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## What's New . . .

December 2020

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### Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, December 10<sup>th</sup>, 2020 from 9:00 – 10:30 a.m.

You can join the meeting using the following link:

<https://slu.zoom.us/j/93582144973?pwd=NDE5VEdKdTIjdG11NVI3K2Y1R1h0Zz09>

We would like to introduce new employees in attendance. Please send their names, titles, departments and anything else you would like to share about them to Jessica Winet-Fleer at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu).

Thank you for submitting questions regarding new business processes and reports in Workday. These questions will be addressed as well as several other agenda items. The full agenda is attached to the body of the What's New email. Don't forget, if you need assistance prior to the meeting, click on Workday Support in your Announcements.



#### Workday Support

If you need Workday support click here

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### Financial Planning & Budget

The Workday Adaptive Planning implementation has been temporarily paused until 2021. As Finance and HR build upon their Workday knowledge, identify issues, and make modifications since go live, as well as all users acclimate to the new business processes, the project team decided it was in the University's best interest to delay implementation. During this time, Workday continues their bi-annual releases which will only enhance the flow of information between systems. The time also allows the team to proceed with a better understanding of Workday to build a well-developed, accurate planning and budgeting tool when the project resumes. The FY22 budgets will be completed in Excel workbooks that link to EIBs to load into Workday. More information will be shared in the upcoming weeks regarding this process.

## Treasury & Investment

### Merchant Card Processing: PCI (Payment Card Industry) Training

PCI Training will be released January 4th, 2021 to all employees, contracted workers, student workers and volunteers that handle or process credit card data on behalf of the University. Please ensure all users in your department, division or school are aware of this requirement. Merchant Managers are responsible for ensuring all users operating under their respective merchant have taken the training. The Merchant Manager is also responsible for notifying [merchantservices@slu.edu](mailto:merchantservices@slu.edu) of new/terminated employees who handle or process credit card data. It is important to ensure all employees, contracted workers, student workers and volunteers who handle or process credit card data are trained. In the event of fraudulent activity and/or a breach of security, the Merchant Manager along with the user may be held accountable.

## Facilities Management

Due to the University's COVID safeguards and the extended semester break, Facilities Management has put together a list of recommendations that will help conserve energy and will prevent unwanted surprises upon your return to the office in January.

### Start Checking off Your SLU Holidays Break To-Do List

Offices:

- Close and latch windows.
- Remove food or trash for the office.
- Unplug miscellaneous equipment including radios, chargers, space heaters and power strips.
- Power down computers, copiers and printers.
- Lower temperature set points or thermostat settings to achieve a temperature around 65 degrees.
- Turn off the lights.

Kitchens or Break Rooms:

- Unplug coffee machines.
- Remove trash or food from the room.
- Empty and defrost break room refrigerators.
- Turn off the lights.

Laboratories:

- Ensure fume hood sashes are properly lowered.
- Deactivate unused equipment.
- Close or turn off the valves on unused gas cylinders.
- Ensure all tanks and gas cylinders are properly strapped and stored.

Every individual contribution helps ensure a safe return from the holidays.

Facilities Management will have staff members on Campus during the break. If assistance is required, please contact the Department of Public Safety (DPS) at 314.977.3000.

## Workday



An updated 'Crosswalk: Financial Reports' has been placed in the Job Aid & Video Library (see Finance tab).

## 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>.