

What's New . . .

January, 2018

Future Business Managers' Meetings

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

- March 8, 2018 Busch Student Center
 - June 14, 2018 Learning Resource Center
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Controller Update

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

Thursday Jan 18, 2018 9:00am - 11:00am
Thursday Feb 15, 2018 9:00am - 11:00am
Thursday Mar 15, 2018 9:00am - 11:00am
Thursday Apr 19, 2018 9:00am - 11:00pm
Thursday May 17, 2018 9:00am - 11:00am
Thursday Jun 14, 2018 9:00am - 11:00am

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

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

Business Services Update

Billiken Buy Training

An instructor-led training session will be offered on Wednesday, January 17th, 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 abecke20@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.

Amazon

As mentioned at December's Business Manager meeting, Saint Louis University has created a centralized Amazon Business account that is now accessible in Billiken Buy. Our goal is to simplify the purchasing process so you can take advantage of the wide selection and competitive prices of the Amazon Business marketplace, leveraging a competitively awarded US Communities purchasing cooperative contract.

Through this central Amazon Business account you will have immediate access to:

- Free Shipping on orders over \$25
- Pricing and quantity discounts on a growing selection of products
- Enhanced search and browse functionality
- Access to a specialized Customer Service team – Amazon Business PunchOut Customer Service – 888-281-3847.

In addition to the benefits above, the business account offers tax exemption and pay by invoice thus reducing Pcard reconciliation. For these reasons, we strongly encourage shopping in Amazon through Billiken Buy.

To begin purchasing, click on the Amazon Business option in Billiken Buy. The first time you try to shop on Amazon Business in Billiken Buy you will be prompted to create an Amazon Business account using your SLU email address. Once you have completed your setup you can immediately start shopping on Amazon Business.

If you do have existing Amazon accounts associated with your Office365 university email address and have difficulty registering, please contact Jake Prange at jake.prange@slu.edu or 314-977-7044. Also, Amazon Business Customer Service may be reached by phone at (888) 281-3847.

Attached is the PowerPoint regarding Amazon on Billiken Buy.

Human Resources Update

Verify 2018 Open Enrollment and Retirement Elections

Do not forget to verify the accuracy of your 2018 benefit deduction on your January paycheck. Any concerns should be submitted to benefits@slu.edu.

Retirement Limits for 2018

Retirement contribution limits will increase for 2018; \$18,500 for those under age 50 and \$24,500 for those ages 50 and older. Changes to contributions are made through www.tiaa.org.

The new year is also a good time to verify your beneficiaries on your retirement accounts at www.tiaa.org.

Central Processing Center Update

Revised W-9:

Please note that the most current Form W-9, recently revised by the IRS, is posted on the Business & Finance website and should be used going forward. The form is posted on the Business & Finance Home page under Documents & Forms:

<https://www.slu.edu/busfin/documents-and-forms>

Reminder to all departments issuing participant payments:

Please send W9's for each participant to patientstudy@list.slu.edu

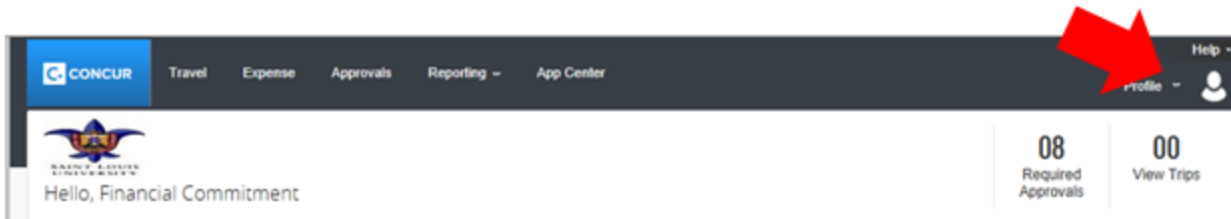
This is a required document in order to meet our Federal tax reporting regulations.

To all Concur users - your immediate attention is required:

Please update your cell phone number in your Concur profile as soon as possible.

In the event of an emergency, your cell phone number will be necessary in order to offer assistance.

Click on "Profile" on the Concur Home page and select "Profile Settings" and "Contact Information"



Upcoming Training Dates in Business & Finance:

DPV Q & A Session

Tuesday, January 16th

10:00 - 11:00 a.m.

Wool Center Room 372

Email diana.reed@slu.edu

Concur Expense Report Training Session

Thursday, January 11th

10:00 - 12:00 noon

Wool Center Room 372

Register via Skillsoft

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.