



July 2021

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## Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, September 9, 2021, 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 at [jessica.winetfleer@slu.edu](mailto:jessica.winetfleer@slu.edu). We would love to hear about best practices in your area as others could benefit as well.

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## Financial Planning & Budget Update

The Office of Financial Planning & Budget and the Medical Center Finance Office are finalizing the FY22 budgets in Workday. A communication will be sent out when budgets are available to review as well as any new reports to use.

### Reminders

**07/02/21** – Costing Allocation/Labor distribution changes need to be complete for first biweekly payroll.

**07/15/21** – Costing Allocation/Labor distribution changes need to be complete for July monthly payroll.

## Business Services

### Workday Downtime

Evening downtime is required for Workday next week. The tentative schedule is Tuesday 7/6, Wednesday 7/7, and Thursday 7/8 from 6pm – 12am CST. While the project team is working as hard as possible to finalize the schedule, please watch your Workday home screen for changes and other important Workday announcements.

If you have concerns related to this, please contact Cherish Hoffman at [cherish.hoffman@health.slu.edu](mailto:cherish.hoffman@health.slu.edu). For other IT related questions or concerns, please contact the service desk at [ask@slu.edu](mailto:ask@slu.edu) or call 977-4000.

## Risk Management Reminder

Anyone who drives on behalf of the University (including golf carts) needs to renew their MVLRC for the new fiscal year. Please go to the Risk Management page linked [here](#).

If your department has drivers that drive frequently for the University and uses the online program Supervision, please submit a current driver's license to your supervisor to ensure that it is up to date.

## Human Resources

### **Ergonomic solutions to “Desk Jobs” Webinar (Annemarie Konz)**

- Wednesday, July 7 at 12pm
- This short webinar focuses on the health of the SLU community as we return to campus this summer and fall. We will discuss the inputs into achieving “FIT” with your workplace environment, practical suggestions to improve your interactions with your environment, and exercises that will keep you moving and flexible. It is presented by physical therapists who are faculty at the SLU Program in Physical Therapy and practice at the SLU Physical Therapy clinic which serves the SLU community located at Marchetti West. You can register for the webinar