

## What's New . . .

October 2024

### Business Managers' Meetings

The next Business Managers' Meeting is scheduled for March 2025

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact: [Heather Kotsybar](#). We would love to hear about best practices in your area, which may also help others.

### Student Financial Services

Below are some important updates on the Federal Work-Study program.

- FWS Wage Splits
  - Effective for the 2024-2025 academic year, the standard costing allocation for all FWS positions (with the exception of community service positions) should be set up as 75% to the FWS program (397231 for 2425) and 25% to your department's operating fund (or whichever applicable non-FWS fund source).
    - This is a significant increase that we hope enables the hiring of more FWS students – the majority of FWS positions in previous years were only paid between 35%-45% from FWS.
    - In general, the majority of FWS positions should be paid between the MO minimum wage of \$12.30/hr and \$15/hr. We understand that some FWS jobs constitute a higher wage. If you'd like to pay an FWS student, please contact John Winkler, Director of Payroll, for approval.
      - Approval from Payroll is required as it is imperative that FWS/student worker raises remain below the minimum wages for SLU's FTEs.
  - This helps us spend more of our annual FWS allocation and makes employing FWS students significantly more affordable.
- FWS awards are now automatically accepted in Banner

- SFS made the decision to change the awarding rules for FWS to automatically accept all students' FWS awards
- This decision was made to increase the visibility/access to FWS job postings in Handshake.
  - In Handshake, students are only shown FWS positions if they have accepted their FWS award in Banner. Auto accepting the awards eliminates the reliance of the student accepting their award and enables Handshake to advertise FWS positions to all eligible students.
  - This also increases the reliability of a student's FWS status that shows in Workday.
  - Please note, a student's award being in "accepted" vs "offered" status makes no financial difference to the student. Students do not receive any FWS funds until they have been hired and have begun working a FWS job. This is simply a backend awarding rule change we implemented to enable more useful optimization between Banner, Workday, and Handshake.
- FWS workers can work 20 hours a week
  - SLU previously limited FWS workers to 15 hours a week. We have updated this policy to follow the federal limit of 20 hours a week; same as general student workers and international students.
  - Please note, **students can only work one FWS job at any given time**. Students can, however, have one FWS job and one student worker job. If this is the case, the student must not exceed 20 hours a week **TOTAL** between both jobs.
- Prioritizing hiring FWS workers
  - We are hoping to see an increase in FWS participation/spending on campus with these changes. We appreciate the continued support of our campus partners, and request that departments prioritize hiring FWS students as much as possible going forward

Feel free to reach out to [SFS\\_FWS@slu.edu](mailto:SFS_FWS@slu.edu) with any questions!

## Office of the Controller

Considering the challenges we have been facing with the budget, the Board of Trustees has requested the Spend Management Analysis and signed certifications be submitted to the Budget Office every month as opposed to quarterly, as previously communicated. As a result, we have listed due dates for the analyses below. The first fiscal year 2025 Spend Management Analysis and signed certification for each Executive (E )/School (S) level cost center within Fund 11 (operating fund) are **due October 20<sup>th</sup>** utilizing year-to-date September 2024 data. Training sessions for these analysis files were provided to Business Managers by the Budget Office last month. Please email the completed analysis to [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu)

by the due date and contact the Budget Office if you need help or have any questions. Meetings with the Budget Office and VPs/Deans will continue to be quarterly. Thank you for your cooperation and patience.

Due dates for all monthly analyses for each Executive/School Level cost center in Fund 11 are as follows:

- September – due **October 20<sup>th</sup>**
- October – due **November 20<sup>th</sup>**
- November – due **December 20<sup>th</sup>**
- December – due **January 20<sup>th</sup>**
- January – due **February 20<sup>th</sup>**
- February – due **March 20<sup>th</sup>**
- March – due **April 20<sup>th</sup>**
- April – due **May 20<sup>th</sup>**
- June – due **July 20<sup>th</sup>**

An email was sent to Business Managers, VPs, and Deans with the full instructions. All templates and questions should be sent to [budgetoffice@slu.edu](mailto:budgetoffice@slu.edu)

## Human Resources

Faculty, staff, and students must be hired and onboarded in Workday before performing any type of work on behalf of the University. In addition, they are required to satisfy all I-9 Employment Eligibility Verification requirements and deadlines which include:

- Complete Section 1 of the I-9 in Workday on or before their **Hire Date** indicated in Workday
- Complete Section 2 of the I-9 Employer Review and Verification; at the SLU Division of Human Resources in-person physical review of documentation within three business days after the Workday **Hire Date**

Following these guidelines helps offer the new faculty, staff, or student worker a positive experience which research shows has a long-term impact on engagement. At the same time, failing to follow these guidelines may result in the need to terminate the individual's employment and creates liability risk for the institution including affecting the University's good standing as a Federal contractor.

