

## *What's New . . .*

**July 2022**

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m. in Morrissey Hall, 0200 Lecture Hall at 3700 Lindell.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

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### **Financial Planning & Budget**

The Office of Financial Planning & Budget has completed loading the FY23 Operating budget in Workday. Please use the following report to review your budgets.

- CR – FIN – Budget vs Actuals by Org

#### **July Budget Development Milestones**

- **07/01/22** – Start of new fiscal year and FY23 Operating Budget available in Workday.
- **07/05/22** – Costing Allocation/Labor distribution changes need to be complete for first biweekly payroll.
- **07/19/22** – Costing Allocation/Labor distribution changes need to be complete for July monthly payroll.

### **Business Services**

#### **VWR Account Management**

The account representative for VWR/Avantor has recently changed. Please reach out to Cole Fournie at 314.804.9720 or [cole.fournie@avantorsciences.com](mailto:cole.fournie@avantorsciences.com) to contact VWR/Avantor.

#### **New Dry Ice Supplier**

As of August 8, 2022, Cee Kay Supply Inc. will be the University's dry ice provider. Ben Verhagen, our Cee Kay account representative should have reached out to all departments that currently use dry ice, and departments should have completed the attached form. If you have a need for dry ice, please reach out to Ben, who can be reached at [benv@ceekay.com](mailto:benv@ceekay.com). Internally, you can also reach out to Ellen Borowiak at [ellen.borowiak@slu.edu](mailto:ellen.borowiak@slu.edu).

## Human Resources

### New Employee Orientation now in Workday Learning


As of Tuesday, July 5, all new hires will receive the New Employee Orientation: Welcome to SLU through Workday.



Content will be assigned based on the employee type. For example, Full-Time Staff and Faculty will receive information including the Welcome, Payroll and Time Off, and Benefits. Part-Time Staff and Faculty, Student Workers, and others will receive the Welcome and Payroll, while Contingent Workers will only receive the Welcome video.

# Welcome

## Timely Suggestions



### You Have Assigned Learning Due Soon

Complete this training before July 20, 2022

[Start Learning](#)

Two weeks after the hire date, new employees will receive a Workday notification to view the University Orientation.

As a business manager, please check with your new team members to ensure they receive and view the orientation content. If you have any questions, please email [training@slu.edu](mailto:training@slu.edu).

## Risk Management

As a result of the integration of SLUCare with SSM Health, the University has partnered with a new Employee Health provider. Effective Friday, July 1, 2022, the new Employee Health provider for Saint Louis University work related injuries will be Concentra Urgent Care.

Concentra is located **3100 Market Street**. They can be reached at **314-421-2557**. Their website is [www.concentra.com](http://www.concentra.com). More information is available in the attached pdfs and on the Risk Management website at [www.slu.edu/facilities/risk-management-insurance](http://www.slu.edu/facilities/risk-management-insurance).

## Workday Financials



### Workday Accounting Structure Updates

- **Change to Spend Category Name**
  - SC30038 (671000) Stipends changed to **Stipends No F&A Allowed**
- **Other**
  - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

### Year End Reminders

Follow the link below to refer to the fiscal year end instructions and calendar:

<https://www.slu.edu/business-finance/departments-and-offices/financial-services/year-end-processing/index.php>

### Budget Check

- Effective 7/1/22, Budget check has been disabled on the following Workday business process events. This change has been implemented to eliminate delays and redundant approvals.
  - Requisitions
  - Purchase Orders
  - Supplier Invoice Request
  - Internal Service Delivery
  - Supplier Contract
  - Supplier Contract Amendment

## Office of Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link:

<https://www.slu.edu/compliance-ethics/hotline.php>