

## What's New ...

November 2022

### Business Managers' Meetings

Jessica Winet-Fleer

### Financial Planning & Budget

The FY24 New Spend, Contractual Increases, and Previous Financial Planning and Budget office by November 30th 31st.

### Business Services

#### Deliver-to Error in Workday

It has been brought to our attention that some Workday Finance users are receiving the error below in the deliver-to field when creating a purchase requisition in Workday

Requirements for [ ]

Deliver-To x Allied Health Building

Ship-To

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[facilitiesdatamanagement@slu.edu](mailto:facilitiesdatamanagement@slu.edu)

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[contracts@slu.edu](mailto:contracts@slu.edu)

**Central Processing**

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Allied Health Building

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Training will be held during November to review the University and SOM policies.

## **SOM Infrastructure Status**

## **Business Managers**

### Business Manager Training: Workday Costing Allocations

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*deadline*

*November 18<sup>th</sup>*

[dfinance@slu.edu](mailto:dfinance@slu.edu)

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[Scholarship Suite](#)

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l n h  
[\(Allaina.Blackwell@slu.edu\)](mailto:Allaina.Blackwell@slu.edu) o

[Julie.Martin@slu.edu](mailto:Julie.Martin@slu.edu)

[\(Karen.Wamhoff@slu.edu\)](mailto:Karen.Wamhoff@slu.edu)

[jessica.Pressley@slu.edu](mailto:jessica.Pressley@slu.edu)