Please see the following **5 Fundamentals of Onboarding New Hires** which outlines the most important and common components of proper onboarding. Thank you for your diligence in executing these important hiring guidelines.

## Workday Financials

Questions or issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)



### Workday Reminders:

#### **New Cost Centers:**

D785 SOM Go Center - included in S68/E70

D743 Bioinformatics and Computational Biology – included in S08-2/S08/E30

#### **Cost Center Name Changes:**

**D777** from Billikens First Chapter to **First Year Experience and Students in Transition**

**D787** from SOAR to **RISE**

#### **New Contract Custom Orgs:**

BIOSTL/Biogenerator

FMIG Residency Fair Registration

Starcom AB Billboard Lease

Delaware North - Profit Share for Students

College Pads - Campus Partner Profit Share

#### **New Activity Codes:**

University Orientation

Cannonball Conference

Leadership Development Program

#### **New Internal Service Provider**

Remote Sensing Lab

### Workday Report Updates and Additions:

*As a reminder, you may not have access to certain Workday Reports due to security. Please email [wdfinance@slu.edu](mailto:wdfinance@slu.edu) with any questions.*

**Report Name**

**Update/Description**

**Functional Area**

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<p><b>CR-FIN - Find Internal Service Deliveries</b></p>	<p><i>The report has been updated to display a breakdown of amounts when an ISD has multiple transaction lines.</i></p>	<p><i>This report is available to the following security groups: Accountant, Accounting Manager, Administrative Accountant, Finance Analyst, Finance Auditor, Finance Executive, Implementers, Internal Catalog Data Entry Specialist, and Internal Service Delivery Data Entry Specialist.</i></p>
<p><b>CR-FIN – Report of Transactions - Org</b></p>	<p><i>This report has been updated with a new column: Period</i></p>	<p><i>This report is available to the following security groups: Award Billing Specialist, Central Finance Reporting, Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, D028 Org Membership, Finance Auditor, Finance Executive, Finance Organization Administrator, Functional Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approvers, Grant Budget Specialist, Grant Financial Analyst, Grant Manager, Implementers, Location Hierarchy Financial Analyst, Location Hierarchy Manager, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Region Costing Manager, Region Financial</i></p>

		Analyst, Specialty Financial Analyst, and University Commitment Office.
<b>CR – FIN – Consolidated Trial Balance</b>	<i>This report has been updated to include Last 72 Periods in the Time Period selections.</i>	<i>This report is available to the following security groups: Accountant, Accounting Manager, Administrative Accountant, Award Approver, Budget Amendment Approver, Budget Manager, Business Asset Accountant, Controller, Director of Sponsored Programs, Finance Analyst, Finance Auditor, Finance Executive, Grant Budget Specialist, Payroll Administrator, and Payroll Auditor.</i>
<b>Data Audit – Gifts and Gift Hierarchies</b>	<i>This report has been updated with two new columns: All Assessments Gift Hierarchy and 10000 All Gifts Hierarchy.</i>	<i>This report is available to the following security groups: Accountant, Cost Center Approvers, Finance Administrator, Finance Analyst, Finance Auditor, Finance Executive, Gift Financial Analyst, Grant Approver E40, Implementers, Investment Pool Managers, and University Commitment Office.</i>

