

## *What's New . . .*

June, 2018

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### **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
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### **Human Resources Update**

#### **EPAF Training –**

#### **Intro to EPAF Training Class:**

Intro to EPAF Classes are offered on the 15<sup>th</sup> of the month from 11:00A to 12:30P in the Wool Center. Please click here to register in SkillsSoft for one of the classes. This class is for anyone who has not had EPAF training.

#### **EPAF Job Aides -**

The EPAF and Payroll Help Google Site has been updated with additional information regarding the steps on how to hire a Federal Work Study Student Worker. If you have questions or need assistance, please email [epafhelp@slu.edu](mailto:epafhelp@slu.edu).

### **Financial Planning & Budget Update**

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](mailto:samantha.n.myers@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

### **Business Services Update**

#### **Year-End Processing**

FY19 purchase requisitions can be entered into Billiken Buy starting Monday, June 11<sup>th</sup>. Year-End Processing instructions will also be sent out on this date.

#### **CPC Update**

Please join CPC in welcoming Maggie Greene to the Business & Finance team.

Maggie is a graduate of Southern Illinois University in Edwardsville and comes to us from First Mid - Illinois Bank & Trust, where she worked most recently in the loan department. She joins CPC in the role of CPC Coordinator and will be working in Travel.

Please welcome Maggie on her first day at SLU!

**Reminder from Accounts Payable:** If departments are receiving invoices from vendors please submit the invoice to [accountspayable@slu.edu](mailto:accountspayable@slu.edu) *as soon as possible*, in order to avoid payment delinquencies. Also, the department can and should reach out to their vendor, requesting that the vendor submit invoices directly to [accountspayable@slu.edu](mailto:accountspayable@slu.edu) instead of sending to the department.

### **Travel Resources:**

- [univtravel@slu.edu](mailto:univtravel@slu.edu)
- Concur training sessions in Business & Finance via Skillsoft
- Travel information on the website
- Concur Training Site on the Concur Home page
- TravelPlex contact: Joan Tarrant 314-569-1900

**Need to book complicated Travel plans? Traveling internationally, or with a non SLU spouse or family member?** Call Joan at TravelPlex and let her assist you: 314-569-1900

### **Concur for Mobile App**

Concur for Mobile complements our web based solution, allowing you to manage anything expense and or travel related, wherever you are. From booking and managing itineraries to capturing receipts and submitting expense reports, you can do it all in one app with Concur. Information on the Concur for Mobile app can be found in the App Center on your Concur home page.

### **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.