**Women's Commission**

**Workday Financi**

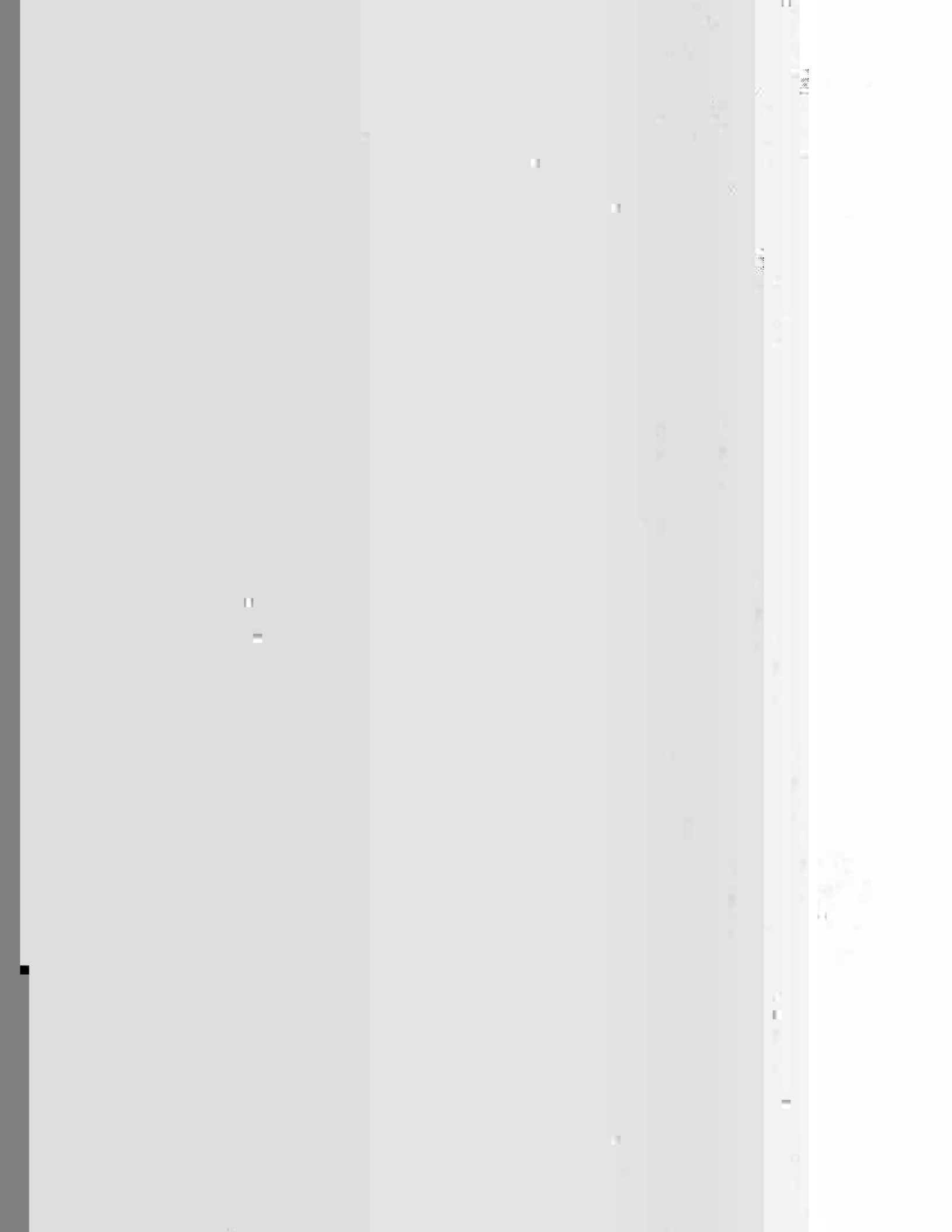


**s or Issues with Workday Financial? Contact**

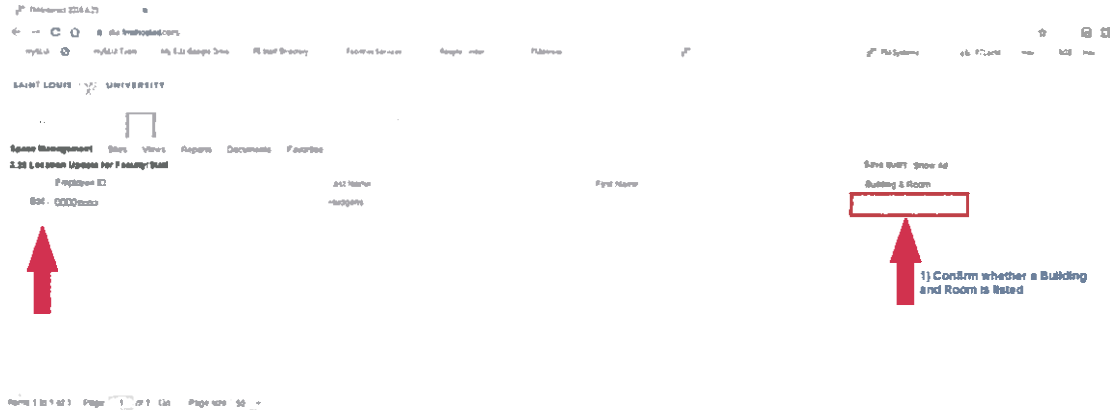
## Office of Compliance & Ethics



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



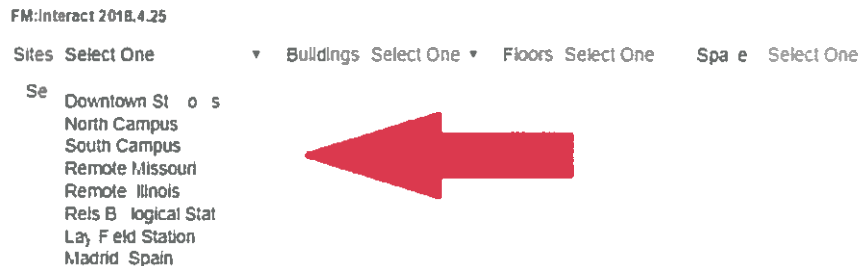
## Section 1: Updating employee location if "Building & Room" is blank



Once the page refreshes, locate and click the **Select** button toward the bottom of the page (Step 3)



A pop-up window will open. Use the drop-down menus to select your location (Steps 4, 5 and 6)  
**Note:** Locations will be filtered based on Sites > Buildings > Floors > Spaces order



FM Interact 20 8.4.25

Sites

Buildings



5) Select from the "Buildings" drop-down menu

Buildings  Floors



- 01 First Floor
- 02 Second Floor
- 03 Third Floor
- 04 Fourth Floor

FM Interact 2018 8.4.25

Sites  Buildings  Floors



I have verified my room assignment(s)



