

## *What's New . . .*

**March, 2018**

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### **Future Business Managers' Meetings**

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

- March 8, 2018 Busch Student Center, Rm 253
  - June 14, 2018 Learning Resource Center, Rm LRC PITLYK Auditorium B
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### **Controller Update**

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

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>

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

#### **FY19 Budget**

Salary Planner and Finance Budget Development screens were loaded on February 12<sup>th</sup> and subsequently opened for the SLUCare departments. They will be opened on March 9<sup>th</sup> for all remaining areas (note this is a slight revision since the last newsletter). The FY19 budget bases and guidelines will also be distributed on March 9<sup>th</sup> and will include permanent budget revisions through February. Any budget revisions submitted after March 1<sup>st</sup> will not be reflected in the FY19 budgets. Budget bases should be balanced to Finance Budget Development by May 18<sup>th</sup> unless otherwise noted in the forthcoming guidelines.

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

## Risk Management Update

Risk Management would like to remind all departments that in light of recent fires, freeze events and flooding to please take a moment to make a current inventory of all items found in offices, laboratories and classrooms. In the event of such an unfortunate catastrophe were to befall a department, an updated inventory of items, contents, chemicals, etc. makes the process of replacing those items lost much smoother and quicker. Also take a look at your extension cords, plugs, etc. Extension cords should not be coiled or rolled up and no plugs should be overloaded. Also please do not plug one extension cord into another. For more information and some helpful advice **please see our safety tip sheet attached.**

## Business Services Update

### Billiken Buy

So far, in calendar year 2018, we have added these supplier punch-out catalogs to Billiken Buy:

- Amazon Business
- Eppendorf North America
- Affordable Office Interiors (Warehouse of Fixtures)
- Graybar

We encourage departments to use these catalogs to improve ordering and invoicing efficiencies across campus. Questions on these catalogs or on Billiken Buy, in general, can be directed to Anne Becker at [anne.becker@slu.edu](mailto:anne.becker@slu.edu) or 977-1455.

## Central Processing Center Update

### **All 2018 Moving Expenses Are Now Taxable Income:**

Due to the 2018 tax-code overhaul, all employee moving expense payments and reimbursements are now taxable and no portion is non-taxable effective January 1, 2018. HR announced this in their February Bulletin on February 2nd under 2018 Tax Changes-Moving Expenses. **Departments will need to be aware of this change and pass this information on to prospective employees before they relocate and to anyone else that may be impacted.**

### **To all Concur users:**

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, March 13th**  
**1:00 - 2:00 p.m.**  
**Wool Center Room 372**  
**Email [dreed17@slu.edu](mailto:dreed17@slu.edu)**

**Concur Expense Report Training Session**  
**Thursday, March 29th**  
**1:00 - 3:00 p.m.**  
**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.