



Business & Finance Division

Contingent Workers

Human Resources will be asking for Business Manager assistance with a new project focused on contingent workers within Workday. This project will expand the number of contingent workers to include guest accounts so that we provide required training and help automate onboarding processes for these individuals.

New Training Videos and Upcoming Programming for Business Managers

Over the past few months, we have been working to provide live and on-demand training on the topics you have requested. In November, the Medical School Finance team hosted several excellent training sessions. In December, the Business Manager meeting focused on several new Workday demonstrations. This month, Human Resources and Business & Finance have released two new videos designed specifically for SLU Business Managers.

[Purchasing Policies at SLU](#): This eight-minute video will help you to understand and current purchasing policies when sourcing competitive bids, creating purchase orders and managing relationships with University suppliers.

[Hire and Onboarding for Business Managers](#): This ten-minute video provides an overview of the Hire and Onboarding HCM process. Participants will understand and be able to communicate where an employee is within the Hire and Onboarding business process.

These training sessions and videos are a small piece of a larger training program to support Business Managers.

representatives from Human Resources, Business & Finance, as well as several Business Managers, has already started designing a training calendar with more content for 2021. We look forward to sharing these resources with you soon.

Central Processing

P Card - basic card information in Workday

From the Workday Home page, the cardholder can click on their profile (their picture on the right) then on the left click on More (at the bottom) and Company Property



to see card details such as limits, expiration date and last 4 digits.

Question on the payment status for one of your payments?

Find Supplier Payments Status report in Workday provides payment status as well as various data related to your payments such as payment date, payment type, invoice #, reference #, all of which are filterable.

Searching for a specific transaction in Workday?

Enter the INVREQ#, RQ#, or SINV# in the Workday Search bar and hit enter.

On the left under Categories click All of Workday at the very bottom.

Click on the hyperlink to see the transaction.

ACH Direct Deposit is the University's preferred form of payment and all suppliers should be given the Direct Deposit Authorization Form to complete, available on the B & F Documents & Forms google site.

Upcoming Concur Q & A session:

January 19th at 10:00 a.m.

Register via Skillsoft

Zoom invite to be sent

Workday

Questions or Issues with Workday Financials? Contact wdfinance@slu.edu

Accounting Journal Event: Concur files removed approvals within each step of this process, since they are already approved in Concur

Office of Compliance + Ethics