

What's New . . .

May 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m.

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

FY23 Budgets are Due on 5/6/22

'CR - HR – Workday Merit Compensation Excel Workbook' and 'FY23 Budget Workbooks' are due to comp@slu.edu and budgetoffice@slu.edu respectively. This includes:

- All Administrative units
 - VP Academic Affairs (individual Schools/Colleges may close before this date pending Academic Affairs budget planning)
 - School of Medicine units (individual departments may close before this date pending Medical Center Finance budget planning)
- Note: Fund 81 SLUCare Unrestricted 'FY23 Budget Template' was due 03/28/22. The 'CR-HR-Workday Merit Compensation Excel Workbook' is due to Human Resources on 05/06/22.

Human Resources

Join us in May for:

Topic: Navigating Billiken Buy

Anne Becker and Jeff Hovey

May 5 at 11:00 am

Billiken Buy is Saint Louis University's e-marketplace where staff can order supplies from our most shopped suppliers (e.g. Staples, Amazon Business, Dell, McKesson). In this session, participants will learn how to access and navigate Billiken Buy within Workday. We will also discuss how to find supplier documents, contact information and how to retrieve supplier quotes to simplify the ordering process.

Register by clicking [here](#).

Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. These sessions will focus on four main themes: (1) Reporting; (2) Budgeting; (3) Purchasing; and (4) Human Capital Management. Information on additional sessions and registration will be announced throughout 2022 in the HR Bulletin, What's New Newsletter, Newslink, and Announcements on your Workday Homepage. Please email training@slu.edu if you have any questions.

Risk Management

Updated Golf Cart Rules and Regulations

All University owned or leased powered cart vehicles need to be stored in a secure location, preferably in a parking garage or other secure area. All vehicles must be equipped with an anti-theft locking mechanism of some kind when not in use. You may purchase one online, at the time of purchase, or you can reach out to Facilities Services to have your steering column drilled for a lock.

The full document can be reviewed [here](#).

[Risk Management and Insurance: SLU](#)

Risk Management and Insurance at Saint Louis University is responsible for implementing effective financial and operational strategies to minimize the University's exposure to pure risk and to protect the human, financial, and physical assets of the University.
www.slu.edu

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>.