

## *What's New . . .*

September, 2015

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### **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 Morrissey Hall, Room 200
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### **Human Resources Update**

#### **EPAF Training Information**

Human Resources Information Systems (HRIS) is pleased to announce that we will be offering two different courses for EPAFs. 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)**
  - Thursday, September 10 from 9:00 am to 11:30 am - Wool Center Room 228
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- **INB/EPAF Refresher Training (Current Users)**
  - Friday, September 18 from 9:00 am to 10:30 am - Wool Center Room 128

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.

### **CPC Reporting Update**

- Remember to obtain all info on Vendor Master Forms prior to submission.
- Departments should scan and email all eSeeDP documents, and eliminate interoffice mailing. The eSeeDP backup documents should be sent soon after submitting the online DP.
- SLU will now reimburse for airline 'seat fees' since some airlines are charging for seat selection at time of booking.
- Relocation moving van invoices to be paid on a Purchase Order *or* as reimbursement via Concur, should include the following documentation as back-up:
  - Invoice
  - Bill of Lading
  - Household Goods Descriptive Inventory

### **Business Services Update**

#### **Coffee Program**

Departments are requested to make a final selection of a coffee vendor for their department. After formal RFP and internal survey, Ronnoco and Community Coffee were selected for the University's coffee and filtered water service, effective as of May, 2015. Vendors may be investing in new equipment, so departments are requested to select a

Updated 9/10/15

vendor for at least a year. Selections should be made by the end of September. Please reach out to Jack Prange at 977-7044 or [jprange3@slu.edu](mailto:jprange3@slu.edu) with any questions.

### **Office Products**

After a formal RFP process, Business Services is pleased to announce that the University has selected Staples to continue providing office products to the University. The contract with Staples is through E&I, a group purchasing organization of which the University is a member. The new contract offers cost savings from our current contract and significantly expands the catalog of negotiated products. The account will continue to be managed by our current account representative, Sue Vint, and log in credentials at the Staples Advantage webpage will remain unchanged. For additional questions, please reach out to Jake Prange at 977-7044 or [jprange3@slu.edu](mailto:jprange3@slu.edu).

## **Information Technology Services Update**

### **TechFest 2015**

ITS and the Student Government Association invite students, faculty, and staff to TechFest 2015 on Wednesday, September 16 in the Wool Ballroom of Busch Student Center from 10 a.m. to 2 p.m.

Returning for a third year, TechFest features demonstrations of technology services available on campus and some that are coming soon. A wide variety of SLU technology services will be represented, including Blackboard Learn, Development, Career Services, SLUSustainability and many more!

Among the attendance prizes are Samsung tablets, a 32" LCD TV, an autographed football from James Laurinaitis, iPads, and other devices. Vendor giveaways and snacks will also be provided throughout the event.

Contact [ITScommunications@slu.edu](mailto:ITScommunications@slu.edu) with any questions.