

What's New . . .

May, 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 – LIVE DATE JUNE 1, 2015

The PeopleAdmin upgrade will offer a new look, easier navigation, and streamline the current Position Analysis Booklet (PAB) process into an electronic process. HR has been providing training sessions in April and May. Training dates have been communicated directly with system users. If you have questions, please contact your [HR Consultant](#).

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.

- **EPAF Refresher Training (Current Users)**

- Tuesday, May 12 from 11:00 am to 1:00 pm - Wool Center, Room 372
- Tuesday, June 9 from 9:00 am to 10:00 am - Caroline Building, Room 204

- **INB/EPAF Originator Training (New Users)**

- Wednesday, May 20 from 10:00 am to 12:00 pm - Wool Center Room 372

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. If you have any questions, contact Amelia Arnold at 977-2305.

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.

Controller's Office Update

There are new eSeeIDO Service Types for Department of Public Safety (DPS), Workforce Center, and U News.

Per Lisa Zoia zoialm@slu.edu

CPC Reporting Update

Expense Reports

When faculty/staff travel with a group of students and pay for all meals, 'group meals' should be used for all food purchased. 'Meals self' should not be used. A list of all travelers should be included with the report.

Business Services Update

Coffee & Water Services Announcement

After a formal RFP process and internal survey, Business Services is pleased to select Ronnoco and Community Coffee for the University's coffee & filtered water services, effective immediately. Both companies have equivalent pricing on a variety of products. Under the new agreement, Ronnoco has expanded their product offerings beyond the current choices.

To learn about these vendors and their products, please reach out to the representatives listed below. The representatives are available to meet and provide tastings and samples prior to the department selecting a vendor. Both representatives will be available to answer questions at the Business Services' Vendor Fair on July 14th in the Busch Student Center. Please note that the pricing of the two vendors is largely equivalent.

Departments are requested to select one of these vendors for their department by September 1st. As the vendors may be investing in new equipment, departments are asked to select a vendor for at least the next year. If there are any questions about the award, or the coffee & water services program in general, please contact Jake Prange at 314-977-7044 or jprange3@slu.edu. This agreement does not affect the services for bottled water provided by Absopure.

Community Coffee Representative:

Mike Neary

314-322-4300

mneary@communitycoffee.com

Ronnoco Coffee Representative

Sara Borusiewich

314-943-5019

sborusiewich@ronnoco.com

Business Services Annual Preferred Vendor Fair

Please save the date for the annual Business Services Vendor Fair, to 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.

Xerox Staffing Change

Mary Ann Coyle, a Sr. Client Manager for Xerox, has recently joined the Xerox team at SLU. Mary Ann replaces Ingrid Owen as the sales support person to the account. Mary Ann has more than 25 years of experience with Xerox specializing in the Higher Education market. Operational support will continue to be provided by Jim Mueller and his team of Xerox technicians.

Mary Ann can be reached at:

Mary Ann Coyle

Xerox Sr. Client Manager

[636.489.9663](tel:636.489.9663)

Mary.coyle@xerox.com