10) Click the 'verify' drop-down menu, and select "YES" to confirm the selected location

Room #	Room Name	Floor	Building	Area	Vacate
210	Office	Second Floor	Wool Center	8 220 03	Vacate



9) Updated location will display

Required Field



11) Click the 'Save and Continue' button to save changes



## Section 1 Updating employee location if "Building & Room" is blank

A new window will open on the "My Primary Location" tab. Follow the instructions on the page. Save changes. (Steps 12 and 13)

The screenshot shows a web form titled "My Primary Location" with a sub-section "Employee Room Update". The form contains a table with one row: "Primary Room" with the value "109 213". To the right of the table, the "Display Name" is listed as "Andrea Hutgens". Below the table, there is a "Required Field" section with a "Save Changes" button and a "Cancel" button. A red arrow points to the "Save Changes" button, with the text "13) Click the 'Save Changes' button to finalize and save updates" next to it.

The window will close and the page will refresh back to the original "3.20 Location Update for Faculty/Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window (Step 14)

The screenshot shows the "3.20 Location Update for Faculty/Staff" page. It features a table with columns for "Last Name" and "Building & Room". The "Last Name" column contains "Hutgens" and the "Building & Room" column contains "1". Below the table, there is a pagination control showing "item 1 to 1 of 1", "Page 1 of 1", and "Page size: 50". A red arrow points to a message that says "Record saved successfully", with the text "14) Once this message has displayed updates have been completed" next to it.

Make It Right

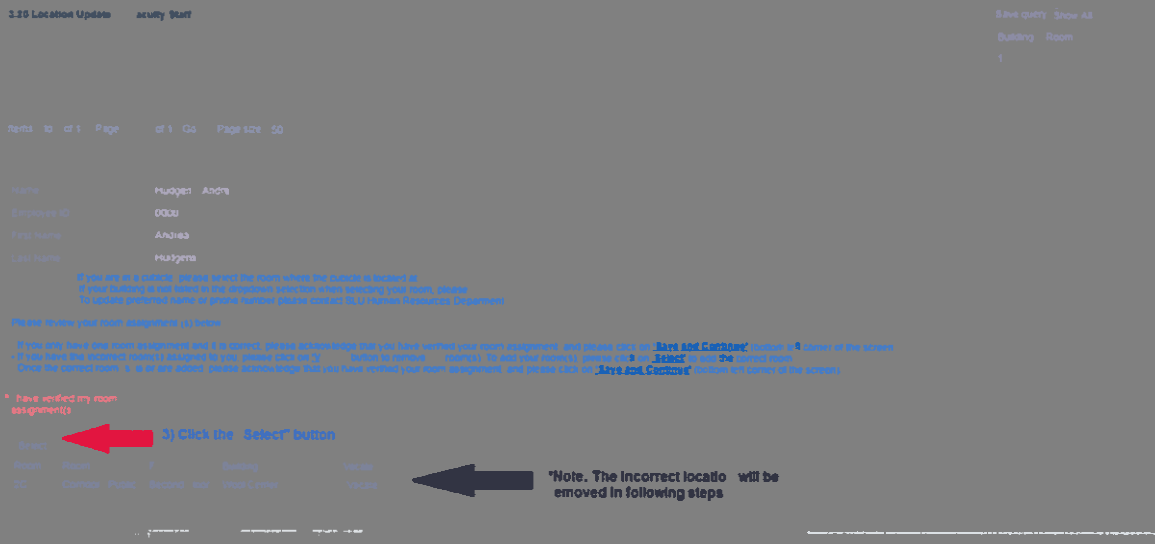
Home Facility Services About Us

og nto FM Systems/FM Interact - the page should open on 3 20 Location Update for Faculty/Staff" Confirm whether a Building and Room value is listed in your employee record

If a value exists and/or is incorrect proceed with steps in Section 2 If blank return to and follow the steps in Section 3, starting on page 1 of this document. (See Steps 1 and 2) If your location is in one of the non-SLU owned properties without a floor plan skip to Section 3 starting on page 7 of this document.



