

## *What's New . . .*

August 2020

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

Our next meeting is scheduled for:

- September 10<sup>th</sup>, 2020 Virtual (Zoom link will be sent out with the agenda)
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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, contact Jessica Winet-Fleer at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

### **Human Resources**

#### **Onboarding**

We are coming upon a busy onboarding cycle for new faculty, adjunct faculty and student workers. We need assistance to ensure this process is done in a safe and compliant manner. These are important reminders in regards to the onboarding process:

**The Hire Date field should reflect the FIRST day the employee will perform work for the University.** The employee can still complete the I-9 prior to the Hire Date as long as the hire is entered in Workday in a timely manner (at least two weeks prior to the hire date to allow for provisioning and processing). We recognize this is different than how things were often transacted in Banner.

**After the hire transaction for an adjunct faculty member or student worker is fully processed in Workday, we ask that the business manager or manager reach out to the employee regarding the I-9 requirement.** Section 1 of the I-9 must be completed by the employee on or before the first day of work. Section 2 of the I-9 must be completed before the end of the employee's third day. The employee must email [hr@slu.edu](mailto:hr@slu.edu) at least three days prior to the Hire Date to make an appointment to complete Section 2 of the I-9. The employee cannot start work if this has not been completed.

#### **OneSLU: Supporting Our Community**

As we all continue to work together through the pandemic and navigate our new normal, Human Resources has made a commitment to help by identifying resources, best practices, and other information to help address these challenges.

A full list of these resources can be found on the [OneSLU: Supporting Our Community](#) website which covers topics like family, remote working, leadership, and wellness.

We hope that you will find some of these helpful for sustaining your health and wellbeing as well as dealing with challenges of working remotely.

Thank you for everything that you have done and continue to do to make Saint Louis University the community that our mission calls us to be.

### **Weekly Themed Photo Sharing**

While we are taking measures to socially distance and keep our community safe and healthy, we can still connect virtually! Give us a glimpse of your home life in this new normal! Every two weeks, you will have the opportunity to share family photos based on different themes. For our first photo themes:

- Share you or your family's photo modelling your best COVID mask
- Share a photo of your favorite pet(s)

We will format the photos into a collage and share with the community in Newslink and [OneSLU](#). At the end of each two-week period, we will publish the new themes and the template will be cleared to allow you to enter new photos. Stay tuned for theme updates!

To submit your photos, please do the following:

1. Click the link to access the Google Doc:  
<https://docs.google.com/document/d/1gRB0HZPUSDMzT08SEWm6Ixt6YJnJS4iAeXJyii9QUa4/edit?usp=sharing>
2. Choose a blank cell in the table to insert your photo.
3. To insert the photo, click the "insert" tab, hover over "image" and choose "upload from computer".
4. If you would like, add a description of your name and/or pet's name, and department underneath your photo.
5. Do not exit out of the document until your photo has finished uploading.

We look forward to seeing your pictures!!!!

### **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>.