SAINT LOUIS UNIVERSITY™

Business & Finance Division

What's New . . .

April 2021

Business Managers' Meetings

The next Business Managers' Meeting is rescheduled for Thursday, June 10, 2021, at 9:00 a.m. A Zoom link and agenda will be sent closer to the date.

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.

Controller's Office

As a reminder, beginning with the quarter ending on March 31st, 2021 each VP/Department Head should meet with their Business Manager(s) to review expenses vs. budget for their Unrestricted funds, inquire about variances, and question where and how money is being spent. Additionally, for Designated funds (gifts, programs, or projects in Workday) they need to review balances and what the money is being spent on to ensure funds are being spent in a proper manner.

The Business Manager(s) should prepare an analysis and share with the Vice President/Department Head by the end of the month following the quarter-end (e.g., April 30th). Running a 'CR-FIN-Budget vs Actual by Org' report and noting variance to budget would also be sufficient. In addition, the Business Manager should run a 'CR-FIN-Fund Balance' report for any Designated funds, indicate what the transactions represent, and if the fund is in deficit, how that is being addressed. Subsequently, a meeting/Zoom is recommended however it is at the Vice President/Department Head's discretion if it is needed. If a meeting is held, indicate the date, time, and any follow-up. This will serve as documentation of our compliance.

Financial Planning & Budget Update

As addressed at the March Business Manager meeting, the FY22 Budget guidelines, bases, supporting documents, and example have been distributed. Contact budgetoffice@slu.edu with any report access issues or to schedule an individual session to review your cost center budget, prepare you compensation files, and walk through the process. As a reminder, budget files are due May 7th, 2021.

Workday Finance

Grants Management Project
On March 8th, 2021 the Workday Financial Systems team, in conjunction with the Grants Office, started an engagement with Workday consultants to address some implementation issues within the Grants Management area for Workday Financials. This engagement will continue through May 31, 2021 and is designed to correct issues that are impacting Sponsor Invoicing and Budget vs. Actual reporting for Grants and Awards. This

project is an extremely high priority for the team members involved and will continue to be our primary focus through the end of May.

Report Updates
- Statement of Account: Corrected revised budget column and added a Report Total section.

- Receivables Aging by Org: Updated to age correctly for prior periods.

- Budget Vs Actual by Org/SLUCare: Corrected revised and current budget, added header memo to Detail View and fixed Fund prompt.

- Income Statement Projection SLUCare: Updated heading for projection column to reflect Plan Name chosen at prompt time.

- Report of Transactions by Org: Added the Header Memo to the Detail View.

- Report of Transactions – Grants Management: Added a mandatory field (Award), so the report cannot be run without filters. This report is very detailed, so it should have some additional prompts completed by the user before running. Also, updated security so the Award and Grant listed options match your organizations.

- Trial Balance Prior Yr Comparison: Added Program to the Drill Down options.

- Find Supplier Invoices: Added Payment Status and Payment Type to prompts and as columns.

- Fund Balance: Updated Drill Down options and Detail view to be more consistent with other reports.

- Supplier Contract Detail by Org: Modified the report to prompt for organization, changed the sorting, and added the version column.

- Purchase Orders: Goods Received, Not Invoiced: Added a filter to exclude Closed and zero-dollar Pos.

Reports In Progress
- Accounts Payable Accrual by Supplier
- Asset Net Book Value Detail

Workday Financial Training: Office Hours Available

We are pleased to announce Workday Financial Office Hours. In these sessions we will cover Workday Financial questions relating to Financial Reporting, FDM, Accounting, and other related topics. We encourage you to bring any questions or concerns relating to Financials. You can join the meeting whenever it is convenient for you during these office hours.

If you would like to submit your questions in advance of the office hours, please send them to wdfinance@slu.edu

Click the date below to register:

April 8th 9am-10am

April 15th 9am-10am

April 22nd 9am-10am

April 29th 9am-10am

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

Human Resources

Vacation Payout
Effective October 1, 2020 the **Staff Vacation Policy** was updated. The policy change calls for eligible staff members who have completed their orientation period, to be paid up to a maximum of 40 hours of accrued vacation in the event of separation from the University.

