

What's New . . .

November, 2018

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 13th, Tegeler Hall in the Carlo Auditorium
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Financial Planning & Budget Update

In response to continuously looking for efficiencies and process improvements in our organization, the following changes have been implemented to the Budget Revision Policy:

- Budget revisions have a new threshold of \$5,000 with exception of adding new budget or moving between executive levels/colleges or schools.
- Budget revision forms can be sent directly to the budgetoffice@slu.edu email. Original forms are no longer required.
- The Provost does not need to sign off on a college's or school's budget revision form (approved FY18)

Any questions regarding the Budget Revision Policy can be sent to the budgetoffice@slu.edu email.

Additionally:

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

Office of Mission and Identity Update

Mission Priority Examen

All members of our community are invited to attend an open session to reflect on our Jesuit and Catholic Mission, how we live out our mission in individual and communal ways, and our hopes for the future. Open sessions are scheduled on November 5 and November 14. [Click here](#) for more information and to register.

URL for Newslink Story Linked above: <https://www.slu.edu/news/announcements/2018/october/mission-priority-examen-dates.php>

Attached in this email is the Open Session Flyer Handout.

Central Processing Services Update

Because the last payroll of the year is scheduled for Friday, 12/21/18, in order to meet our December Payroll and year-end W-2 reporting deadlines, Payroll Services is requesting a payment cut-off date of **Wednesday**,

Updated 11/1/18

12/05/18 for all employee moving expenses that pay on account #738020 via Banner; eSeePay; Concur and Billiken Buy.

This means that anything that is NOT approved and paid as of the regular check run on 12/05/18, should not be approved or paid until January, 2019. *To meet this deadline, employees must submit reimbursement requests to CPC by **Wednesday, November 28th** to ensure that all approved requests are paid by the 12/05/18 check run or payment deadline.*

Due to 2017 changes in the tax code making all 2018 moving expenses taxable, this request now also includes Billiken Buy P.O's for third party moving vans such as North American Van Lines, Mayflower, Hazzard, etc. as these are now taxable as well, when previously they were not.

Payroll Services will be making an announcement to employees regarding the November 28th submission date in the November HR Bulletin, so new employees will be made aware of this important year-end deadline.

Moving expense reimbursement submitted to CPC after 11/28/18 will be held for payment processing until January 2019.

SLU has a new preferred parking vendor for Lambert Airport parking for all SLU travelers:

SKYPARK Airport Parking
4500 Crestshire Lane
St Ann, MO 63074
314-423-3800
www.skyparkstl.com

Present SLU ID or SLU business card at exit for preferred SLU rate of \$7.00 per day.

Reminder: Please submit your DPV and backup documents via *scanning* to eseepay@list.slu.edu, instead of sending in the inter office mail. Sending via inter office mail, although allowable, delays the payment process by several days.

Business & Finance Training Dates in CPC:

DPV Q & A Session
November 13th, Tuesday
10:00 - 11:00 a.m.
Wool Center Room 372
Email diana.reed@slu.edu

Concur Expense Report Training Session
November 15th, Thursday
1:00 p.m. - 3:00 p.m.
Wool Center Room 372
Register via Skillsoft

Controller Update

Banner 9 Upgrade:

The University will be upgrading from Banner 8 to Banner 9 over Thanksgiving weekend. The Internet Native Banner (INB) forms and fields will remain the same, with only the navigation and "look and feel" changing.

This upgrade affects only Internet Native Banner (INB). It does not affect Banner Self Service (BSS).

Banner Finance users who generally perform their queries in Banner Self Service will not be affected by this change. If you do use the various INB query forms (screens) such as FGIBSDT, FGITRND, etc., it is recommended that you review the Banner 9 navigation manual and video located on the ITS [Banner 9 Google Site](#). Click Banner 9 (INB) Upgrade and then Banner 9 Training Guides for the Navigation Training Manual and Banner Navigation Demonstration video.

For Banner Finance users who enter their Transaction Corrections via INB form FGAJVCM, we will send a quick reference sheet outlining the new navigation.

Please contact lisa.zoia@slu.edu with questions.

Banner Finance overview training sessions are scheduled as follows for the rest of the calendar year:

Tuesday Nov 13, 2018 1:00pm - 3:45pm

Tuesday Dec 11, 2018 1:00pm - 3:45pm

Please go to the Business and Finance web site for more information.

General Counsel Update

The Saint Louis University Compliance 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 Hotline at [1-877-525-KNOW \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.