

What's New . . .

November, 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
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Controller Update

Reminder- Banner Finance training sessions are offered monthly for new users who need to perform queries in Banner Self Service and run reports in WebFocus Dashboard/Cognos:

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

Business Services Update

The ability to shop in the Staples Business Advantage site was disabled on October 1st - All Staples orders must be entered in Billiken Buy. Historically, it has been common practice for employees to use the Staples BA site to look up product numbers and pricing. If you have employees in your department that used the Staples BA site for this purpose, they may be a good fit for the Browser role in Billiken Buy. This role will give the user access to the same Staples catalog and product detail, while limiting the user's ability to create purchase orders. For more information or to provide Browser access and training to a user(s) in your department, please reach out to Anne Becker at anne.becker@slu.edu.

Human Resources Update

To all EPAF Originators and EPAF Approvers,

- You are cordially invited to attend the Annual EPAF Meeting. Log into MySLU, click on Google Drive, and then [click here to register](#) and view the agenda.
- If you are a new EPAF Originator or EPAF Approver, log into MySLU, click on Google Drive, and then [click here to register](#) for one of the upcoming monthly **Intro to EPAF Training Sessions**.
- If you have EPAF questions or need assistance, please contact epafhelp@slu.edu or visit the [EPAF and Payroll Help Google Site](#).

Treasury & Investments Update

Important Changes for US Bank Departmental Bank Transactions

In compliance with federal regulatory guidelines, effective November 7th, 2017, US Bank will require additional depositor information for cash transactions of \$1,000 or greater.

Any individual conducting CASH transactions on behalf of Saint Louis University must provide personal information to US Bank prior to transactions being processed. If US Bank is unable to obtain personal information, the transaction will not be processed. Personal information collected by US Bank will include the following:

- Photo identification (driver's license or government issued ID)
- Full name
- Physical address
- Date of birth
- Taxpayer identification number
- Occupation

The personal information listed above will only be required upon the first cash transaction. Subsequent cash transactions will not require all of the above personal information, although presentment of a photo id may be requested by US Bank. This requirement includes ONLY those individuals who perform the following transactions on behalf of Saint Louis University.

- Deliver or drop off cash deposits
- Perform coin or currency change orders
- Check cashing

This regulation is enforced by US Bank to remain in compliance with federal guidelines and to remain committed in deterring criminal activities related to money laundering and in an effort to enhance the level of security on cash transactions. Please contact Mindy Brown at mindy.brown@slu.edu or 314-977-2466 with any questions you may have.

Central Processing Center Update

Submitting moving expense reimbursement for 2017?

All moving expense reimbursement should be submitted and to the final Commitment office approver queues by 11/29/17 for reimbursement in 2017. This ensures the B&F and Payroll offices can meet their year-end tax reporting requirements.

Keep your Concur profile up to date!

An up to date profile in Concur - including regular and emergency contact information - will help ensure your safety while traveling in the event that immediate assistance is required. All Concur users please check your Concur profile and update your cell phone # if missing or inaccurate. Login to Cliqbook and Concur Expense on the MySLU tools tab: Click "Profile"/"Profile Settings"/"Personal Information"

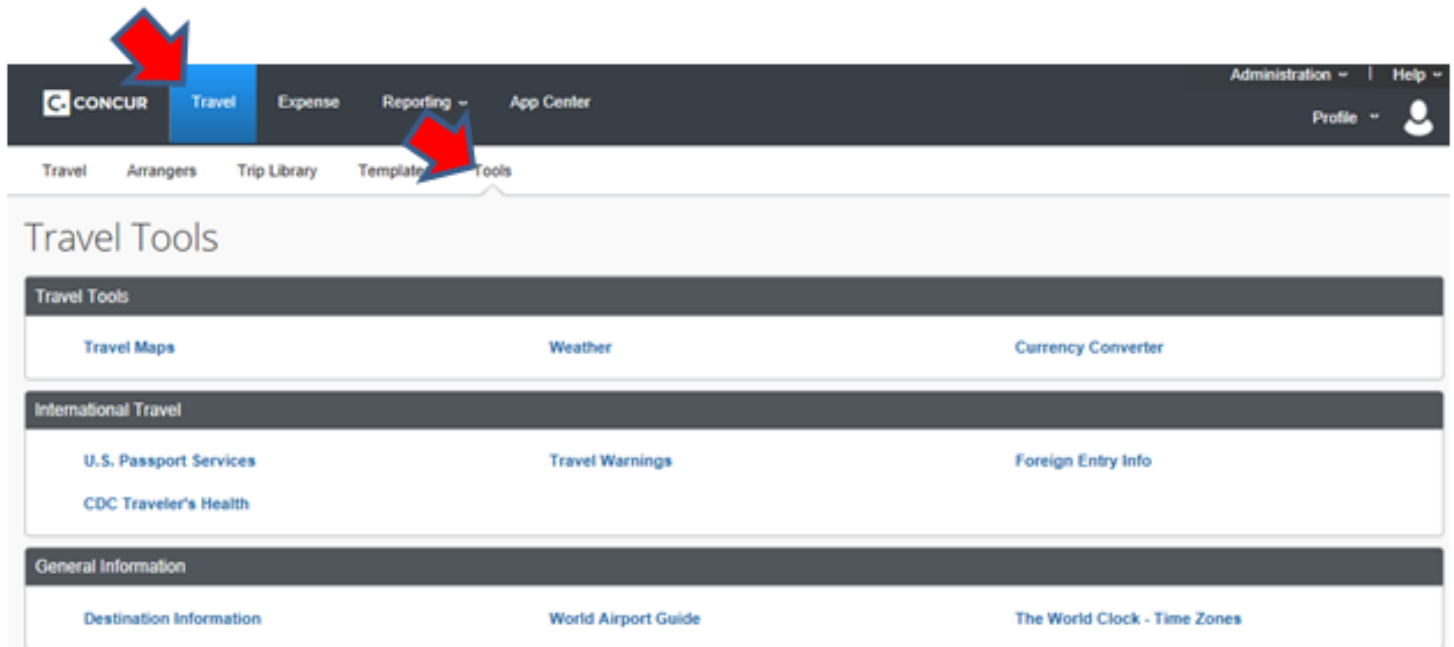
Looking for per diem rates for an upcoming trip?

Use the DOD per diem link below for reference:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Did you know?

On the Concur home page under Travel you can find a variety of helpful and interesting travel information on the Tools page, such as a currency converter, US passport info., world airport guide, and much more...



Upcoming training dates in Business & Finance:

Concur Expense Report Training

November 14th, Tuesday
10:00 am - 12 noon
Wool Center Room 372
Register via Skillsoft

DPV Q & A Session

November 16th, Thursday
10:00 am - 11:00 am
Wool Center Room 372
email 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.