



**January 2022**

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The next Business Managers' Meeting is scheduled for Thursday, March 10, 2022, at 9:00 a.m.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

## **Financial Planning & Budget**

If you have not already done so, please submit your FY23 Capital Requests by the end of the day.

## **Workday Financials**

**Questions or Issues with Workday Financials? Contact [wdfinance@slu.edu](mailto:wdfinance@slu.edu)**

### **Workday Financials Office Hours**

We will be holding open office hours once a month and will answer any of your questions relating to Workday Financials (i.e. Financial Reporting, FDM, Accounting, Invoices, Purchasing, Grant Accounting, general navigation, or any other financial topics).

Below is the current scheduled date and registration link. The date and registration link are also available on the Workday home page announcements.

- **Jan 13th @ 9:00am 10:00am**

[https://slu.zoom.us/meeting/register/tJArdu2urzluEtEJE5H\\_hg8U\\_DGagUeU97ob](https://slu.zoom.us/meeting/register/tJArdu2urzluEtEJE5H_hg8U_DGagUeU97ob)

### **Workday Financial Accounting Structure Updates**

- **New Job Aid**

<https://drive.google.com/file/d/1GDGH1IahATOOOrYTMXhl8jt0FZtZTEAqA/view?usp=sharing>

- **Change Spend Category Name**

- Tuition Honoraria Related Prizes Nondiscounted (SC50218)  
**New name:** Student Prize/Award Nondiscounted (SC50218)  
Posts to Ledger Account **5123: Scholarships**  
Description: Student prize/award for academic achievement/contests.
- Trainee Participant Fees (SC50270)  
**New name:** Grant Trainee Costs (SC50270)  
Posts to Ledger Account **5128: Participant Support**  
Description: Expenses associated with additional costs for trainees for grants with an official Trainee designation where the trainee is learning on an internship or related; does not include trainee stipends that would be processed via Payroll.

- **New Spend Categories**

- Student Emergency Relief Fund Payments SERF (SC50299)  
Posts to Ledger Account **5123: Scholarships**  
Description: Payments made to students for student emergency relief.
- Student Scholarship Payments (SC50300)  
Posted to Ledger Account **5123: Scholarships**  
Description: Scholarship payments made to students that are not contest winners or SERF payments.
- Student Professional Services (SC50301)  
Posts to Ledger Account **5107: Purchased Services**  
Description: Payment to students for any professional service that a student may be performing for the university and are getting paid in that capacity (e.g., playing music for an event, photography). These are payments to students for services rendered that are NOT performed in their student worker capacity.
- Grant Student Stipends (SC50302)  
Post to Ledger Account **5107: Purchased Services**  
Description: Payment

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## **Changes to Contingent Workers in Workday**

- In preparation of the upcoming Workday Learning go-live, Human Resources collaborated with stakeholders from across the University to modify our current Workday Contingent Worker Types. The go-