<p><b>CR – FIN – Fund Balance</b></p>	<p><i>This report has been updated to include Project Group.</i></p>	<p><i>This report is available to the following security groups: Award Billing Specialist, Central Finance Reporting, Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, D028 Org Membership, Finance Auditor, Finance Executive, Finance Organization Administrator, Functional Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approvers, Grant Budget Specialist, Grant Financial Analyst, Grant Manager, Implementers, Location Hierarchy Financial Analyst, Location Hierarchy Manager, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Region Costing Manager, Region Financial Analyst, Specialty Financial Analyst, and University Commitment Office.</i></p>
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<b>CR-FIN- Find Customer Contracts with Custom Org</b>	<i>This report has been updated to include Fund as a prompt.</i>	<i>This report is available to the following security groups: Accountant, Accounting Manager, Administrative Accountant, Customer Billing Specialist, Customer Contract Specialist, Finance Analyst, Finance Auditor, Finance Executive, Implementers, and Revenue Specialist.</i>
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<p><b>CR-FIN- Budget vs Actuals Awards/Grants Summary</b></p>	<p><i>This report has been enabled for Worksheets.</i></p>	<p><i>This report is available to the following security groups: Award Analyst, Award Billing Specialist, Award Contract Analyst, Award Contract Specialist, Award Specialist, Award Task Analyst, Conflict of Interest Approver, Controller, Cost Center Approvers, Cost Center Financial Analyst, Cost Center Manager, D028 Org Membership SG, Finance Auditor, Finance Executive, Finance Organization Administrator, Function Financial Analyst, Fund 32 Grant Manager, Fund Financial Analyst, Fund Manager, Gift Financial Analyst, Gift Manager, Grant Approvers, Grant Financial Analyst, Grant Manager, Implementers, Lead Principal Investigator, Location Hierarchy Financial Analyst, Location Hierarchy Analyst, Location Hierarchy Manager, Management Chain, Manager, Multiple Principal Investigator, Payroll Partner, Pre-Award Specialist, Principal Investigator, Program Financial Analyst, Program Manager, Project Financial Analyst, Project Manager, Region Costing Manager, Region Financial Analyst, Specialty Financial Analyst, Sponsored</i></p>
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		<i>Programs Manager and University Commitment Office.</i>
<b>CR-FIN- Find Suppliers</b>	<i>This report has been updated with a new column: Billiken Buy PO Supplier</i>	<i>This report is available to the following security groups: Accounts Payable Analyst, Accounts Payable Manager, Accounts Payable Supervisor, Finance Analyst, Finance Auditor, Finance Executive, Foreign Entity Approver, Implementers, SLU Integrations Procurement Administrator, Supplier Administrator.</i>

**Business Services**

**Supplier Quote Language Changes**

In the past, SLU has taken the approach that unless we sign a supplier's quote, by accepting our purchase order, the seller accepts the University's terms. Business Services has noted recently that some vendors are including language in their quotes stating that by placing an order, the buyer is accepting the Terms and Conditions of the seller. If you see similar language on a quote, the quote and accompanying terms must be reviewed and approved in Agiloft prior to entering a purchase requisition. If you have any questions, please contact your Business Services contract.

**New Punchouts in Billiken Buy**

Saint Louis University is excited to announce that we have two new punchouts available to the research community in Billiken Buy:

- **Genesee Scientific:** Genesee Scientific offers a quotation function on the Favorites page in their punchout. Certain end users can be quoted special pricing for equipment or bulk opportunities through this module. The Genesee rep provides a username and password that the user can input while in the punchout to access those favorite line items. Contact our local sales rep, Brett Jones, to obtain a quote. He can be reached at [BJones@geneseesci.com](mailto:BJones@geneseesci.com) or 314-570-8395.
- **USA Scientific:** USA Scientific is an Eppendorf company that offers Eppendorf products, in addition to USA Scientific-branded equipment and consumables used on SLU's campus. Our USA Scientific Account Manager is Stephanie Carpenter. She can be reached at [SCarpenter@usascientific.com](mailto:SCarpenter@usascientific.com) or 800-872-3847 Ext. 526.

Any questions on the functionality of these punchouts can be directed to [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

## Cannonball Conference

This is a reminder that if you have not done so already, please take the time to register for the 2024 Cannonball Conference. We have a great day of programming planned and you will not want to miss out.

In response to feedback from our 2023 Cannonball Conference, the planning team has made several enhancements.

**SLU Gear:** Participants will receive a long-sleeved t-shirt (see attached photo) instead of a traditional short sleeve. With the fall weather inching closer, we hope adding a warmer option to your SLU gear will be a welcomed change!



**Lunch Options:** Providing lunch to hundreds of attendees can be challenging. To bring more variety in options and to speed things up, Sodexo is enhancing offerings to include your choice of one of six different boxed lunches in addition to your choice of water or soda. Both Gluten Free and Vegetarian options are available.

To reserve your long sleeve t-shirt and submit your choice of lunch, participants need to register by October 16. To complete your registration, please [click here](#) to be taken to our 2024 Cannonball Conference webpage. Please note that you must be logged into your SLU Google account via your Okta My Apps dashboard for the registration form to be visible on the conference webpage.

## Office of University 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 on the Office of University Compliance and Ethics homepage:

<https://www.slu.edu/compliance-ethics/hotline.php>