In addition, <u>employees cannot take more than 40 hours of vacation in the last 30 days of employment.</u> A supervisor may allow an exception for an employee to take up to an additional 40 hours during that time frame, but the employee's vacation payout will be reduced by any number of hours taken over 40 hours. Under no circumstances can employees take more than 80 hours of vacation in the last 30 days of employment. Supervisors are responsible for reviewing all vacation requests and following this policy. Finally, as a reminder, employees are required to be at work on their last day of employment.

These changes were implemented both to encourage usage of vacation during employment and as a necessary financial cost-savings in response to the pandemic. Thank you for your attention to the policy and efforts to ensure compliance with it.

2020 Year End Review

In response to some questions about the 2020 year-end review performance evaluations, Human Resources has provided some updated guidance for Business Managers.

- Year-end review evaluations were only triggered for employees who were hired before September 19, 2020.
- For employees hired after September 19, 2020, pro-rated merit proposals should be accompanied by an Interim Check-In review since these employees did not receive a 2020 Year End Review from Human Resources.

Performance Review Status Report

- Business managers have access to a new report called "CR-HR-Performance Review Status". This report will summarize the overall performance evaluation ratings for a supervisory organization, which will aid in decision making for the 2020 year-end review. It may be run by sup org and identifies completed reviews and the corresponding manager rating, or if the performance review is still in-progress, at what step and what person it is awaiting action.

  The following process will help you access and populate the **CR - HR - Performance Review Status** report.

1. From the Workday home page, type **"Performance Review Status"** in the search bar at the top of the screen next to the Workday@SLU icon.
2. Click **CR - HR - Performance Review Status** to access the report.
3. Enter the name of the supervisory organization for which you would like to run the report in the **Organizations** field.
4. Select 2020 Year End Review from the **Review Templates** field.
5. Click **OK**.
6. The next page will display a summary of all reviews broken down by stage of completion. Click the number in the **Successfully Completed** row.
7. This will generate a new window with a summary of all completed evaluations and their overall rating. Click the associated icons in the upper right corner of this table to generate a pdf or Excel file if you wish.

If you have any additional questions about this guidance or anything else involving the 2020 year-end review process, please contact Human Resources at hr@slu.edu.

Upcoming Training Opportunities

- Last month Business Manager training focused on *Workday Reporting for Budgeting and Forecasting* with an emphasis on SLUCare business processes. If you missed that session, you may access it here. FY22 Budget was covered on March 23rd at the Business and Finance meeting and you may review the content here under the Meeting Agendas and Handouts section.
- On April 14th from 9am - 10am we are pleased to present a joint session with the Office of General Counsel. ***Business Manager Training: Contracting 101*** will review the current contracting process at SLU. Topics include: what is a contract, primary elements of a contract, steps for contract approval, who can sign a contract and how our contract management system (Agiloft) is configured to support contracting processes. This session is to be taken before Agiloft training. Click here for registration.
- On April 21st from 11am – Noon, we will feature ***Business Manager Training: Workday Reports-Procurement.*** This session will cover Workday reporting options specific to procurement transactions, including purchase requisitions, purchase orders, supplier contracts, and receipts. Click here for registration.

We look forward to seeing you at upcoming events.

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 2021 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.

Student Development

Billiken Bounty is now able to accept physical donations.
Donations are collected in the Dean of Students Office (BSC room 356) every first and third Friday of the month. The remaining donation days for the semester are April 16th and May 7th. Below is a list of our most needed items:

- Shelf stable milks
- Pasta

- Granola Bars
- Peanut butter
- Flour
- Sugar
- Cooking oil
- Spices
- Snacks
- Canned fruit
- Laundry detergent

Food for Thought: A Food Insecurity Educational Series
Billiken Bounty is hosting a food insecurity educational series throughout the month of April, each Wednesday at 6pm:

April 7th: Food insecurity basics and simulation activity
April 14th: Panel discussion
April 22nd (Thursday): Health disparities and cultural considerations
April 28th: Advocacy and involvement
The zoom link to register for all four
sessions: https://slu.zoom.us/meeting/register/tJcudOyprTwoE9SCP_MMe--ayYXQw4idPusR

Refer to the attached flyer. Also check out Billiken Bounty on Instagram (@billikenbounty) and Facebook pages.

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.