Progress continues as LSU’s multi-campuses work toward modernizing their financial, human resources and payroll systems through the implementation of Workday. The project remains on track to go-live on July 1, 2016. The LSU Workday Project has completed the Architect stage and is now in the Configure and Prototype stage. The first prototype (P1) has been built, and initial unit and configuration testing took place with the LSU Workday Project Team through August 28th. P1 is the first build to include LSU business processes and a subset of LSU data. Future prototypes will have expanded testing capabilities and will be exposed to additional LSU community members through roadshows to be scheduled later this fall or early winter. If you have any questions regarding the LSU Workday project, please complete the online form at www.lsu.edu/wdfeedback.

Financial Accounting & Reporting

Restricted Accounts
Departments requesting a restricted account must complete an AS505: Request for Restricted Self-Generated Account and forward it to Financial Accounting & Reporting, 204 Thomas Boyd Hall. The form can be found at http://www.lsu.edu/administration/ofa/oas/far/pdfs/AS505.pdf. Restricted accounts can be established for registrations fees associated with training, academic sessions, camps, professional development and conferences. In addition, fees collected for space usage can be restricted to be used exclusively for the operation and maintenance of the venues.

Directory (DIR)
In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

⇒ By Social Security Number (UCHG Screen)
⇒ By 89 ID number (UCHG Screen)
⇒ By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to Crystal Hebert at crystalh@lsu.edu or 578-1456.

October Business Managers’ Meeting

♦ Updates to LSU First Health Plan for 2016
♦ Introduction to LSU Global - The University's International Recruiting Initiative

Tuesday, October 13, 2015
9:30—11:00 am
Atchafalaya Room, LSU Union
Departments should not depend solely on student employees to deliver ETA timesheets on deadline days. If a student employee is not available at the appropriate time, another employee must ensure timesheets are delivered before the deadline.

Departments should have back up personnel for ETA processing. Payroll deadlines should not be missed due to the absence of ETA personnel.

LVT is not automatically updated when handwritten timesheets are submitted. Please be sure to update leave accruals as well as leave taken.

Time documentation is required for student employees paid on accounts ending in ‘5490’.

Include all pages of the set of ETA timesheets, even blank pages.

Time submitted outside of ETA must be typed using the supplemental time sheet on the Payroll web page. Print on letter size paper, and make sure all extensions match the hours worked totals for each week.

Not too Early/ Not too Late
Do not process ETA early. Estimates can cause overpayments. Payroll adjusted the due dates and processing dates of payrolls as a result of the student payroll audit. Departments stated that early deadlines led to estimates resulting in overpayments.

ETA is now due by 4:00 p.m. on their respective Mondays for:
- Student Employees
- Contingent Employees
- Wage Employees

Many departments are submitting time after the deadline. Payroll has a limited window of time for payroll processing due to the adjusted ETA deadlines. Please adhere to the posted ETA deadlines to ensure that your employees are paid on their scheduled pay date.

Employee Benefits Annual Enrollment
The period of October 1, 2015 to October 31, 2015 is annual enrollment for employee benefits. See HRM’s website for the annual enrollment meeting schedule or
Payroll continued...

contact the Benefits Service Center at 578-8200 for more information.

Flexible Spending
The period of October 1, 2015 to October 31, 2015 is the enrollment period for Flexible Spending Accounts. Employees currently participating in the flex plan must re-enroll during the Annual Enrollment period to participate during the new plan year which runs from January 1, 2016 to December 31, 2016. The maximum contribution limits employees can elect for the 2016 plan year is $2,550 for health care and $5,000 for dependent care.

Effective January 1, 2016 all Dental, Vision, Health, OGB life, and Health Savings Account deductions will be tax sheltered. Employees enrolled in these plans will be required to have a qualifying event as defined by the IRS in order to change coverage outside of Annual Enrollment. It is important for employees to review their pay stubs and current benefits in the month of October in order to make any necessary plan changes during the Annual Enrollment period. Please visit the HRM website for annual enrollment information.

Accounts Receivable
Employees having questions about accounts receivable amounts deducted from their checks may contact Melanie Powell in Bursar’s Operations at melaniep@lsu.edu.

Change of address forms submitted to the department should be routed to Payroll. Changing the address in directory will not change the address with the employee’s health, dental or vision carrier. Most insurance carriers require a change of address to be in writing with an employee signature.

HRS TIPS
Approving forms in HRS
When approving forms in HRS, please remember to click on the Release to Payroll, Release to SAS or Fund Route button. This step is required to move the form to the next processing step.

