



December, 2019

Future Business Managers' Meetings

Our next meeting is scheduled for:

December 12th, Young Hall Auditorium 9:00-10:30 am

Financial Planning & Budget Update

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

FY21 Budget Process

On October 1st, an email was sent to all Vice Presidents, Deans, and Business Managers with the following timeline. We appreciate your

<https://www.slu.edu/business-finance/departments-and-offices/central-processing-center/employee-reimbursement.php>

Upcoming Training Dates in Business & Finance:

Concur Expense Report Training Sessions

Tuesday, December 17th

10:00 - 12 noon

Wool Center room 372

Register via Skillsoft

Thursday, December 19th

1:00-3:00 pm

Wool Center room 372

Register via Skillsoft

Business Services

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 the Christmas break, 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 Finance Update

Another set of open forums have been scheduled this month leading up to the launch of Workday on Jan. 1, when most SLU's human resources processes will be completed in the new system.

Members of the project team, as well as representatives from Human Resources and Information Technology Services (ITS) will be on hand to provide information on what to expect at go-live and to answer questions.

The forums will be held as follows:

- 1:30 – 2:30 p.m. Tuesday, Dec. 10, Room 173, Davis-Shaughnessy Hall (Chaifetz School of Business)
- 3 – 4 p.m. Wednesday, Dec. 11, 3rd Floor Multi-Purpose Room, Allied Health Building (Doisy College)

Human Resources Update

Cura Workshop: Mindfulness: Being Present in Your Work and Life

Friday, ~~December~~ November 13th

Webinar 11:00 a.m. to Noon

[Register online](#)

The idea of mindfulness or being mindful is complete engagement in the present moment. Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is