

What's New . . .

February, 2014

Future Business Managers' Meetings

Reminder: Our next Business Managers' meeting will be held on Thursday, March 13 from 9:00 – 10:30 a.m. The meeting location will be at College for Public Health and Social Justice Auditorium; room 1411 at Salus Center.

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

- March 13, 2014
 - June 12, 2014
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CPC Updates

Vendor Master Forms

Please be sure to use the correct Vendor Master Form for purchases.

The **Vendor Master Form for eSeeDPVs** should ONLY be used for the Payment Types listed on the form. (CPC department form).

The eSeeDP system should be used ONLY for the payment types in the drop down. (Same as payment types on the Vendor Master Form for eSeeDPV.)

The **Master Vendor Form** should be used for all other vendor purchases. (Business Services' form). Requisitions for POs should be submitted for all these vendor purchases.

Effective February 15, 2014, if the wrong Vendor Master Form is used, it will be returned so that the correct form can be completed and reviewed by the appropriate department. Also incorrect submission of eSeeDPVs or requisitions will be denied for submission in the correct format.

HR Updates

Staff Performance Evaluations

For the 2013 University Online Performance Evaluations (UOPE), the individual core value ratings and justification will not be required (*red asterisk will be removed). For evaluations that are in progress or have been submitted, supervisors are not required to go back and make changes if they have already included ratings or justifications. Although the ratings and justifications are not required, they are encouraged and will remain available for completion and discussion. Only the Overall Assessment on Core Performance Values rating and explanation will be required for that section. There are no changes to the other sections of the UOPE. This change was implemented in Banner Self Service on Friday, January 31.

Deadlines for staff evaluations coincide with division/department budget deadlines which should be communicated by the appropriate VP or budget/finance office. Ultimately, all evaluations should be completed by mid-March.

Important Information for UOPE Department Reviewers:

Human Resources and ITS have completed a report in Web Focus that department reviewers can utilize to review completion statuses. The location of this report is:

HR External Confidential

- University Online Performance Evaluations
 - UOPE0001 University Online Performance Evaluation Dashboard

For questions, please contact your [HR Consultant](#).

Veterans & Individuals with Disabilities

As stated in the September 2013 HR MAGIS, the Office of Federal Contract Compliance Programs (OFCCP) published two rules that impose new affirmative action obligations on employers related to veterans and individuals with disabilities. These rules, issued under VEVRAA (Vietnam Era Veterans Readjustment Assistance Act) and Section 503 of the Rehabilitation Act, create significant new responsibilities for Saint Louis University as a federal contractor and employer.

These new rules are designed to improve job opportunities for protected veterans and individuals with disabilities. According to the Department of Labor, these changes for employers will increase the diversity of the workforce and specifically help reduce high unemployment rates for veterans and disabled persons.

As part of these new OFCCP rules, Saint Louis University is now required to invite current employees to self-identify as veterans or individuals with disabilities after March 24, 2014. The rules also require contractors to invite current employees to disclose a disability every five (5) years. At least once during the years between each invitation, Saint Louis University will remind employees that they may voluntarily update their disability status at any time.

Also, per these rules, after March 24, 2014, federal contractors will be required to invite job seekers to identify as veterans or individuals with disabilities. This information will be added to our online application process.

Human Resources and the Office of Institutional Equity and Diversity will be partnering to comply with VEVRAA and Section 503 of the Rehabilitation Act. Please look for future communications regarding procedures on how to self-identify as a veteran or individual with a disability.

Business Services Updates

Sam's Club

Please make every effort to bring tax exempt certificates when you shop at Sam's Club. Although each account is set up as tax exempt, the cashier must key in this designation at check out. There have been numerous instances recently that the cashier has not keyed in the tax free status, and the University has been charged taxes improperly. Bringing the tax certificates, which are available on the Business and Finance webpage, should ensure tax free transactions. Please reach out to Ellen Borowiak at eborowi@slu.edu with any questions.

Pepsi

Pepsi has confirmed that the minimum case order quantity will remain at 11 cases per order. For any questions regarding Pepsi orders, please contact Todd Vodnansky at tvodnans@slu.edu.