

What's New . . .

April, 2018

Future Business Managers' Meetings

For your information, future meetings are planned on the following dates:

- June 14, 2018 Learning Resource Center, Rm LRC PITLYK Auditorium B
 - September 13, 2018 Morrissey, Rm 0200
-

Controller Update

Banner Finance overview training sessions are scheduled as follows for spring:

Thursday Apr 19, 2018 9:00am - 11:00pm

Thursday May 17, 2018 9:00am - 11:00am

Thursday Jun 14, 2018 1:00pm - 3:00pm * time change *

Go to the Business and Finance web site for more information:

<https://www.slu.edu/busfin/training/banner-finance-training-sessions>

Financial Planning & Budget Update

FY19 Budget

Important FY19 budget deadlines are noted below. These deadlines were also included in the Salary and Budget Development Guidelines previously distributed:

- **5/18/18** – Salary Planner and FBD screens will be closed for VP Academic Affairs (individual Schools/Colleges may close before this date pending Academic Affairs budget planning)
- **5/18/18** – Salary Planner and FBD screens will be closed for SLUCare and School of Medicine units (individual departments may close before this date pending Medical Center Finance budget planning)
- **5/25/18** – Salary Planner and FBD screens will be closed for all Administrative units
- **6/28/18** – Budget office will start the Roll process
- **7/10/18** – Labor distribution EPAFs need to be complete for first biweekly payroll on 7/20/18
- **7/16/18** – Labor distribution EPAFs need to be complete for July monthly payroll

If there are any questions concerning the FY19 budget process, please contact one of the following staff members:

Brianne Burcke - x2991

Janet Strader - x2891

Kirsten Miller – x2228

John Severs – x7073
Samantha Myers – x3920

University Update

Last Chance to Attend Leading with Feedback Workshops!

As a reminder, all faculty and staff supervisors are expected to attend a session of Leading with Feedback workshop. Human Resources has partnered with the Leadership Effect to offer these sessions and the topic of “feedback” was chosen in response to the 2016 Feedback Survey results.

Over 350 supervisors have already attended a session and here is what they are saying:

“Overall, I thought this workshop was very helpful and something I can and will actually put to use in my managerial role.” Theresa Leisure, Director, Central Processing Center

Additional sessions have been opened for April 5 and April 13. [Click here](#) to enroll.

Human Resources Update

New EPAF training sessions are now available, here’s the link to register: [EPAF](#)

EPAF Training
Friday, April 13th
11:00-12:30 pm
Wool Center

Central Processing Center Update

Concur Expense Report Training Session
Tuesday, April 24th
10:00 - 12 noon
Wool Center Room 372
Register via Skillssoft

DPV Q & A Session
Wednesday, April 26th
10:00 - 11:00 a.m.
Wool Center Room 372
Email dreed17@slu.edu

Business Services Update

Billiken Buy Training

An instructor-led training session will be offered on Wednesday, April 18th, from 9-10:30 a.m. We will reserve the room for an additional 30 minutes of Q & A. This training session will be held at the Wool Center - Third Floor - Room 372. If you would like to attend training, please email Anne Becker at anne.becker@slu.edu to be added to the meeting invite. Spacing is limited in this training; however, the session will also be offered by Fuze for any users that wish to attend remotely. Users can also be added to the Fuze invite by emailing Anne Becker. An additional training session may be added from 1-2:30 p.m. that day if demand is high enough.

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.