May 2014 Monthly Update

POLICY

The University Holiday calendar for the rest of calendar year 2014 has now been updated on the Human Resources website. As a reminder, if you currently have banked holidays in fiscal year 2014, you must use those banked holidays by June 30, 2014.

BEST PRACTICES

Once again we find ourselves nearing the end of another academic year. Human Resource Information Systems (HRIS) would like to encourage all departments with student worker and federal work-study positions to review their timesheet approval queues in Banner Self-Service and submit EPAFs for those students who will not be returning in the fall. If the student has more than one position, you will need to submit end job EPAFs for all secondary positions first, wait for those EPAFs to be applied and then submit a termination EPAF for the primary position to end the individual's employment with the University. If you have any questions regarding this process or need refresher training for this type of EPAF, please contact Amelia Arnold at epafhelp@slu.edu.

BENEFITS

Effective July 1, 2014, benefit eligibility will move to date of hire for new full time employees. Employees have 31 days from their date of hire to enroll themselves and any eligible family members for benefit coverage. Employees are encouraged to attend the New Employee Orientation within their first 31 days to get information on employee benefits.

Benefit eligibility will remain first day of the month following date of hire for employees hired through June 30th.

As is the current policy, benefits terminate on the last day of the month in which the employee is employed. For example, an employee who resigns effective June 3 will have coverage through June 30.

LEARNING & DEVELOPMENT

Check out the new look of SkillSoft

On April 21st SkillSoft version 8.0 was released to the SLU community. This version provides a new face to SkillSoft with a completely new user interface, streamlined search options and improved accessibility on mobile devices.

SLU Stars recipients

Twelve members of the SLU community received the SLU Star Award at a luncheon and ceremony on April 23rd. The Spring 2014 recipients were:

* Kathy Barbeau, Business Manager, Parks College
* Jim Carpentier, Maintenance Worker, Facilities Management
* Karen Schneider Carpentier, Associate Director, CSB-Exec MS International Business
* William Curran, Technology Manager, Development Services
* Maria Isabel Hurtado Antoranz, SLU-Madrid
Congratulations Exceptional Leadership graduates!

The first cohort of the Saint Louis University Exceptional Leadership Program celebrated its graduation on April 25. The Exceptional Leadership Program seeks to develop high potential managers who are nominated by their vice presidents. The program lasted for six months and included 12 Mission-focused training sessions taught by SLU faculty.

Congratulations to our 2014 Exceptional Leadership Graduates:

Anne Becker          Annelise Pivin          Annie Cavedine          Beth Simon
Daniel Goodman       David Florek           Elisabeth King          Erin Schmidt
Sue Stevens          Harvey Werner         Jeffrey Macko          Joseph Michael Zitta
Kaleigh Mrowka       Kathy Barbeau         Lisa Streicher          Marc Robert Scheessele
Matt Krob            Melissa Fink           Michele Oesch          Nick Lewis
Patrick Cousins      Stacey Harrington, J.D.      Stephanie Lynn Kimzey          Steven Dosenbach
William Siler, Ph.D.
The second cohort for the Exceptional Leadership Program will begin in October 2014. Division Vice Presidents will be asked in July to nominate two candidates from their areas to participate in the program.

**Mission**

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy and people through collaborative partnerships.

**MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE**