***What’s New . . .***

**July 2020**

**Future Business Managers’ Meetings**

Our next meeting is scheduled for:

* September 10th, 2020 TBA

**Financial Planning & Budget Update**

FY21 Budgets have been loaded into Workday.  The Office of Financial Planning and Budget is currently validating them and reconciling them to Banner.  The Business Managers will be notified as soon as they are available for viewing.

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. We would love to hear about best practices in your area as others could benefit as well.

**Human Resources**

Helpful tips when an employee resigns:

1. **Determine if a termination is needed**. Employees moving from one department to another should not be terminated because terminations will turn off IT access for the worker. If the employee has received an offer through the application process, the giving department does not need to do anything to complete this move. The employee will move through the offer process with the receiving department. If an employee is moving to a different job (ex. Full time professor to adjunct), the department should submit a job change, rather than a termination.
2. **Submit the termination in Workday immediately when an employee resigns.** This allows more time to process the request and ensure all pieces are put in place for off-boarding.
3. **Include documentation.** If the employee provided a resignation letter, please include the attachment in the termination notice for documentation purposes.
4. **Consider job requisition postings.** If the department will post a job opening for the vacant position, pay attention to the options available in Workday during the termination. Make sure that the check box to *close the position* is not populated and the check box to *allow the job to overlap* is checked.
5. **Think through all the off-boarding steps.** Does the employee need to turn in a laptop? Do they need to provide training to other staff during the period of transition?  Planning ahead can reduce the stress for both the departments and employees. Consider asking the employee to place an appropriate Out of Office greeting to direct e-mail / voicemail traffic accordingly.
6. **Anticipate possible faculty emeritus applications.** Is the departing faculty member applying for emeritus status? If so, the faculty member should be terminated and moved into a contingent worker – volunteer faculty position so that they retain their security access during the application process.

The termination and contract contingent worker job aids can be found in Workday in the Business Manager section of the Job Aid worklet in Workday.

**Business Services**

Workday users that had preexisting user profiles in Billiken Buy can still access purchase order and blanket order history in Billiken Buy within Workday. Follow the instructions in the attached tutorial to view these transactions. Questions on this process or Workday Procurement in general, can be sent to billikenbuyadmin@slu.edu.

The McKesson catalog is now available in Workday.  A consolidation of accounts by building was necessary due to the Workday integration with Billiken Buy. Attached are instructions on how to access and process orders in the catalog along with a cross walk from the old to new customer numbers.

**Central Processing**

A Few Workday Reminders From CPC:

* For assistance with any supplier related questions or to update a supplier record please email supplieraccounts@slu.edu.
* Trip ID # can be accessed via the Requests icon on your Workday home page. Once you have your trip ID# you can access Concur as always.
* P Card transactions will flow to the cardholders Notifications Bell, once they are in Workday. Reconciliation will no longer take place in the AMEX tool.

**Treasury**

**YEAR END DEPOSIT PROCESSING**

Effective July 1st, 2020, the University went live with Workday Finance.  All deposits will be submitted through Workday beginning July 1st, 2020 for FY21 deposits.  The University will no longer utilize Touchnet for departmental deposits.  Please review important dates below for fiscal year end transition and Workday training.

**July 1st, 2020**

Deposits pertaining to FY21 will be entered into Workday via an Ad Hoc Bank Transaction.

**July 1st-July 17th, 2020**

Deposits pertaining to FY20 will be entered into Touchnet.  The last day to submit deposits for FY20 will be July 17th.

**NOTE:**

All FY20 cash/check deposits must be at the bank by July 17th.

All FY20 credit card deposits must be sent to sludeposits@slu.edu by July 17th.

Job Aids for processing departmental deposits via an Ad Hoc Bank Transaction are available on the main Workday page under the job aids icon.

**TOUCHNET MARKETPLACE**

The SLU Marketplace went live with Touchnet on July 1st.  Please review all of your stores and products to ensure accounting has been updated and assigned accurately.

**NOTE:**

When selecting an accounting code for your store or product, please make sure you select a code with WD.  If your store or product is set up incorrectly, you will receive posting exception errors.

**Please contact** **sludeposits@slu.edu** **with any questions you may have.**

**CUSTOMER ACCOUNTS WORKDAY OFFICE HOURS**

The Treasury team is hosting several Zoom Office Hours to address Workday Customer Account questions and provide technical support. Members of the Treasury team will be online to help you with any issues related to **invoicing**, **creating customers**, and **receipt of payment**. These sessions are for the general university, if you are SLUCare or School of Medicine, please direct your questions to mcfinance@health.slu.edu.

The series of one-hour sessions will be held throughout the weeks of July 6th and July 13th. The attachment contains the details by Date and Time along with the Zoom meeting instructions.

**DEPARTMENTAL DEPOSITS WORKDAY OFFICE HOURS**

The Treasury team is hosting Zoom Office Hours to address Workday departmental deposit questions and provide technical support. Members of the Treasury team will be online to help you with any issues related to **departmental deposit processing and reporting**.

The series of one-hour sessions will be held throughout the weeks of July 6th and July 13th. The attachment contains the details by Date and Time along with the Zoom meeting instructions.

**Workday Update **

**Workday@SLU Phase Two is Live - Important Updates**

Go-Live for Phase Two of Workday was July 1st. As you begin to work through some of the changes, you might have questions in different areas of Finance or Human Resources.  Please see the chart below where you can reach out by email for a timely response from a member of the Workday project team.  Live Support will also be provided via Zoom Office Hours, details below.  Finally, for the latest information remember to read the [HR Bulletin Special Edition|Workday@SLU](https://bit.ly/WDSpEd072020) and check out the Workday@SLU website [here.](https://www.slu.edu/its/about/services-and-products/workday/index.php)

**\*Workday Phase 2 Go-Live Support**

 If you need support, please review the list of email addresses below.

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| **Emails**  | **Questions for:** |
| **budgetoffice@slu.edu** | Budget or Budget Amendment |
| **mcfinance@health.slu.edu** | SluCare Customer Accounts  |
| **treasuryservices@slu.edu** | Non-SluCare Customer Account |
| **accountspayable@slu.edu** | Supplier Setup or Supplier Invoice Request (formerly DPV Replacement) |
| **cardprograms@slu.edu** | P Card |
| **univtravel@slu.edu** | Trip ID or anything Concur |
| **sludeposits@slu.edu** | Departmental Deposits via Ad Hoc Bank Transaction |
| **accountingservices@slu.edu** | FDM, Financial Accounting, Projects, Business Assets, Internal Service Delivery (ISD), or Endowments |
| **billikenbuyadmin@slu.edu** | Billiken Buy or anything Procurement |
| **grants@slu.edu** | Awards, Award Proposal, Grants |
| **hr@slu.edu** | Human Capital Management (HCM), Talent & Learning |
| **facilitiesdatamanagement@slu.edu** | Workday Location |

**\*Zoom Office Hours- get live help in a virtual environment**

Human Resources and Procurement will host Zoom Office Hours to address Workday questions and provide technical support.

Members of the HR and Finance team will be online to help you with any issues during go-live.

**·**    [Click here](https://urldefense.com/v3/__https%3A/docs.google.com/document/d/1x41c_Y2_hdlYAQMJD0S5Qe_Cg_lJlPFP5ieUgrDBiFE/edit?usp=sharing__;!!K543PA!bufq70Ybb4XTGpOx3MZvOTxOUCtiX_ru-ozd05QjR8tTkEcR6fUJ6w--_c7AM_yr0AnAuj4p$)for more information on HCM. Please note, you must be logged into your SLU Google Drive account.

* [Click here](https://urldefense.com/v3/__https%3A/docs.google.com/document/d/1DZdB25PcDoNYNR3PN5ii5BCh_pNjRRfwlA2nKBb4A9g/edit?usp=sharing__;!!K543PA!bufq70Ybb4XTGpOx3MZvOTxOUCtiX_ru-ozd05QjR8tTkEcR6fUJ6w--_c7AM_yr0DeBSwBN$) for more information on procurement.

**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>.