AGENDA

SLU Business Manager Meeting
December 12th, 2019
PASE Building, Young Hall
9:00a.m.-10:30a.m.

Next Meeting: June 11th, 2020 TBD

1. Announcements – Sign in Sheets
   • Introduction of New Employees
   • Future Business Manager Meetings
     ➢ Solicit input on future meeting topics
     ➢ budgetoffice@slu.edu or samantha.n.myers@slu.edu or 7-3920

Updates from the following areas:

1. Bender Graphics- Jim and Bob Bender, Business Services
1. Workday/HR Update- David Hakanson & Mickey Luna, Human Resources
1. Construction/Project Updates- Dustin Montgomery, Design & Construction
1. Windows 10 Update – Cid Cardoz, Information Technology
SLU Stationery Storefront

By: Bob Bender
•SLUstationerystorefront.com
Step 1:

Login with the username and password, or register as a new guest.
Step 2:
Under **featured categories**, click **browse** on the box titled SLU (first box).
Step 3: Click **browse** on the postcard (custom) box.
Step 4:

- Click **Buy Now** on the **Option 1** category.
Step 5:

• Click Select from Gallery
Step 5 (Continued):

• Select any image that you want for your postcard.
Step 6:

• Insert the information that you want on your postcard.
Step 7:

Hit **update preview** and add the postcards to the cart.
Step 8:

- Review over your order and then click **proceed to checkout**.
- After this, enter all required fields and then click **proceed to payment**.
Step 9:

• Choose the payment option that you are doing and enter in all the required payment info
• Click place my order
Step 10:

• Enter the required payment information and then click pay now
Program Status
Phase 1 Project Timeline

Phase 1: HCM Project Timeline

- Architect Workshops (onsite)
  - Discovery Workshops [remote]
    - 2/18 - 2/28
  - Func WB Sign-off
    - 4/11
  - Customer Confirmation Sessions (onsite)
    - 5/29 - 5/25
  - Final Test Scenarios
    - 6/26

- Strategy
  - 12/3 - 2/15

- Plan
  - 2/4 - 3/1

- Configure & Prototype
  - 5/13 - 7/19
    - Data Due
      - 4/18
    - Config Tenant Complete
      - 5/17
    - Test Tenant Complete
      - 7/15
    - Batch 1 Integration Sign-off
      - 4/29
    - Batch 2 Integration Sign-off
      - 6/15

- Test
  - 7/22 - 9/27

- Deploy
  - 11/18 - 12/28

- Parallel
  - 9/23 - 11/15

- Post ...
  - 12/29 -
Phase 2 Project Timeline

Phase 2: Finance & Talent / Learning Project Timeline
Go-Live Support

Phone Support
- 24x7x365 phone support starting December 28th
- Dedicated call center 9am – 4pm M-F between 1/2 and 1/17

North Campus Support
- Face to face support in Wool Center, room 128, between 1/2 and 1/17

South Campus Support
- Face to face support in LRC Atrium between 1/2 and 1/10

Online Help
- HR Workday support request in IT Helpdesk system starting 1/2
- Job aids and videos available in Workday starting 1/2
Leadership Preparation

Vice Presidents, Deans, Chairs
- One on One meetings with HR Consultants
- Review key changes, security roles and delegate access
- Answer questions and solicit feedback

Memo and FAQ for Distribution
- Follow up communication and resources sent Wednesday, December 11th
Critical Information

2019 Year End Payroll
- Accelerated due to holidays and Workday implementation
- Multiple communications to ensure staff awareness and action

<table>
<thead>
<tr>
<th>Biweekly 26</th>
<th>Biweekly 1</th>
<th>Monthly 12</th>
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</thead>
<tbody>
<tr>
<td>December 1 – 14</td>
<td>December 15 – 28</td>
<td>December 1 - 31</td>
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<tr>
<td>Timesheets Due: Dec 16th</td>
<td>Timesheets Due by EE: Dec 20th</td>
<td>Leave Report Due: Dec 20th</td>
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<td>Manager Approval: Dec 20th</td>
<td>Manager Approval: Dec 20th</td>
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Critical Information

Timekeeping Responsibilities in Workday
- Supervisors are responsible for approving timesheets for employees reporting directly to them
- Failure to approve time will result in staff not being paid
- Timekeepers will no longer be able to approve time

Time Off Process
- Leave Reports go away in January – Exempt employees will use Workday
- Non-Exempt (hourly) continue current processes through Year End
- Non-Exempt (hourly) will then submit time off via time cards in Workday
Critical Information

Delegation
- Flexibility to delegate approvals for Time and Absence when out of office
- Increases speed and efficiency to business processes
- Leaders can delegate to a peer within their supervisors org
- Exception: VP, Dean, Chair can delegate down (ex: Admin Assistant)

