

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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Grant

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Allied Health Building

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facilitiesdatamanagement@slu.edu

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andrew.chism@slu.edu

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contracts@slu.edu

Central Processing

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

SOM Infrastructure Status

Business Managers

Business Manager Training: Workday Costing Allocations

-

-

deadline

November 18th

dfinance@slu.edu

[Scholarship Suite](#)

Julie.Martin@slu.edu

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Women's Commission

Workday Financi

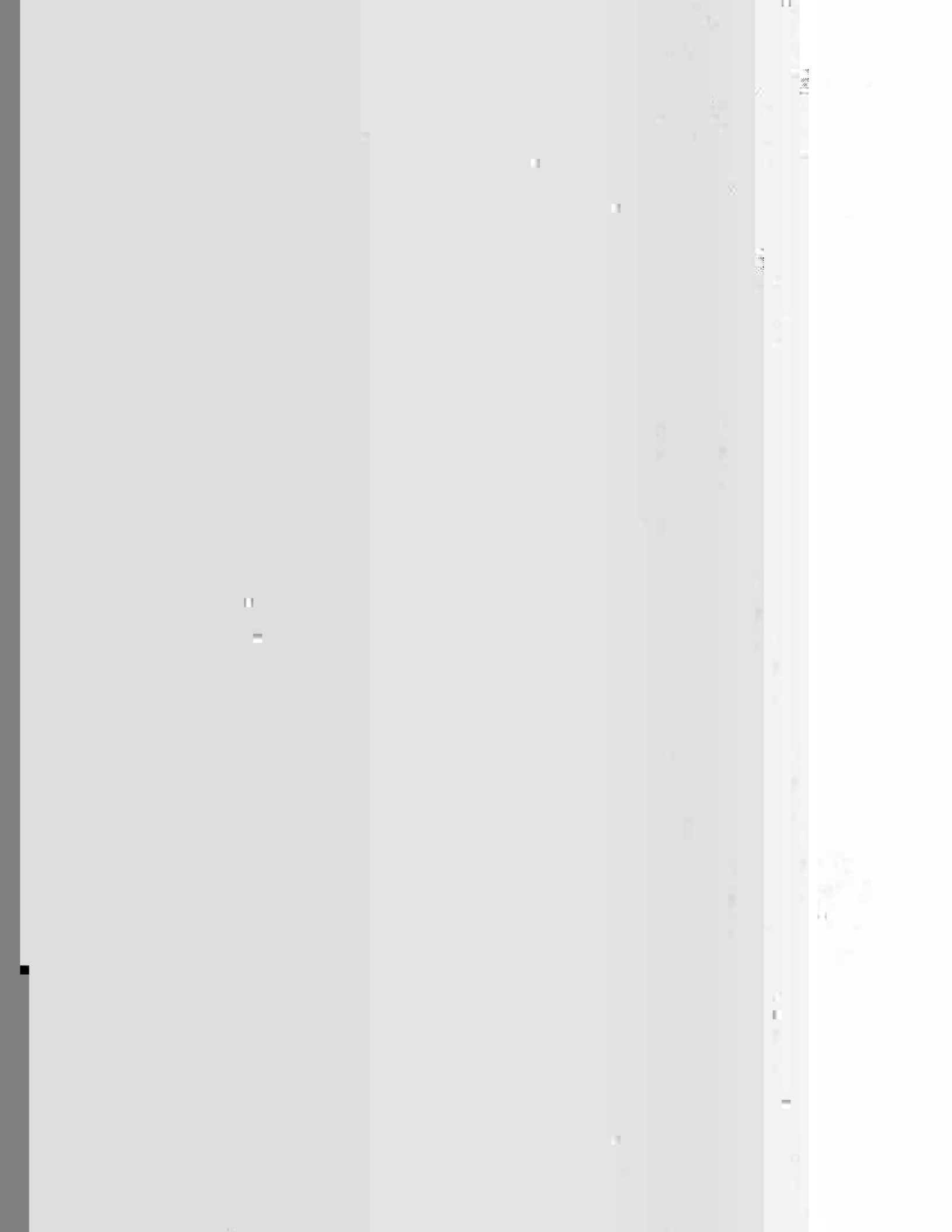


s or Issues with Workday Financial? Contact

Office of Compliance & Ethics



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



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

3.29 Location Update for Faculty/Staff

Employee ID: 0000000000

Building: [Blank] Room: [Blank]

1) Confirm whether a Building and Room is listed

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

3.29 Location Update for Faculty/Staff

Save Query Show All Building Room

Items 1 to 1 of 1 Page 1 of 1 Go Page Size 50

son My Primary Location

Name Employee First Name Last Name

I have verified my room assignments

Click the "Select" button

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 2018.4.25

Sites Select One Buildings Select One Floors Select One Space Select One

Select One

- Downtown St. Louis
- North Campus
- South Campus
- Remote Missouri
- Remote Illinois
- Reis Biological Station
- Lay Field Station
- Madrid Spain

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

Space



I have verified my room assignment(s)



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

See

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 (Building Code and Room Number) | Display Name. The value in the Primary Room column is "109 213" and the value in the Display Name column is "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".

Primary Room (Building Code and Room Number)	Display Name
109 213	Andrea Hutgens

13) Click the "Save Changes" button to finalize and save updates

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 a table titled "3.20 Location Update for Faculty/Staff". The table has columns for "Last Name" and "Building & Room". The first row shows "Hutgens" and "1". Below the table, there is a message "Record saved successfully" and a "Page size: 50" dropdown. A red arrow points to the "Record saved successfully" message with the text "14) Once this message has displayed updates have been completed".

Last Name	Building & Room
Hutgens	1

Record saved successfully

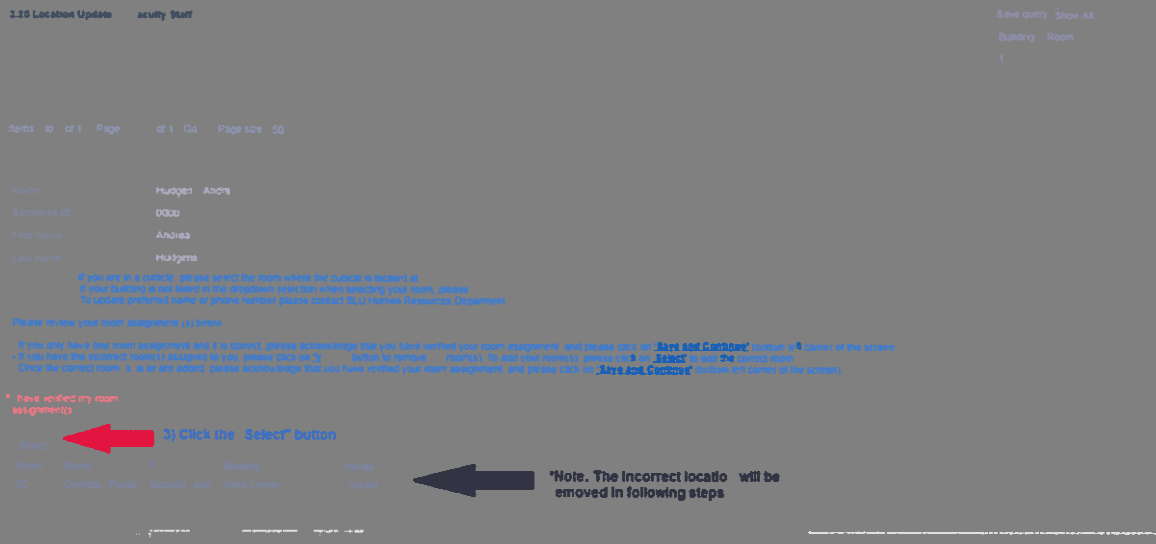
14) Once this message has displayed updates have been completed

