Message from the VP of Human Resources

Christmas break at Saint Louis University offers our faculty and staff an opportunity to take time off to rest, reflect and recharge for the Spring semester. With Dr. Pestello's recent bonus holiday announcement, the Christmas break for University employees will begin on December 24 and will extend until people return to work on Monday, January 4, 2016, which equates to eleven (11) consecutive days off work. The total number of paid holidays in 2015 for University employees will be 16 days. For those employees who are required to work during these holidays because they are providing important services to the University or care to our patients, you will be able to bank these holidays for future use.

While on the topic of December good news, I am also happy to announce that during the month of December, every Friday will be SLU Blue Friday. That means on Fridays in December you can show your SLU spirit by wearing SLU Blue to work along with your nice blue jeans, as long as you have your supervisor's approval. For more details on SLU Blue Fridays, see below.

I hope everyone has a wonderful holiday season and enjoys the extra time off with their family and friends.

Policy & Procedure

Payroll December Pay Dates
The new holidays will not affect December payroll dates. Pay dates will remain 12/23 for biweekly (BW) paychecks and 12/29 for monthly (MN) paychecks. Click here to view the BW or MN calendars.

Online W-2 Wage and Tax Statements
Electronic W-2s are released by the end of January. Paper W-2s will be sent to those who do not enroll in the electronic W-2 program and will be mailed on February 1, 2016. Click here for instructions on how to receive your W-2 electronically.

Employee Address Update
If you do not participate in electronic W-2 delivery, your W-2 will be mailed to the permanent address listed in Banner. Please log into Banner Self-Service and review your permanent address under the Personal Information tab to ensure this address is correct.

2016 Performance Evaluations
The University Online Performance Evaluation (UOPE) is open for managers to add ratings and self-assessments are available for employees to download. Click here for more information on the UOPE process, deadlines and resources.

Annual Incumbent Job Reclassification
Incumbent position reclassification occurs once per year. Requests should be made by January 1, 2016 to be effective July 1, 2016. Position Description submissions must be completed through People Admin. Click here for more information.

SLU Blue Fridays in December
Show your SLU spirit every Friday in December by wearing SLU blue and jeans. The option to wear jeans may depend on your work environment and schedule. Please check with your supervisor to make sure that nice blue jeans and SLU gear are appropriate for the work you are performing on that day. Also, click here for SLU’s personal appearance guidelines.

Recognition

Fall 2016 SLU Star Award Winners
On November 12, the University honored 11 members of our community whose actions consistently show a commitment to service and our Ignation ideals. Click here to learn more about the awardees.

Benefits

2016 Retirement limits
2016 retirement contribution limits remain the same as 2015: $34,000 for those age 50 and older and $18,000 for all others. Changes to contributions and beneficiaries are made through www.tiae.com.org. More information may be found here.