Required Tasks
- Day One: Verify Name, Direct Deposit, Tax Withholding Elections
- Week One: Verify / Update Beneficiaries & Review Benefits
- Week Two: Verify / Update Veteran Status, Race/Ethnicity, Disability Self-Identification
Additional Updates

- Reference check process change effective January 1
- FLSA overtime exemption changes
- MO minimum wage increasing to $9.45 on January 1
Utility Infrastructure Project

- Replace existing 55-year-old electrical substation
- Install new electrical/IT conduits
- Consolidate existing gas meters
Utility Infrastructure Project
New Substation vs. Old Substation

- Old Substation is 5,985 sqft.
- New substation is 15,820 sqft.
# Utility Infrastructure Project
## Schedule of Cutovers

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jesuit Hall</td>
<td>12/13</td>
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<tr>
<td>O'Neil Hall</td>
<td>12/13</td>
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<td>Pius Library</td>
<td>12/13</td>
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<td>Davis-Shaughnessy</td>
<td>12/13</td>
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<td>Lewis Annex</td>
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<td>Cupples</td>
<td>12/13</td>
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<td>Cook Hall</td>
<td>12/13</td>
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<tr>
<td>Clock Tower Lighting</td>
<td>12/13</td>
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<tr>
<td>Bitter Hall</td>
<td>12/18</td>
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<tr>
<td>Clemens</td>
<td>12/18</td>
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<td>Griesedieck</td>
<td>12/18</td>
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<tr>
<td>Walsh</td>
<td>12/18</td>
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<tr>
<td>Simon Recreation Center</td>
<td>12/18</td>
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<tr>
<td>Grand Hall</td>
<td>12/18</td>
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<tr>
<td>Dubourg</td>
<td>12/20</td>
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<tr>
<td>Saint Francis Xavier Church</td>
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<tr>
<td>Verhaegen Hall</td>
<td>12/20</td>
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<tr>
<td>Oliver Hall</td>
<td>12/27</td>
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<tr>
<td>Busch Student Center</td>
<td>12/27</td>
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<tr>
<td>McDonnell Douglas Hall</td>
<td>12/27</td>
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<tr>
<td>Fitzgerald</td>
<td>12/27</td>
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<tr>
<td>Laclede Park</td>
<td>12/27</td>
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<tr>
<td>Wool</td>
<td>12/27</td>
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<tr>
<td>BME</td>
<td>1/7</td>
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<tr>
<td>Monsanto Hall</td>
<td>1/7</td>
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<tr>
<td>Macelwane</td>
<td>1/7</td>
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<tr>
<td>Hermann Stadium</td>
<td>1/7</td>
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<tr>
<td>Shannon Hall</td>
<td>1/7</td>
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<tr>
<td>Greenhouse</td>
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<tr>
<td>Plaza</td>
<td>1/7</td>
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<tr>
<td>Kelly Lecture Halls</td>
<td>1/7</td>
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</tbody>
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Utility Infrastructure Project
Project Contacts

• *Should you have questions regarding the planned outages please reach out to the following contacts.*

• Dustin Montgomery
  314-977-3228/dustin.montgomery@slu.edu

• Dan Kruep
  314-977-6230/daniel.kruep@slu.edu

• Angela Hawkins
  314-977-2916/angela.hawkins@slu.edu

• Keith McCune
  314-977-8247/keith.mccune@slu.edu

• Facilities Dispatch 314-977-2955
The Billiken Club on the first floor of the Busch Student Center was upgraded to provide students a more versatile space for dining, watching sports, and listening to live music. The upgrades included a new outdoor patio with lighting, heating, furniture and areas for yard games. The interior renovation included new lounge seating, food service line, AV and lighting.
What is happening?

- Microsoft will be ending support for the Windows 7 Operating System in mid-January 2020.
- ITS will be purchasing a one-year extension
  - New support end date is January 2021
- All workstations running Windows 7 will need to be either
  - Upgraded
  - Replaced
- Warranty checker site for HP and Dell
What should the departments do?

- Workstations more than 4 years old should be replaced
  - Departments are responsible for replacing any workstations that cannot be upgraded
  - Purchasing can be done on Billiken buy and has all the approved models

- Workstations less than 4 years old should have the operating system upgraded from Windows 7 to 10
  - IT Campus Managers will work with the business managers who will work with their departments to coordinate upgrade time frames
  - Need a list of serials or workstation names of unit that need to be upgraded
  - IT will upgrade departments as a whole, unless otherwise specified
What are the general costs?

- Desktops with monitor*
  - $800

- Laptops with monitor* and dock
  - $1400

- After January 2021, computers running Windows 7 will not be allowed on the SLU network.

*Monitors are not necessary to be replaced if the department deems that they are in good working condition.