Route Button Does Not Appear on Form
Check to see if an approver has been included for all accounts listed on the form, including the Home Department. Users will not be able to approve their own personnel form so an alternate approver will have to be selected. If the user is listed as the supervisor on the Supervisor Information tab, an additional HRSAUTH reviewer will be required in order to route the form.

Workspace Notification
Do not rely only on e-mail notifications for forms requiring your approval. Please check your workspace regularly for forms to be approved. You can also search for forms waiting to be approved by entering your PAWS ID in the HRS Reviewer field on the main HRS search screen. The search results will provide you with a listing of all forms requiring your approval.

Add Comp Forms with Version Greater than 1
When loading a version 2 or higher of an additional compensation form to change the existing additional compensation form, please update the reason field on the header of the form mandating the change being made. The updated header field will aid the reviewers and approvers in taking the appropriate action required due to the form change.

Student Payroll Training Course
In response to the Student Payroll Audit February 19, 2015 Accounting Services implemented FASOP: AS-25 “Student Employment Best Practices” and developed an Online Student Payroll Training Course. The training course focuses on compliance with PS-33, FASOP: AS-25 and FLSA. A memo will be sent to all Department Heads indicating personnel required to complete the training. All employees who supervise student employees are encouraged to take the online course. The deadline to complete the training is December 31, 2015. To take the class click on the Training tab on the Payroll Home page at http://www.lsu.edu/administration/ofa/oas/pay/index.php. Please note that you will be prompted to log in again once you click on the training link since it is in Moodle. Payroll receives a report of all employees who have completed the online training course.

Work Authorization for Employment of Minors
For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the Minor Employment Certificate. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring
department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor’s employment.

**Issuance of Minor Employment Certificates**
Minor work certificates are issued in the Payroll Office, Monday through Friday as follows:

- 9:00 a.m. - 12:00 p.m.
- 1:30 p.m. - 4:30 p.m.

Please contact Angie Ogle at aogle@lsu.edu or Kristen Delaughter at kristind@lsu.edu for more details.

**Minor Employment Compliance**
State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.


Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

**International Employees**

**Tax treaty benefits expire** December 31, 2015. Any employee who is eligible for treaty benefits for 2016 should attend the tax treaty workshop on one of the following days:

- **Tuesday, November 10**
- **Wednesday, November 11**
  - 8:30 am to 4:00 pm
  - Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 or DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

**Country Codes**
Use caution when coding the demographic screen for all employees. Incorrect country codes may provide the employee with the incorrect required forms on their employee data sheet. The country code also impacts tax treaty benefits and federal tax withholding for international employees. Coding for China is a particular problem as there are two separate Chinese countries: Peoples Republic of China (CH) which has treaty benefits and Taiwan (TW), which does not.

**I-9 Country Codes**
Employees in the United States (U.S) on a visa, or that have a permanent resident card, should enter their country of citizenship on the I-9 form. They should not use the U.S. country code. Only individuals who are born in the U.S. or have become naturalized citizens should enter a country code of U.S. Entering the wrong country may prevent the employee from receiving the correct forms to complete and may render the I-9 form invalid.

**A Message from International Services (IS) on Student and GA Employment**

International Services is responsible for approving employment for current F-1 and J-1 students who wish to work for LSU in student worker or graduate assistant positions. As F-1 and J-1 students their primary purpose is to study. Employment is highly restricted (maximum 20 hours per week on campus) and is only a benefit to their F-1 or J-1 status, which is why IS is very careful with employment advising and authorizations. More information about employment is available on the IS website if you are interested in a specific area, such as on-campus employment requirements, etc. International Services’ main website is: [http://www.oip.lsu.edu/iso/](http://www.oip.lsu.edu/iso/).

International student’s work permits and I-9 forms are processed online by IS. Scanned and paper I-9 forms are no longer valid and will not be accepted for current F-1 or J-1 students. Once a department loads an international student’s online appointment the student receives an e-mail requesting them to complete a list of forms on their employment information page. Students...
should use the e-mail link as it will direct them to an online Work Permit and I-9 form. The student completes the top portion of the forms, hits “Submit”, and “Confirm Submit”. At this point an electronic stamp is considered their signature, and the student is not required to print and sign the forms. Once the student has electronically submitted their online Work Permit and I-9 forms through myLSU, the forms will be routed electronically to the IS office for approval. The student will be notified directly through their LSU e-mail account if there is any reason that their work permission cannot be approved. Common reasons for a hold would be, checking the wrong box on the I-9 form or the need for additional documentation.

