

What's New . . .

June 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m. in Lee Auditorium LH1, 3511 Laclede Ave.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

Financial Planning & Budget

Staff Changes

Brianne Burcke, Assistant Controller and Director will be leaving the University on Thursday, June 2 after 10 years. She has accepted a position with Washington University.

Janet Strader has accepted the position of Director of Planning and Budget. She has been with the Business and Finance Division for 12 years and will transition into the position beautifully. She is looking forward to her new role!

Budget Update

Thank you for turning in your budget and compensation workbooks in May. Here is what to expect in the coming months:

June

- Budget Office ensures 'Budget Base' and 'FY23 Budget Workbooks' balance, and salaries and benefits per the compensation reports are in line with personnel budgets. They will load submitted budgets in Workday via EIBs.
- Human Resources will review allocated merit and load new FY23 salaries in Workday for Faculty and Staff impacted by the annual salary review process.
- Promotion and Tenure increases will be entered centrally by Human Resources. Job titles and salary increases inclusive of merit will be adjusted as part of this process.
- Human Resources will notify Business Managers of final approved compensation allocations and Business Managers can begin the process of notifying Staff employees what their increase will be on July 1. Template letters will be provided at this time.

- Business managers can start to adjust costing allocations/labor distributions for the next fiscal year to ensure paid allocations match budgeted allocations. These should be **future dated** costing allocations.

July

- **07/01/22** – Start of new fiscal year and FY23 Budgets available in Workday.
- **07/05/22** – Costing Allocation/Labor distribution changes need to be complete for first biweekly payroll.
- **07/19/22** – Costing Allocation/Labor distribution changes need to be complete for July monthly payroll.

Business Services

Billiken Buy

It has been brought to our attention that some Billiken Buy users are receiving this error when trying to access our eProcurement marketplace:

“Failure to load community profile”

This is caused by the Billiken Buy user having an outdated Google browser on their PC. If you receive this error, please reach out to ask@slu.edu for their assistance in updating your Google browser. If the issues accessing the Billiken Buy marketplace persist after working with ITS, please contact billikenbuyadmin@slu.edu.

ITS

Google Groups Change

A change was made to Google including MyWorkGroups tool for generic Google group administration. The MyWorkGroups portal previously used for administering Google Groups will no longer be active. If a new Google group needs to be created or if there are any changes that need to be made to existing groups, please submit a [service request](#) in TDX.

mySLU Portal Change Coming August 2022

In August 2022, mySLU will be getting an upgrade. The current platform has served SLU well for over thirteen years, but with the introduction of Workday and aging technology, the portal has lost functionality and is slowly becoming obsolete.

In Fall, ITS will introduce a single page, simplified and easy to navigate mySLU page for all users. This new portal will be hosted on the secure and reliable Okta cloud. The current mySLU.slu.edu URL will be maintained and redirected to the new auth.slu.edu landing, thus no changes necessary on how to access.

What’s best about this change? It’s already on mySLU and you can start exploring it right now! Click on the [link](#) to check it out. Watch for more communication and How To’s coming soon!

Treasury & Investment

Evan Ace has joined the Treasury & Investments department as a Treasury Analyst. Evan previously worked at U.S. Bank as a client relationship consultant at our on-campus branch. Evan is a graduate of the University of Wisconsin – Oshkosh.



Workday Financials

Questions or Issues with Workday Financials? Contact wdfinance@slu.edu

Workday Accounting Structure Updates

- **New Internal Service Providers**
 - University Registrar
 - University Event Services

- **Change to Existing Cost Center**
 - **D221 University Health Plan**
 - Moved from S12 School of Medicine to **E85/S61 VP-Human Resources/Fringe Benefits Institutional**

- **Other**
 - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

Office of Compliance & Ethics



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>.