Greetings,

I would like to thank all of you for the warm welcome I received upon my return to Saint Louis University. It is evident from the people I have encountered that the Saint Louis University team is made up of people who care about our students and patients, and are dedicated to the University Mission.

In my new role, I look forward to working with our talented human resources team to determine how we can continuously improve the ways we serve the University community and be responsive to your needs. We will work hard to help foster a University climate where faculty, students and staff feel valued and respected and work together in an atmosphere of trust, respect and common purpose. We are committed to ensuring that the University offers its people the opportunity to learn and grow in order to experience career fulfillment. Finally, it is our goal to deliver fair and competitive policies and programs to help the University become the employer of choice in the arenas where we compete for talented faculty and staff.

I am confident that working together as one collaborative community, we will continue to elevate Saint Louis University’s status as one of the nation’s leading Jesuit research universities. I am excited to join you in this endeavor.

Sincerely,

Mickey Luna

STAY CONNECTED
slu.edu/hr
314.977.5847

UPCOMING EVENTS

Good Friday Holiday:
April 3, 2015

SkillSoft Live Event:
April 14, 2015
11:00 AM to 12:00 PM
School of Nursing

EPAF Training

EPAF Training will take place in the Wool Center in Room 372 on the following dates:

April 15, 2015
2:30 PM to 4:30 PM

To sign up for training, email epafhelp@slu.edu

The EPAF and Payroll Help Google Site has updated job aides and additional resources to become successful at creating EPAFs.
Benefits

Benefits Office coming to the Medical Campus
Shelli Brown, Sr. Benefits Specialist, will be at the Learning Resources Center, Room 109B from 12:00 PM - 4:00 PM on the following days:
  - Friday, April 17, 2015
  - Friday, May 15, 2015
  - Friday, June 19, 2015
  - Friday, July 17, 2015
Stop by (no appointment necessary), with any benefit questions you may have or to learn more about your SLU Benefits!

Retirement Loan Limitations
As many of you are aware, you may take loans from the Saint Louis University 403(b) Retirement Plan and the Saint Louis University 401(a) Retirement Plan, as outlined in the Summary Plan Description found on the Benefits Website. Retirement plans are designed to help you save responsibly for retirement. As such, The Saint Louis University Retirement Committee (the Plan Administrator), has made a decision to limit the number of loans allowed at any one time to two loans per participant across both plans.

This limitation will be effective July 1, 2015.

What this means for you:

• If you have two or more outstanding loans, you will not be permitted to take another loan until you have only one outstanding loan in either the Saint Louis University 403(b) Retirement Plan or the Saint Louis University 401(a) Retirement Plan.
• No changes will be made to the repayment schedule on your current loans.
• All of the other terms and restrictions for loans remain the same.

If you have any questions regarding this change to the loan policy, please contact TIAA-CREF directly at 800.842.2252.

Test your Financial IQ with TIAA-CREF
Test your financial know-how and you could win a mini tablet computer! The Benefits Office has teamed up with TIAA-CREF to bring you the What’s Your Financial IQ 2.0 Challenge in 2015, where players are rewarded for competing, scoring and, most importantly, learning.

From April 1 to April 30, the daily interactive quiz challenges your financial knowledge in a fun, thought-provoking way—covering a range of useful money-related topics from loans and investing to everyday savings, retirement and taxes.
Here's how it works. Each day five new questions are added to the Challenge. Every time you play, you are automatically entered for a chance to win one of three tablet computers. The more you play, the better your chances of winning — so sign on every day! All responses are confidential, see terms and conditions for full details.

Ready to test your financial savvy and learn something new each time you play?

Take the challenge and [click here!](#)

**SLU Medical Home**
The SLU Medical Home, offered by SLUCare Family Medicine, is available to all University employees and their dependents covered by the University’s health insurance plan. SLUCare Family Medicine operates in three locations in the metro area.

SLUCare Family Medicine sees patients of all ages, and provides care for acute and chronic illnesses and wellness visits for women, children and men. Family Medicine is care for the whole person, and SLUCare Family Medicine will assure that care is coordinated with specialists if needed. Our providers include doctors who practice at all locations as well as physician assistants who practice at Des Peres and University Tower.

The SLU Medical Home offers services beyond the traditional family medicine practice, by providing access to faculty at SLU who can consult for specific patient needs. These are faculty from Physical Therapy, Occupational Therapy, Nutrition and Dietetics and St. Louis College of Pharmacy. In addition behavioral health services and social work services are offered. A nurse care manager coordinates specialist care and provides in depth care when needed. In addition, education sessions are offered that provide relevant and helpful health information for all SLU employees.

There is no “entry fee” or form to sign; simply call 977-4440 to make an appointment to see one of our providers and this will automatically enroll you in the SLU Medical Home. Our providers look forward to meeting you and taking care of your health needs at the SLU Medical Home. Information on the physicians and locations of [SLUCare Family Medicine](http://www.slu.edu/slucare) can be found online at [http://www.slu.edu/slucare](http://www.slu.edu/slucare).
Policy & Procedure

FY16 Holiday Calendar
The SLU holiday calendar is available for viewing on the HR website at FY16 Holiday Calendar. The bankable SLUCare holidays are designated in red. Any changes to these holidays will be communicated via on-line notification and emails.

Applicant Tracking & Position Management System Upgrade
Since 2005, the University has been using People Admin as the electronic applicant tracking system. The functionality of the system upgrade will offer a new, easy to navigate look and will streamline the current Position Analysis Booklet (PAB) process into an electronic process.

As part of a system upgrade, HR will be providing training sessions for department business managers and administrators who are part of the staff position classification process and applicant tracking for both faculty and staff positions. Training dates for this system upgrade will be communicated directly with system users. If you have questions about this system upgrade, please contact your HR Consultant.

Learning & Development

New SkillSoft Live Event hosted in the School of Nursing
Paul Hiltz – President & Market Leader of Community Mercy Health Partners.
Join us for a live interview as Mr. Hiltz discusses how we can inspire engagement and excellence in a state-of-the-art healthcare facility.

Mr. Hiltz has been with Mercy Health since 1985. In his 27 years with the organization, he has been responsible for hospital clinical and administrative operations and physician services. He has held the post of Vice President for Physician Services for Mercy Health, and was prescient & CEO of Mercy Hospital Mt. Airy from 2006-2011. He holds a bachelor’s degree in marketing and a master’s degree in health services administration from Xavier University.

Date & Time: Tuesday, April 14, 2015 from 11:00 AM to 12:00 PM
Location: School of Nursing, Room 541
Registration: Seating is limited. Please use the following link to register through SkillSoft and reserve your seat. New SkillSoft Live Event with healthcare leader Paul Hiltz.
Congratulations to our Biggest Learner competition winners!
This year, over 130 members of the SLU community took part in the first ever Biggest Learner competition. The eight week competition ran from January 12 to March 6. During this time, participants worked in teams of five to compete for a variety of prizes by learning something new or deepening their knowledge on topics that interested them. Over the course of the competition, participants completed over 4,000 hours of personal/professional development. For more information on the competition, prizes, award winners, and most popular learning content visit the Biggest Learner Google Site.

Employee Assistance Program (EAP)

Prepare Your Will Online
EstateGuidance is an online tool offered to you from our Employee Assistance Program, Compsych, which can save you time and money on common legal matters. This tool can help you prepare reliable legal documents from your home or office without the expense of a lawyer.

With a three step process, you can prepare a will or living will. Simply answer an easy-to-understand questionnaire and EstateGuidance will take care of the rest. Log in to www.guidanceresources.com to get started.