

## *What's New . . .*

February, 2018

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### **Future Business Managers' Meetings**

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

- March 8, 2018 Busch Student Center, Rm 253
  - June 14, 2018 Learning Resource Center, Rm LRC PITLYK Auditorium B
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### **Controller Update**

Banner Finance overview training sessions are scheduled as follows for winter/spring:

Thursday Feb 15, 2018 9:00am - 11:00am  
Thursday Mar 15, 2018 9:00am - 11:00am  
Thursday Apr 19, 2018 9:00am - 11:00pm  
Thursday May 17, 2018 9:00am - 11:00am  
Thursday Jun 14, 2018 9:00am - 11:00am

Go to the Business and Finance web site for more information:

<https://www.slu.edu/busfin/training/banner-finance-training-sessions>

### **Financial Planning & Budget Update**

#### **FY19 Budget**

Completed Contractual Increase forms were due January 26, 2018. If you have not yet submitted the form for your unit, please do so by February 7<sup>th</sup>.

Capital Request forms are due no later than February 23, 2018.

New spending forms were not distributed for FY19 as the University will not be funding new spending at this time.

Salary Planner and Finance Budget Development screens will be loaded in February and opened on March 5, 2018 for all units except for SLUCare. SLUCare departments should contact the Medical Center Finance Office for their timeline. The FY19 budget bases and guidelines will be distributed the week of March 5<sup>th</sup> as soon as the permanent budget revisions from February have been added. Budget bases should be balanced to Finance Budget Development by May 18<sup>th</sup>.

If there are any questions concerning the FY19 budget process, please contact one of the following staff members:

Brianne Burcke - x2991  
Janet Strader - x2891  
Kirsten Miller – x2228  
John Severs – x7073  
Samantha Myers – x3920

## **Human Resources Update**

### **EPAF Training and EPAF Deadline Reminder – EPAF Training Class:**

Intro to EPAF Classes are now offered on the 15<sup>th</sup> of the month from 11:00A to 12:30P in the Wool Center. [Please click here to register](#) in SkillSoft for one of the classes. This class is for anyone who has not had EPAF training.

### **EPAF Deadlines:**

EPAF deadlines are published on the [EPAF and Payroll Help Google Site](#) and the [Human Resources Website](#). The purpose of the EPAFs deadlines are to provide adequate time for HRIS to review, approve, and apply the EPAFs into Banner. The deadlines also provide adequate time for the Payroll team to review the EPAFs and perform any additional data entry (retro pay, overtime hours, tax deductions, etc.).

## **Policies & Procedures**

### **W-2 Wage and 1095-C Statements**

W-2 Wage Statements were available online as of Thursday, January 25. If you did not consent to have the statements electronically, they have been postmarked on January 26, 2018 to the address in Banner as of January 12, 2018. The 1095-C Statements are scheduled to be mailed by March 2, 2018.

### **2018 Tax Changes - Tax Withholding**

The 2018 federal tax tables were released by the IRS in mid-January and were installed in our payroll system on January 21. Monthly employees will see the taxes withheld based on 2018 tax tables on their January 31 paycheck and Bi-weekly employees will see the tax withholding with the 2018 tables on their February 2 paycheck. Most employees that had federal tax withheld in the past, will see a decrease in their federal withholding on their paychecks as a result of the reduced withholding rates of the 2018 tax tables.

## **Central Processing Center Update**

**Reminder:** If your department purchases from McKesson, please note that McKesson invoices are processed via invoicing in Billiken Buy. Please do not pay your McKesson invoices on the P card as this will result in duplicate payments to McKesson.

### **PO's for Hotel Ignacio:**

When entering PO's in Billiken Buy please remember to include the sales tax amount along with the nightly rate. The standard room rate for one person, one night is \$166.24 which includes sales tax.

### **Travelling on SLU business?**

7 excellent reasons why it makes sense for SLU travelers to book in the Tool:

- Baggage Insurance coverage provided automatically by AMEX.

- Door to Door business travel accident insurance provided automatically by AMEX:24 hour door-to-door coverage of up to \$350,000 of accidental death and dismemberment insurance coverage for business trips from departure through the trip (up to 30 days) until the return.
- Ticket exchange options when travel plans change or are cancelled.
- Trackability of the traveler for duty of care via airfare booking in the tool. Our duty of care provider, SafeToGo and TravelPlex, monitors global events (i.e. natural disasters, terrorism, etc...) and will reach out to assist travelers in impacted areas.
- University accrual of airfare points that are allocated, by departmental use, back to the departments for their travelers to get free airfare.
- Customer service through our Travel Management Company, TravelPlex.
- Added fees, not readily visible on some of the super economy or D-class fares offered outside the Tool.

### **Upcoming Training Dates in Business & Finance**

#### **Concur Expense Report Training Session**

**Tuesday, February 27th**

**1:00 - 3:00 p.m.**

**Wool Center Room 372**

**Register via Skillsoft**

#### **DPV Q & A Session**

**Thursday, February 22nd**

**10:00 - 11:00 a.m.**

**Wool Center Room 372**

**Email [diana.reed@slu.edu](mailto:diana.reed@slu.edu)**

## **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 \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.