Once the page refreshes locate and click the "Select" button toward the bottom of the page to add the correct location. (Step 3)



A pop-up window will open. Use the drop-down menus to select your correct location (Steps 4, 5 and 6) Note: Locations will be filtered based on Sites > Buildings > Floors > Spaces order



Section 2: Updating incorrect and/or existing employee "Building & Room" location

FM Interact 2018.4.05

Sites North Campus

Select Cancel



5) Select from the "Buildings" drop-down menu

FM Interact 2018.4.05

Sites North Campus

Floors

Select Cancel

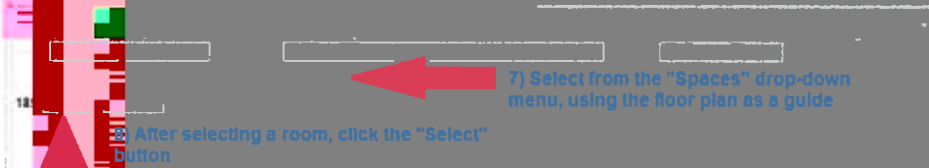
Floors Select One

- 01 First Floor
- 02 Second Floor
- 03 Third Floor
- 04 Fourth Floor

6) Select from the "Floors" drop-down menu



Once a floor has been selected the window will refresh displaying a floor plan. Find the room number for your location and select (Steps 7 and 8)



7) Select from the "Spaces" drop-down menu, using the floor plan as a guide

8) After selecting a room, click the "Select" button



Note: Nothing needs to be done with newly added location

11) Click the "Save and Continue" button to save changes

11/18/2019 10:42 AM

My Location info

Please verify or Update your Personal Room

- Click on the "Save Changes" button to save the changes you have made to your location information.
- Click on the "Cancel" button to cancel the changes you have made to your location information.
- Click on the "Save Changes" button to save the changes you have made to your location information.
- Click on the "Save Changes" button to save the changes you have made to your location information.
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Employee Room Update

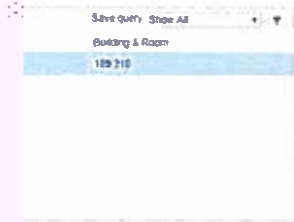
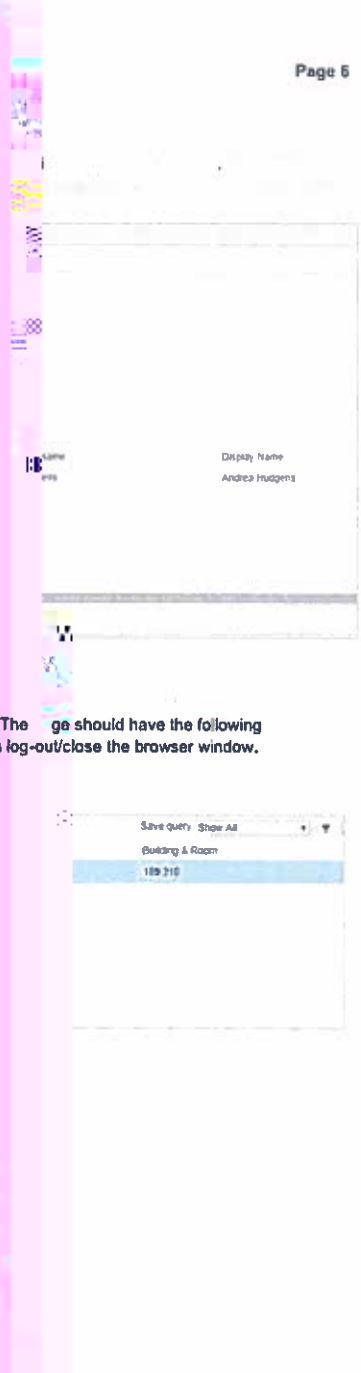
Primary Room	Building Code and Room Number
Bot	10 210



The window will close and the page will refresh back to the original "3.20 Location Update for Faculty Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window. (Step 4)

3.20 Location Update for Faculty Staff

Record saved successfully



### Section 3: Updating employee location if located in property without a floor plan

Home Facilities Services About Departments » Facilities Data Management

3.20 Location Update for Faculty/Staff

Click on Building under Room where you work, click the "Select" button

Click on Room under Building and Room to Select

1 to 1 of 3 Page 1 of 1 Go Page size 50

Once the page refreshes, locate and click the "Select" button toward the bottom of the page (Step 3)

