

## *What's New . . .*

September, 2014

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

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

- December 11, 2014 College for Public Health and Social Justice, Auditorium 1411
  - March 12, 2015 BSC Rm 173
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### **Human Resources Update**

#### **EPAF Training Information**

INB/EPAF Training will be held on Wednesday, October 15th in the Wool Center Room 372 from 10A to 12P. Please email [epafhelp@slu.edu](mailto:epafhelp@slu.edu) to sign up for the class.

For EPAF and Timekeeping questions, job aides, Tip of the Week, etc., please visit the "EPAF and Payroll Help" Google Site at <https://sites.google.com/a/slu.edu/epaf/>

Reminder to EPAF Preparers:

Just a reminder that EPAFs for September monthly payroll must be in a pending status in the HRIS queue by 5pm on Monday, September 15<sup>th</sup>. Please check the status of EPAFs you have submitted to see if you need to check with any approvers to make sure the EPAF continues its' progress.

### **Treasurer's Office and Student Financial Services Announces Cashier's Office Organizational Changes**

We are excited to announce upcoming organizational changes in the Cashier's Office. Currently the Cashier's office provides financial services to Saint Louis University students, faculty and staff. The Cashier's office is responsible for processing all student payments and deposits for the University. Over the past several months, the Treasurer's Office and Student Financial Services have been observing current processes in the Cashier's Office and researching the current Cashiering function at the University to seek alternative solutions to best serve our students and the University community.

While focusing on improving service to our students and implementing efficient business practices, the Treasurer's Office and Student Financial Services have developed a plan to restructure the Cashier's Office. Effective October 1st, 2014, the Cashier's Office will be divided into two units, student payment processing and departmental deposit processing. Student Financial Services will begin overseeing the student payment function and will occupy the current Cashier's Office in DuBourg Hall. The Treasurer's Office will continue to oversee the departmental deposit function for the University and will relocate to the Wool Center, 3rd floor. Over the next few weeks, the Treasurer's Office will be contacting each division to discuss departmental deposit options.

New policies and procedures will be communicated to the University community over the next month. Please continue to process departmental deposits under current policies and procedures until instructed otherwise. Student payments will continue to be accepted at the Cashier's office in DuBourg Hall.

Thank you for your cooperation and patience during this transition. For any questions, you may have, please contact Mindy Brown at [314-977-2466](tel:314-977-2466) or [fentonmr@slu.edu](mailto:fentonmr@slu.edu).

## **Medical Center Finance Office Update**

### **CHANGE IN SOUTH CAMPUS LOCK BAG**

Due to the change in the Cashiers Office operations, the daily DuBourg lockbag from Medical Center Finance Office to DuBourg Hall will be eliminated. **All** departments that report to VP Medical Affairs should bring their web deposits to the Medical Center Finance Office, (Room 283, Schwitalla Hall), for review and processing by Medical Center Finance, with the exception of CADE, PMO and Practical Anatomy. The Medical Center Finance Office will prepare a daily deposit to the bank.

Other (Non VP Med Affairs) departments located on the south campus may bring their deposits to Medical Center Finance Office to be picked up by SLU Public Safety for delivery to the Treasurer's Office, located in the Wool Building. The Wool and Fusz Building lockbags will continue as scheduled on Wednesdays and Fridays.

Gift Information reports with currency, may also be delivered to the Medical Center Finance Office. Medical Center Finance will arrange a special pick up by SLU Public Safety to Corporate & Foundation Relations in DuBourg Hall.

As a reminder, per SLU cash handling guidelines, all cash, checks and credit card documents should be stored in a secured location and should not be sent interoffice mail. We encourage departments on the south campus to utilize the Medical Center Finance Office as a drop off location for securing delivery of deposits.

## **CPC Update**

CPC has updated the web page "Who to Contact in the CPC?" with names of new staff members. Please reference this page especially for POs, Concur Expense Reports, and Financial Commitment.

The Concur booking tool shows the hotel per diem rate in red below each hotel listed. Please consider this per diem amount when choosing a room.

Concur Expense is automatically added for new employees after their first payroll. There is no need to request this set-up unless a reimbursement is required before the payroll cycle.

Provided by Sharon Gajewski, Director - Central Processing Center [sgajewsk@slu.edu](mailto:sgajewsk@slu.edu)

## **Business Services Update**

### **New Staff Member in Business Services**

Jacob Prange recently joined the Business Services dept. as a Contract Mgmt Specialist. Jake replaces the role previously held by Todd Vodnansky. Jake can be reached at 977- 7044, or by email at [jprange3@slu.edu](mailto:jprange3@slu.edu). Welcome Jake!

**Introduction of New Specialty Underwriters rep:**

Nicole O'Leary

Market Specialist

Phone: [414-281-1100](tel:414-281-1100) Ext. 2052

Email: [noleary@su-group.com](mailto:noleary@su-group.com)

**Continental Carbonic Price Increase**

Per the contract terms, Continental Carbonic will increase their price by 2.6%. The increase will become effective beginning September 15, 2014 through August 5, 2015. For any questions pertaining to the Continental Carbonic contract please contact Business Services at 977-8375.