

What's New . . .

January, 2020

Future Business Managers' Meetings

Our next meeting is scheduled for:

- June 11th, 2020 TBA
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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. We would love to hear about best practices in your area as others could benefit as well.

FY21 Budget Process

On October 1st, an email was sent to all Vice Presidents, Deans, and Business Managers with the following timeline. We appreciate your cooperation in meeting the due dates as they have been accelerated in response to other University initiatives. If you have any questions, please contact Brianne Burcke at ext. 2991.

- January 31st – Promotions and Job Change requests due to Human Resources through the Workday system; Human Resources will return results by the end of February
- February 3rd – Budget Bases distributed to Vice Presidents, Deans, and Business Managers
- March 31st – Budgets entered in Banner by Business Managers and balanced to Budget Bases
- April – Budgets reviewed by FP&B
- May & June – Budgets loaded into Workday and confirmed by FP&B
- July 1st – Workday Finance GO LIVE

The Salary and Budget Development Guidelines will be issued with the Budget Bases on February 3rd and will provide additional information regarding the FY21 merit process.

Central Processing Services Update

Upcoming Training Dates in Business & Finance:

Concur Expense Report Training Sessions
Tuesday, January 14th
1:00 – 2:00 pm
Wool Center room 372
Register via Skillssoft

Payroll Update

Payroll processing began to run in Workday effective with the wage payroll paid last Friday 1/3/20. All payrolls will now be processed in Workday and posted back to Banner. Business Managers should review the applicable Cognos reports and Banner Self-Service screens to ensure the personnel expenses appear reasonable for their areas.

As a result of moving payroll processing to Workday effective 1/1/20, the Salary Encumbrance liquidation will no longer be run and the Cognos Finance LBD001/LBD002 will not be updated for Workday payrolls. Cognos reports and Banner Self-Service screens that previously showed personnel encumbrances will no longer contain this information.

Risk Management Update

Reminders:

- Always lock your vehicle and take your keys, whether at work, out shopping or anywhere else. Don't leave anything of value visible in the vehicle.
- When leaving for vacations or breaks, be sure to turn off all lights, computers, coffee makers, space heaters, etc. Ensure windows and doors are securely closed and latched.
- Make sure all water sources are securely shut off.
- Check to see that all refrigerators and freezers are closed. If these appliances are in lab spaces and contain, reagents, vaccines, research materials, etc., where possible, make sure they are alarmed and connected to emergency power.
- Exercise caution when walking or driving in snowy or icy conditions.
- If you feel there are areas susceptible to freezing, contact Facilities Services.

Workday Update

HCM



SLU has implemented Workday and ongoing Go-Live Support is being provided by HR and ITS in the forms of:

Submit a ServiceNow ticket for a Workday Issue

1. Open a browser and go to help.slu.edu.
2. Click the "Submit a Service Request" button.
3. Click on "Human Resources" on the left side of the screen.
4. Click "Workday Questions"
5. Fill out the Workday form and please be as detailed as possible.

Dedicated Call Center

- Through Jan. 17, HR staff will be available to answer your specific Workday issues. You can reach them Monday - Friday from 9 a.m. - 4 p.m. by calling 977-4000 and selecting option 6 for "Workday Support."

In-Person Support

- HR & IT staff, along with Workday Champions, will be available Monday - Friday from 9 a.m.- 4 p.m. in Wool Center Room 128, through Jan. 17, and in the LRC Atrium, through Jan. 10.

Job Aids

- Within Workday, you will have access to over 50 step-by-step job aids to assist you with everyday tasks. You can access job aids by clicking the following icon on the main Workday page.

Check out Human Resources Bulletin regarding Workday:

<https://docs.google.com/document/d/1Rrz5HVnppMOmtZ8J5xBOsrJYHiP6PHS-QY5SIITNrC0/edit>

FINANCE

Workday Phase 2 Finance Testing Kickoff is January 21st! Testing will begin and continue through May 22nd. During the initial phase of testing, End to End Testing, SLU's core project team will be testing the flow of processes and transactions through the Workday application and to external systems. Testing will include all external and internal integrations, and will utilize testing scenarios that represent entering data, exporting data and/or importing data to establish that the final state of the data is correct, and the outbound results are correct. Upon sign off of successful End to End Testing, User Experience Testing will be scheduled to include end users as an opportunity to test real-world scenarios.

Office of Compliance & Ethics Update



The Saint Louis University Integrity 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 Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>