

What's New . . .

September, 2013

Future Business Managers' Meetings

Reminder: Our next Business Managers' meeting will be held on Thursday, October 10, 2013 from 9:00 – 10:30 a.m. The meeting location will be at the Learning Resource Center (Auditorium C).

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

- October 10, 2013
 - December 12, 2013
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CPC Updates

Travel:

As we begin a new school year with new faculty and staff or new duties, please remember to give the Concur Expense Travel Review Checklist (at this link

http://www.slu.edu/Documents/busfin/Concur_Expense_Travel_Review_Checklist.pdf) to your travelers.

Benefits Update

Vitality

The Benefits Office has received approval to move the Vitality year to October 1st. This change will allow employees and their covered spouses the months of October and November to complete their Vitality Check as well as the Vitality Health Review (VHR) through www.PowerofVitality.com in order to earn the wellness discount on their medical insurance premiums for 2014. As a reminder, the wellness discount is contingent on the completion of the Vitality Check and the VHR through Vitality. Completion of just one of the two requirements does not qualify you for lower payroll deductions. Additionally, if a spouse is covered under SLU's medical insurance, **both** the employee and the spouse must complete both steps in order to receive the wellness discount.

New employees hired in 2013 prior to October 1st must also redo the Vitality Health Review during this open enrollment period. New this year, Vitality is implementing a three month look back period so employees who have had an annual physical with their own physician, or new hires who have completed their Vitality Check on or after July 1, 2013, may submit the results of their screenings to Vitality for consideration. Like last year, Tenet Care will perform the Vitality Check screenings on campus this fall for both employees and their spouses who would like to take advantage of this free service. More information and announcements will follow as we get closer to October.

Mail Services Update

Any department that uses the Mail Services Permit #134 for bulk mailings must make sure to give the mailer their 6-digit fund number as a reference on the Form 3602 (the postal mailing statement). This will ensure that departments get charged timely and appropriately.

Financial Services Update

We are offering two Banner Finance Refresher sessions this Fall. Each session is one hour, starting at 8:00 am. Please [click here](#) for the schedule:

<http://www.slu.edu/busfin/training/banner-finance-refresher>