

What's New . . .

February 2022

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, March 10, 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.

Business Services

Amazon Business Single Sign-On Integration

Saint Louis University is excited to announce that the authentication process for Amazon Business is now easier as we converted our authentication method to single sign-on (SSO) in Amazon Business on 1/31/22.

What changes?

- Prior to this change, when users punched out to Amazon Business from Billiken Buy, they were asked for their Amazon Business password only when they navigated to a non-shopping page (e.g. order status). After SSO was activated on 1/31/22 and they punched out from Billiken Buy to Amazon Business, SSO will real-time authenticate them and will not require users to add any credentials again while on the Amazon Business site. If they are authenticated in Okta, they should be able to access Amazon Business without any additional credentials; however, if for some reason they are not logged into Okta, they will be routed to our Okta Login Page (screenshot below for reference) to enter in their SLU credentials to access Amazon Business.



- Account holders no longer need to maintain or enter Amazon Business-specific log-in credentials. Amazon Business will be accessible through Billiken Buy, which is accessible in Workday.
- We emailed all Amazon Business account holders on Thursday, January 27th, to notify them of this change. If anyone has questions on this topic, they should email Anne Becker at anne.becker@slu.edu.

Airgas – Change in Account Management

Chase Thurston is our new account manager at Airgas. If departments need support or have questions regarding Airgas items or orders, they can reach him at:

P: 314-773-9364

E: chase.thurston@airgas.com

Non-Catalog Blanket Orders in Workday

When approving invoices against non-catalog blanket orders, the POs should **not be fully received** in. Receipts serve as the approval to pay an invoice function in Workday. Fully receiving in a non-catalog blanket order will result in individual invoices being approved for payment throughout the fiscal year without additional buyer review. This is a violation of SLU's purchasing policies. If you have any questions about this or need assistance in correcting past receipts, please email billikenbuyadmin@slu.edu.

Central Processing

- Direct Deposit ACH: A reminder that ACH is the University's preferred form of payment. Please submit the Direct Deposit Authorization form when creating supplier requests in Workday.
- Deferral/Accrual Threshold: Raised to \$5,000 from \$1,000 per the Controller. Expenses for a future period will only be deferred (or accrued for a prior period) if they are \$5,000 or greater.

Workday Financials

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

Welcome New Workday Financial Systems Analyst Anupama (Anu) Singh

Anu comes to us from the Mathematics and Statistics department, where she was teaching Pre-Calculus. She was also an Adjunct Professor at Maryville University. Prior to that, she worked in IT in India. In her spare time, Anu enjoys listening to music and gardening.

Workday Financials Office Hours

We will be holding open office hours and will answer any of your questions relating to Workday Financials (i.e., Financial Reporting, FDM, Accounting, Invoices, Purchasing, Grant Accounting, general navigation, or any other financial topics).

Below is the current scheduled date. The date and registration link will be available later this week on the Workday home page announcements.

- **Feb 24 @ 9:00am – 10:00am**

Workday Financial Reporting Updates

- **Report Updates:**

- o **CR FIN SLUCare Contract Revenue Budget vs Actual**
'Updated to work for Q1 projections

Human Resources

2021 Year End Review

All 2021 Year End Reviews should be complete by February 28, 2022. Business Managers can monitor progress on their units' evaluations using the "CR - HR - Performance Review Status" report.

Human Resources has a variety of resources to assist supervisors with completing their employees' reviews. Please let supervisors in your units know that they can find links to webinars, reference guides, and updated job aids in the January or February HR Bulletin. If they need additional assistance, Human Resources will be hosting two Workday Performance Office Hours this month.

Click the Date to Register:

[Thursday February 3 at 10 am](#)

[Thursday, February 10 at 10 am](#)

As always, you may email hr@slu.edu with any questions.

Workday Learning Launching on February 7, 2022

Beginning this month, SLU faculty, staff and contingent workers will be able to access thousands of online courses and videos as well as register for in-person courses and live webinars directly through Workday.

Check out these short, guided tours to see a sneak peek of the new Workday Learning user experience:

- [Introduction to Learning](#) | Get a first look at the new layout and features in Workday Learning (approx. 4 mins).
- [Enroll in a Course](#) | See how to use the Browse Learning report to enroll in on ground and online training directly from Workday (approx. 3 mins).

Business Manager Programming

February 16 from 9:00 am-10:00 am

Presenters: Tara Thomason (Sr. Director of Finance at the Medical Center) and **Matt Ankenbrandt** (Director with Internal Medicine)

By attending this session, you will learn about preparing the annual budget and quarterly forecasts, including discussion on comparing budget versus actual results in Workday. This is a great opportunity for new business managers as well as a refresher for others.

Click [here](#) to register.

Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. Please email training@slu.edu if you have any topic you would like additional information on.

Risk Management

Rental Car Insurance

All employees renting vehicles for University business should accept the optional liability insurance offered by the rental agency.

For Enterprise and National rentals, the University's preferred vendors, there will be a \$3 per day charge for \$1,000,000 of coverage. This additional \$3 per day will be automatically added to all rentals.

If you are renting a vehicle through the SLU Transportation Department, the additional \$3 per day will be automatically added to all rentals.

For other rental companies, we have outlined the coverages below:

- (ALI) Liability – This is Liability coverage. Employees **should** take out this coverage for rentals. The coverage purchased should be at least \$100,000.
- (LDW) Loss Damage Waiver – Loss Damage Waiver is not insurance and not mandatory. University employees should **not** take out this coverage.
- (PAI) Personal Accident Insurance - This is **not needed** because employees are covered by the University's Workers Compensation insurance policy when traveling for business purposes.
- (PEP) Personal Effects Insurance – University employees should **not** take out this coverage.

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 [here](#).