

What's New . . .

July, 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

The FY19 salaries and budgets have been loaded into Banner. Please take a moment to review the information prior to the first payroll.

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.

Human Resources Update

EPAF Training –

Intro to EPAF Training Class:

Intro to EPAF Classes are offered on the 15th of the month from 11:00A to 12:30P in the Wool Center. [Please click here to register](#) in SkillSoft 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.

Business Services Update

University Preferred Vendor Fair

Event Details: 10:30 a.m. - 2:00 p.m., August 10th, Wool Ballroom, Busch Student Center

Business Services will host the 2018 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, August 10th, in the Wool Ballroom in Busch Student Center.

The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors. Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event. Attendees are encouraged to bring business cards.

Please contact Andrew Chism at andrew.chism@slu.edu or **7-3725** with questions.

Risk Management Update

Just a reminder: if you intend to drive a vehicle on behalf of the University you will need to complete a MVLRC for the new fiscal year, unless your department participates in Supervision tracking. The informational sheet for the event you are involved in an automobile accident while driving at the University is attached to the email.

Distribution Services Update

Record Storage Policies and Procedures Earhart Hall
– 3100 Washington Boulevard
Revised 6/29/2018

In order to facilitate proper usage of Earhart Hall's Record Storage Facilities, Saint Louis University requests that each person or department wishing to utilize the storage area adhere to the following instructions.

Your three (3) line box label should be followed as example below (printed or handwritten neatly on the box):

The first line is a **two digit month**, a **two digit year**, a **department code**, and then **BOX1 (has to be sequence number following)**. If you are not sure which the last box sequence number is, please let Sue Held know by emailing at sue.e.held@slu.edu.

The second line is **Department Name**

The third line is **DD** (specified Destruction Date):

Example: 0517D025BOX1

Distribution Services

DD: 05/2019

No hanging files and office supplies – only for files! The size of box is standard size banker boxes (no matter what color) that measure 10x12x15 inches. You can purchase banker (record storage) boxes from us or anywhere you like as long as they are the standard size.

If you need those files/boxes, you can submit in your FM service request work order request when you want us to retrieve your box in the future.

You will also need to notify us when your boxes need to be destroyed. We can have the boxes shredded for you if we have your authorization/permission through email. The cost for this service is \$3.50 per box, which we will need to pass along to you through an eSeeIDO payment (interdepartmental payment).

If you have any questions or need assistance, please feel free to contact me or Mark Evans by calling or emailing 977-2958 or mark.evans@slu.edu or Ray Noldon - 977-7179 or ray.noldon@slu.edu.

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)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.