Make
Home Facility Services About D

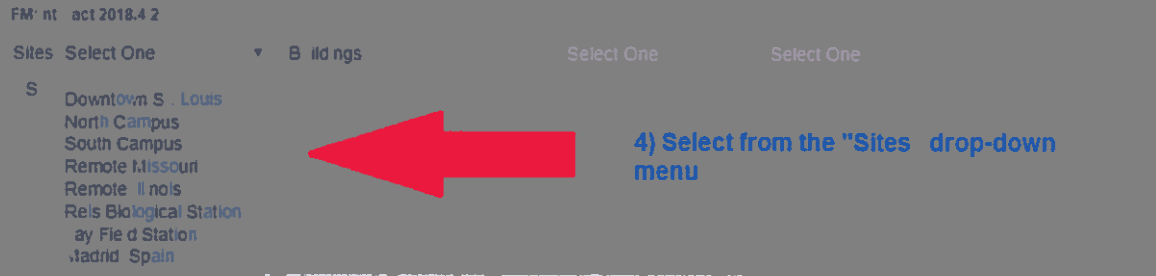
og nto FM Systems/FM interact - the page should open on 3 20 Location Update for Faculty/Staff" Confirm whether a Building and Room value is listed in your employee record
If a value exists and/or is incorrect proceed with steps in Section 2 If blank return to and follow the steps in Section , starting 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)

18

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

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

Select
Room
2C1
210



Note: Nothing needs to be done with newly added location



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

11/16/2019 10:43 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

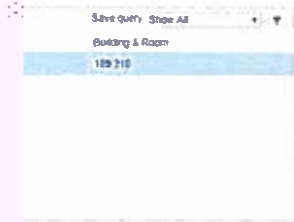
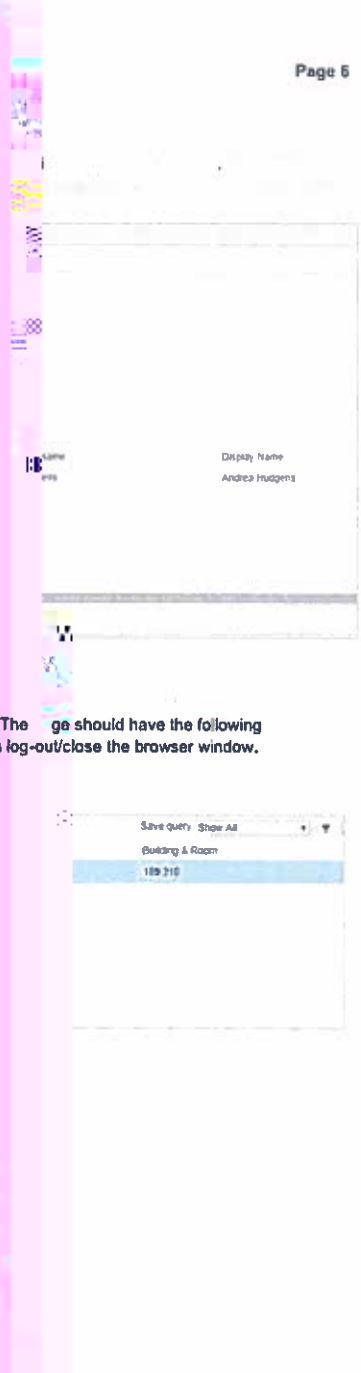
Primary Room	Building Code and Room Number
Bot	10 210



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 whether Room selected or not, click the "Select" button

Click on Room whether a Building and Room is found

1 to 1 of 1 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
Last Name

Please review your room assignment (s) below

Click the "Select" button

FM Interact

Sites Select null ing Select One Rooms Select One Spaces Select One

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

S
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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.



Visit Billiken Buy to view the assortment and purchase.

Questions? Contact your Staples Key Account Manager, Jeff Hirsch, at Jeff.Hirsch@Staples.com or your Inside Key Account Manager at Diana.Albrecht@staples.com.

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