

## *What's New . . .*

February, 2013

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

Our next Business Managers' meeting will be held on Thursday, February 14, 2013 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

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

- February 14, 2013
  - April 11, 2013
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### **Human Resources Updates**

#### **Performance Evaluation Due Date**

The University Online Performance Evaluations (UOPE) for staff are due in Banner Self Service on Friday, March 1, 2013. All levels of approval in the system including employee acknowledgement, should be complete by this date. Please contact your [HR Consultant](#) if you have any questions about the process.

#### **Missouri Minimum Wage**

The Missouri State Minimum Wage increased to \$7.35 per hour on January 1, 2013. When hiring someone on or after January 1st, their hourly rate of pay on their EPAF should be at least \$7.35 per hour. Since the Federal minimum wage did not change, you will need to verify your labor distribution accuracy, for Federal Work Study positions, by using the [Labor Distribution](#) coding chart.

### **Business Services Updates**

#### **Sprint Discount**

SLU employees are currently eligible for a 23% discount on select cell phone plans with Sprint. To obtain this discount, use the discount code HCMDA\_SLU\_ZZZ and show a valid SLU ID. In addition, Sprint will apply a \$50 credit for each newly activated line of service. Visit [Register](#) within 72 hours of activating your new Sprint phone to claim your service credit. This promotion expires on 4/11/13. More information is included on the attached Sprint notice.

If you have any questions, please reference the Saint Louis University Vendor Discounts link on the Business Services website, or call Anne Becker at 977-1455.

## **CPC Updates**

### **Vendor Rewards**

A written policy has been added to the Business and Finance webpages. Vendor Rewards:  
When Saint Louis University has established business relations with a vendor and account rewards, points, and certificates are extended based on that relationship, these rewards, points, and certificates are the property of the University. They are not for personal use and should be given to Jeff Hovey or Sharon Gajewski in Business and Finance immediately.