3.20 Location Update for Faculty/Staff

Save Query Show All Building & Room

1 Page 1 of 1 Go Page size 50

My Primary Location

Name  
Employee ID  
First Name Andrea  
Last Name Hudgins

Please review your room assignment (s) below

- If you only have one room assignment and it is correct please acknowledge that you have verified your room assignment, and please click on "I have verified my room assignment" (bottom left corner of the screen)
- If you have the incorrect room(s) assigned to you, please click on "Remove Room" (bottom left corner of the screen) to add the correct room.
- Once the correct room (s) is/are added, please acknowledge that you have verified your room assignment, and please click on "I have verified my room assignment" (bottom left corner of the screen)

\* I have verified my room assignment (s)

Room

\* Remove Room

3) Click the "Select" button

FM Interact

Sites Select null (ing) Select One Rooms Select One Spaces Select One

Select One

Down North South Remo Remo Rels Lay F Mad

4) Select from the "Sites" drop-down menu

MInteract 2019.3.89  
Sites Remote Missouri  
Spaces  
Select Cancel

  
**5) Select from the "Buildings" drop-down menu**

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Once XX Admin Ref Only has been selected a window may appear with a message stating "You do not have access to this drawing. To continue click "OK" (Step



MInteract 2019.3.89  
Sites Remote Missouri Buildings 908 SSI adm SI Jary's Hospital S Louis  
Floors  Spaces Select One  
Select Cancel



**9) After selecting '000 Admin Ref. Only - ADMIN ONLY', click the "Select" button**

**8) From the "Spaces" drop-down menu select '00 Admin Ref Only - ADMIN ONLY'**

**\*Please note: This is the only option available for locations without floor plans**



Select and Cancel 

### Section 3: Updating employee location if located in property without a floor plan

A new window will open on the "My Primary Location" tab. Follow the instructions on the page. Save changes. (Steps 13 and 14)

My Location Info

Please Verify or Update your Primary Room

- 1. If you only have one room assigned to you then click on 'Save Changes'
- 2. If you have multiple rooms assigned to you then click on a room record under the 'Buttons' Code and Room Number column
- 3. If your primary room already has a check mark then click on 'Clear' and click on 'Save Changes'
- 4. If your primary room is missing the check mark then click on the 'Edit' button
- 5. Place a check mark in the primary room box and click on 'Save Changes'
- 6. Click on 'Save Changes' again

Employee Room Update

<input type="checkbox"/>	Primary Room	Building Code and Room Number	Employee ID	First Name	Last Name	Display Name
<input type="checkbox"/>	EDIT	900 000	0000	Andrea	Hudgens	Andrea Hudgens

13) Follow the instructions

\*Required Field  
14) Click the "Save Changes" button to finalize and save updates

Save Changes Cancel

The window will close and the page will refresh back to the original "3.20 Location Update for Faculty/Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window (Step 15)

Staff Management > 3.20 Location Update for Faculty/Staff

Save query (show all)

Employee ID	Last Name	Building & Room
EDIT 0000 0000	Hudgens	

Name 1 to 1 of 1 Page 1 of 1 Go Page Size 50

Record saved successfully

15) Once this message has displayed updates have been completed

**Note:** To remove any incorrect location(s) return to Section 2 (reference Step 9) for guidance





# Staples

Docks & monitors

Conferencing & collaboration

Keyboards & mice

Headsets

Access your customized shopping list on Billiken Buy using these three simple steps.

## Step 1

Log in to your account.

## Step 2

Go to My Lists.

## Step 3

Find the new items on the SLU Preferred Technology Items Shopping List.



Search Shopping Lists

Visit Billiken Buy to view the assortment and purchase.

Questions? Contact your Staples Key Account Manager, Jeff Hirsch, at [Jeff.Hirsch@Staples.com](mailto:Jeff.Hirsch@Staples.com) or your Inside Key Account Manager at [Diana.Albrecht@staples.com](mailto:Diana.Albrecht@staples.com).



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**Named Award**

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