



Business & Finance Division

---

**January, 2020**

## **Future Business Managers' Meetings**

Our next meeting is scheduled for:

June 11<sup>th</sup>, 2020 TBA

## **Financial Planning & Budget Update**

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content,

## **Payroll Update**

Payroll processing began to run in Workday effective with the wage payroll paid last Friday 1/3/20. All payrolls will now be processed in Workday and posted back to Banner. Business Managers should review the applicable Cognos reports and Banner Self-Service screens to ensure the personnel expenses appear reasonable for their areas.

As a result of moving payroll processing to Workday effective 1/1/20, the Salary Encumbrance liquidation will no longer be run and the Cognos Finance LBD001/LBD002 will not be updated for Workday payrolls. Cognos reports and Banner Self-Service screens that previously showed personnel encumbrances will no longer contain this information.

## **Risk Management Update**

### **Reminders:**

Always lock your vehicle and take your keys, whether at work, out shopping or anywhere else. Don't leave anything of value visible in the vehicle.

When leaving for vacations or breaks, be sure to turn off all lights, computers, coffee makers, space heaters, etc. Ensure windows and doors are securely closed and latched.

Make sure all water sources are securely shut off.

Check to see that all refrigerators and freezers are closed. If these appliances are in lab spaces and contain, reagents, vaccines, research materials, etc., where possible, make sure they are alarmed and connected to emergency power.

Exercise caution when walking or driving in snowy or icy conditions.

If you feel there are areas susceptible to freezing, contact Facilities Services.

## **Workday**

Within Workday, you will have access to over 50 step-by-step job aids to assist you with everyday tasks. You can access job aids by clicking the following icon on the main Workday page.

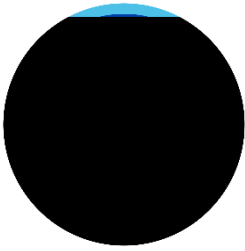
Check out Human Resources Bulletin regarding Workday:

<https://docs.google.com/document/d/1Rrz5HVnppMOmtZ8J5xBOsrJYHiP6PHS-QY5SIITNrC0/edit>

## **FINANCE**

Workday Phase 2 Finance Testing Kickoff is January 21st! Testing will begin and continue through May 22nd. During the initial phase of testing, End to End Testing, SLU's core project team will be testing the flow of processes and transactions through the Workday application and to external systems. Testing will include all external and internal integrations, and will utilize testing scenarios that represent entering data, exporting data and/or importing data to establish that the final state of the data is correct, and the outbound results are correct. Upon sign off of successful End to End Testing, User Experience Testing will be scheduled to include end users as an opportunity to test real-world scenarios.

## **Office of Compliance & Ethics Update**



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>