week of April 17, again, one of each to be held on each campus.

The dates and times for the training sessions and Q&A’s will be posted in Newslink and on the Faculty Affairs for Business Managers Google Site https://sites.google.com/a/slu.edu/faculty-affairs-for-business-managers/.

The integration is only applicable for those EPAFs that are related to eMOAs. If you do not currently process eMOAs, you will not need to attend the training. Your EPAFs will remain the same. If you do process eMOAs, you will need to attend the training.

Should you have any questions, please feel free to contact the Office of Faculty Affairs at facultyaffairs@slu.edu, 314-977-7382 or 314-977-5237.

We look forward to sharing this new process with you.
Central Processing Center Update
The current Missouri Sales Tax Exempt Certificate can be found on the Business & Finance website on the Documents & Forms page under Tax Forms. **Please note: This is now a NON EXPIRING certificate.**

[http://www.slu.edu/busfin](http://www.slu.edu/busfin)

Upcoming Business & Finance training sessions:

Concur Expense Report training session: 1/12/17 Thursday 10-12 noon. Register via Skillsoft

DPV Q & A Session: 2/7/17 Tuesday 10-11:00 a.m. Register via email to dreed17@slu.edu

Parking and Card Services
Saint Louis University’s Parking and Card Services has added 34 “Pay-by-App” parking spaces along Laclede Street, east and west of Grand Boulevard.

Parkmobile is available for download at the App Store, Windows Store and Google Play.

Beginning Monday, Jan. 9, students, faculty, staff and visitors can pay for parking with their smartphones using Parkmobile’s mobile applications for iPhone, Android, Windows, and Blackberry phones or by calling a toll-free number: 1-877-727-5973.

The spaces added will provide convenient parking for those who need to quickly run into Busch Student Center, Simon Recreation Center or many other locations along Grand Boulevard. The spaces west of Grand were previously owned by the City of St. Louis and featured city parking meters. The spaces east of Grand are newly created spaces. [View a campus map of the area affected.](#)

To use the new Parkmobile system, users may [register for free.](#) After setting up their account, users can immediately open the app to begin a parking session. Mobile app users may also choose to receive customizable reminders prior to expiration of their parking session. Enforcement officers will be able to see that a motorist has paid with Parkmobile. Time limits on spaces still apply.

[Read FAQs about street parking with Parkmobile.](#)

Contact Parking and Card Services at [parking@slu.edu](mailto:parking@slu.edu) or 314-977-2957 with any other questions about this process.

Treasury & Investments Update

SLU Marketplace
Is your office still accepting checks and/or cash for payment? Has your office considered transitioning receipt of payments to electronic payment methods?

The SLU Marketplace is a campus wide e-commerce system offered to Saint Louis University departments. The Marketplace provides a departmental solution for creating, managing and operating online stores including electronic storefronts, shopping card functionality, secure interfaces for third party applications and Banner ERP integration.

The SLU Marketplace tools allow departments to build branded websites, sell tickets, promote events and much more. Online shoppers can use one shopping card and single checkout from multiple stores, while transactions are fed to the University’s Banner ERP system.
To find out more information about the SLU Marketplace and details to request a SLU Marketplace store, please visit the SLU Marketplace link.

**Marketplace Alert**
Recently, Touchnet reported several of their customers have been victims of refund fraud through the Marketplace. In each of the cases Touchnet reviewed, the perpetrator(s) would make a credit card purchase in a Marketplace Store or Upay site. Once the order was submitted, the individuals would contact the school by email or by phone and claim the purchase value was not accurate; for example, instead of $1,000 they meant to only charge $100. These individuals would also claim the credit card used for purchasing the items had been closed and would request a refund payment through different means, often another credit card. The dollar amounts in these cases have not been insignificant and should be viewed with caution by department finance personnel or Treasury and Investments. Touchnet has taken action to block the most frequently used IP addresses in these incidents.

It is important to understand such situations so that you can respond appropriately. Campus staff should always issue refunds only to the original payment method and account number. Any request to do otherwise should be reviewed and approved by department finance personnel or Treasury and Investments. In general, it is advisable to use extra care when refunding money to any customer.

**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.