

What's New . . .

December 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.

Budget Office

FY26 contractual increases and capital expense request forms were sent out to all business managers last month. As a reminder, final submissions are due by the following dates:

Contractual Increases (all departments) – Due January 10th, 2025

Capital Expense Requests (Provost Departments) – Due January 15th, 2025

Capital Expense Requests (Non-Provost Departments) – Due January 31st, 2025

Non-provost departments, please send completed forms to the Budget Office budgetoffice@slu.edu and provost departments please send completed forms to Stacey Harrington stacey.harrington@slu.edu.

Next spend management analysis is due to the Budget Office by December 20th, 2024.

Business managers, please be on the lookout for upcoming communications on a new budgeting tool called Adaptive that the budget office is planning to go live next spring. Training on this new tool should start early next year. More information to come soon!

Business Services

Stratasys – New Ordering Requirements – Beginning 12/1/2024

Starting December 1st, 2024, Stratasys requires buyers to order through their Customer Hub eStore. If you haven't yet explored the Stratasys Hub eStore, we suggest you take a moment and visit <https://hub.stratasys.com> to request an account. Purchase orders can still be entered in Workday/Billiken Buy; however, the PO number should be used as the ordering method in Stratasys eStore to finalize the order. Blanket orders are recommended for this purchasing method. Stratasys also accepts P-Cards as a method of payment. If you have questions about this, please contact marylynn.thompson@slu.edu.

McKesson – Catalog User Guide Update

The McKesson catalog in Billiken Buy has a new look. As a result, the McKesson Catalog User Guide has been updated. It is attached to this newsletter and is available on the McKesson Billiken Buy landing page for future reference. If you have any trouble navigating the changes, please reach out to Mary Lynn Thompson at marylynn.thompson@slu.edu.

Distribution Docks – Holiday Closures

The distribution docks at Earhart and the DRC will be closed from 12/20/24 at 3:00pm until 1/2/25 at 7:30am. They will receive packages on 12/26 and 12/31 but will not distribute them. The DRC dock will allow package pick-up by labs on those two days from 7:00-11:00am only, but no deliveries. Mail will also be held until Saint Louis University reopens on 1/2/25, except for departments that have arranged for mail pick-up in advance to receive checks.

Please plan your orders accordingly, so deliveries do not happen on days when the docks are not open.

Xerox Update

The Xerox Printer Contract has expired. If replacements are needed, or if you have a Xerox to return, please contact jessica.winetfleur@slu.edu.

Central Processing Center

New Merchants Offered in Blackhawk Network Gift Cards - You may now purchase **Target** cards and **DRIVE** cards through Blackhawk Network. DRIVE cards are accepted at any gas station that accepts VISA and can be used to purchase any item the gas station sells.

Human Resources

2024 Performance Evaluations Are Now Open

Self-Evaluations opened on December 2 and staff will have through the month of December to complete their self-evaluation. On January 2, all incomplete evaluations will be moved forward for the Manager to complete their evaluations. Our goal is to have all evaluations completed by **February 14**.

If you need refreshers on how to complete tasks, here are resources available to you:

1. [Self-Evaluation Webinar](#): Recording of a previous webinar that walks through how to complete the Self-Evaluation.
2. [End of Year Review Training](#): Short training that reviews the importance of the End of Year Review and how to complete the task in Workday.
3. [Self-Evaluation Job Aid](#)
4. [Manager Evaluation Job Aid](#)

If you have any questions, please reach out to your Talent Consultant or training@slu.edu to discuss further.

2024 Faculty and Staff Survey Closes December 6.

There is still time to participate in this year's Faculty and Staff Voice Survey! The Survey will be open through December 6th. It's completely confidential, will take only about 10 minutes, and will yield data we can use to improve our college/division and the University. Check your Inbox for your individual survey invitation from survey@mail.us1.glintinc.com.

For leaders who have at least 5 people reporting to them and/or leaders who have multiple teams reporting to them, we are offering 2 GLINT Dashboard Webinars. The goal of the webinar is to show leaders how to best navigate and leverage their dashboards so they can effectively analyze their results, prepare to share the results, and engage their teams in action planning for the coming year.

Dates for the webinars are;

[December 5 at 9:30 am](#)

[December 9 at 9:30 am](#)

Please click on the date to register for the session that best fits your schedule.

Workday Financials

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



Workday Accounting Structure Updates:

New Cost Center Hierarchy:

S03-3 Chaifetz School of Business Other (Superior is S03 Chaifetz School of Business)

Cost Center Hierarchy Change:

D351 Ctr for Workforce & Org Development moved from S09-3 to **S03-3 Chaifetz School of Business Other**

Cost Center Name Change:

D180-4 Public Health-Behavioral Science & Health Education has changed to Public Health – Behavioral Science & Health Equity

New Contract Custom Orgs:

CADE Clinics

Hematology & Oncology Nurses from the Cardinal Glennon Foundation – St. Baldricks Fund

Crown Castle Lease

Chris Pancakes Lease

Moto Museum

Parking Lease

Spire Parking Lease

Vito's Lease

St. Louis BMI Lease

AAA Section 4.6c – Research Compensation – 50% of NIH salary cap after 1st \$550K

Staples Rebate

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>