

What's New . . .

October, 2015

Future Business Managers' Meetings

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

- December 10, 2015 Morrissey Hall, Room 200
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Planning & Budget Update

December Business Manager Meeting

We will be seeking input from the business managers on the topics to be discussed at the next Business Manager meeting in December. Please provide your topics/ideas to Janet and she will orchestrate the presenters. She can be reached at jstradel@slu.edu and 977-2891.

Human Resources Update

EPAF Training Information

Human Resources Information Systems (HRIS) is pleased to announce the following courses for EPAFs In October. Also, if you have EPAFs that need to be submitted, bring those with you to the sessions and we will work on them together.

- **INB/EPAF Originator Training (New Users)**
 - Friday, October 16 from 9:00 am to 11:30 am - Wool Center Room 228

Email 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.

Cannonball Picnic

The SLU community is invited to attend the Cannonball Picnic on Tuesday, October 20th from 11:30 a.m.-1:30 p.m. on the grounds of Tegeler Field.

To encourage a casual atmosphere at the event, employees may dress down that day if your work environment and schedule permits. Register by October 12th to be eligible for attendance prizes.

CPC Reporting Update

A question arose after the Travel Policy was presented at the September Business Manager's meeting. The question pertained to insurance for rental cars. Per Risk Management guidelines, SLU employees wishing to be covered by SLU insurance when renting a car will need to have a motor vehicle license registration check done. If the license check comes back valid, an insurance card will be issued to the employee. Attached is a link defining this process.

If a SLU department is paying the rental vehicle costs for a person who is not a SLU employee, that person can accept the insurance coverage offered by the rental agency and the SLU department can reimburse the person for that

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insurance coverage expense. (<http://www.slu.edu/busfin/departments/risk-management-and-insurance/automobile-insurance-cards>)

Business Services Update

Dry Ice Update

Please see the attached update from Continental Carbonic. If you have any questions regarding this memo, please contact Ellen Borowiak at 977-7045.

Information Technology Services Update

New IT Service Management System

ITS recently selected and began implementing a new IT Service Management ticketing system, ServiceNow. The new system will replace Remedy On Demand over the next two months. The IT Service Management tool is used by IT staff to submit issues in need of resolution, and by customers to request IT services through mySLU.

The new system will allow customers to submit requests and issues using a simple form that includes an area to include questions and updates. Customers will be able to track statuses, including information on what work has been done so far, what is pending, and who is working on it.

The ServiceNow implementation project will occur in several phases. In the project's first phase, targeted for completion by November 1, ITS will be concentrating on ensuring the same functionality that is currently in Remedy On Demand, is also available in Service Now.

Updates will be communicated to the SLU community as much as possible through Newslink. Informational and training sessions regarding new features and functions will also be scheduled.

Please contact Mike Mueller (mmuell44@slu.edu) for any questions regarding this service enhancement.

Wired Network to be Upgraded in Buildings Across Campus

ITS will be upgrading the wired network in several buildings across campus over the next month. The wired network will be unavailable for approximately 10 minutes during the maintenance, occurring between 6 – 7 a.m., unless otherwise noted. Customers will be able to connect to the Internet using a wireless connection during the maintenance. The maintenance will take place on Tuesdays and Thursdays, and customers will receive an email reminder two days prior to their scheduled maintenance.

Visit the ITS website (<http://www.slu.edu/its/wired-network-upgrade>) to see when your building is scheduled to receive the upgrade.

Controller's Office Update

Banner Finance Refresher

We are offering two 'refresher' sessions this Fall for current Banner Finance users. Sessions are located in the Wool Center Computer Training Room, WLC-372.

Wednesday Oct. 14, 2015 8:00 – 9:00 a.m.

Wednesday Nov. 18, 2015 8:00 – 9:00 a.m.

Contact Lisa Zoia (zoialm@slu.edu) to sign up for a session or if you have any questions.

See the Business & Finance website for the new user training schedule (<http://www.slu.edu/busfin/training/banner-finance-refresher>)