What’s New . . .

December, 2017

Future Business Managers’ Meetings

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

- December 14, 2017 Young Hall
- March 8, 2018 Busch Student Center

Financial Planning & Budget Update

The agenda for the December 14th Business Managers Meeting is attached in this email. Coffee and cookies will be provided after this meeting to bring all attendees some holiday cheer.

Risk Management Update

Risk Management has provided a pdf regarding tips to staying healthy in the workplace (attached to email).

ITS Update

The new Academic Technology Commons (ATC) is located in Pius Library, opened on November 14th. The ATC offers access to a wide range of spaces and technologies designed to enhance innovation, creativity, and group collaboration. IT and Library team members work together to provide support to the SLU community to engage in the space and with the technologies. Stop by to check out the ATC and talk with one of our Askslu team members.


Short Video: https://vimeo.com/244724646
Treasury Update

In 2016, Saint Louis University's PCI Compliance Committee, which includes members of Information Security & Compliance and Treasury & Investments, developed an interactive on-line PCI Security training for any individual that handles or processes credit card data on behalf of Saint Louis University. The PCI Security Training will provide you with PCI-approved best practices for card handling and defense against fraud, Saint Louis University's Merchant Card Processing Policy & Procedures and access to merchant card industry standards and regulations.

PCI Training for employees/contracted employees/student workers that accept credit cards or handle credit card data on behalf of the University will be available on the mySLU Home tab on January 2nd. **This training will be due on January 31st.** If you have new hires in your department that accept credit cards or handle credit card data on behalf of the University, please email merchantservices@slu.edu with their name and Banner ID, so those individuals are added to the training. All users from last year's training will automatically be registered for this year's training. If you have any questions, please contact Katelyn Zobrist by emailing merchantservices@slu.edu.

Human Resources Update

2017 Employee Moving Expense Reimbursement Deadline
Employees eligible for 2017 moving expense reimbursements must submit reimbursement requests to the University’s Central Processing Center on or before Wednesday, December 6, 2017 in order to meet W-2 reporting deadlines. Any moving expenses submitted after that date will be processed, paid and reported in 2018.

Blue Santa Toy Drive
The drive collects unwrapped presents for children between the ages of 4 and 12. Blue Santa and his elves will visit participating offices on Monday, December 4th and Tuesday, December 5th to collect toy donations. For more information, contact Justin Vilbig at jvilbig@slu.edu.

Central Processing Center Update

Reminder to all departments issuing participant payments:
Please send W9's for each participant to patientstudy@list.slu.edu. This is a required document in order to meet our Federal tax reporting regulations.

Submitting invoices to Accounts Payable for payment processing?
Please remember to submit your invoices to accounts payable@slu.edu instead of to the old email address of accountspayable@list.slu.edu

To all Concur users:
Please update your cell phone number in your Concur profile as soon as possible. In the event of an emergency, your cell phone number will be necessary in order to offer assistance. Click on "Profile" on the Concur Home page and select "Profile Settings" and "Contact Information"
Upcoming Training Dates in Business & Finance:

DPV Q & A Session
Tuesday, January 16th
10:00 - 11:00 a.m.
Wool Center Room 372
Email dreed17@slu.edu

Concur Expense Report Training Session
Thursday, January 11th
10:00 - 12:00 noon
Wool Center Room 372
Register via Skillsoft

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.