Please understand as a policy IS processes documents in the order that they are received for equity to all of our 1600+ students. At the beginning of each semester, we receive large volumes of online work document requests, as well as other requests, so it may take 5-10 business days to be reviewed and approved.

**Personnel Action Forms**

Please check the account numbers on personnel action forms generated for the new fiscal year due to budget load and merit increases. If a correction form needs to be processed, ensure that an AS227 is attached if required. An AS227 is required if the personnel form will generate a retroactive cost transfer to a cost reimbursable sponsored agreement, an unexpired fixed price account, or a cost sharing account.

**Lump Sum Payments**

Lump sum payments for students and contingent/transient employees are normally not allowable on sponsored agreements according to federal regulations. On rare occasions, lump sum payments should be used if compensation cannot be derived from a calculation of an hourly rate of pay, or when standard timesheets are not an appropriate method of payment. Allowability of lump sum payments will be determined on a case by case basis. Procedures regarding lump sum payments can be found on Payroll’s website under Policies and Procedures [http://www.lsu.edu/administration/ofa/oas/pay/pdfs/lumpsumpayment.pdf](http://www.lsu.edu/administration/ofa/oas/pay/pdfs/lumpsumpayment.pdf).

**Sponsor Checks**

If a check is received for a sponsored agreement in your department, please forward it to Accounting Services, SPA, 204 Thomas Boyd, to be logged in. Please include a note with the check or make a notation on the check stub, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

**Overdrawn Accounts**

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for

**Travel**

Cancelled airline tickets should not be charged to sponsored agreements. The unused tickets should be charged to state funds, rebate accounts, gift accounts or expired fixed price accounts. The only time a cancelled airline ticket should be charged to a sponsored agreement is when the ticket is reissued on the same sponsored agreement. Exceptions may be granted for extenuating circumstances and will be reviewed on a case by case basis.

**Personnel Activity Reports (PARs)**

- Please certify and return all outstanding PARs. If applicable, please ensure cost sharing is documented before returning the PARs.
- Cost sharing documented on PARs should be an actual reflection of the percent of effort an individual devotes to a sponsored project. If appropriate, whole percentages should be used when documenting cost sharing.

**LaCarte Expenses**

In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be received during the grant period.

**Office Supplies**

General purpose office supplies (including computers and toner cartridges) are not normally allowable on federally sponsored agreements. They are part of facilities and administrative costs and are not normally allowable as a direct cost.

**Sponsor Checks**

If a check is received for a sponsored agreement in your department, please forward it to Accounting Services, SPA, 204 Thomas Boyd, to be logged in. Please include a note with the check or make a notation on the check stub, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.
additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear the overdrafts. Colleges and departments can query accounts in an overdraft status by accessing the University Overdrawn Accounts Report under Reporting Tools.

**Processing Cost Transfers/Corrections**

**Helpful hints**

1. Attach a copy of the HTML version of the online ledger to the journal entry. When using GLS online transaction as backup up instead of the HTML ledger sheet for cost transfers, please submit both the expenditure detail ledger and line item detail screens. When only the line item detail screen is submitted, GLS has to be checked to make sure the expenditure is current. Including the expenditure detail ledger helps reduce processing time.
2. Process cost transfers for only current expenditures and not tentative transactions.
3. Entries must be processed by line item using the ledger description.
4. Transfer request must be processed within 90 days from the original ledger date.
5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project that it is being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations.
6. Process a personnel form to transfer salary expenditures. Attach an AS227 to all retroactive changes to sponsored agreement accounts. An AS227 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations. The AS227 should be attached in HRS as a SJ-SPA Justification.
7. Ensure that funds are available in that account where the costs are being transferred to and that the charge is allowable on that account.
8. Ensure the associated FB and F&A costs are calculated when determining costs to be transferred.
9. Cost transfers should not be processed to solely expend the remaining balance in an account.
10. Cost transfers should not be processed to solely move overdrafts from one project to another.

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**October Business Managers’ Meetings**

The topics to be presented at the October 13\textsuperscript{th} meeting are as follows:

- Updates to LSU First Health Plan for 2016
- Introduction to LSU Global - The University’s international recruiting initiative

Meetings are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. Please keep in mind the following:

- To be added to the Business Managers Mailing List, submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Danita King at dcking@lsu.edu.
- Information on prior meetings can be found at [http://www.lsu.edu/administration/ofa/oas/pdfs/CURRENTNL.pdf](http://www.lsu.edu/administration/ofa/oas/pdfs/CURRENTNL.pdf).

**W-9 Requests**

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Donna K. Torres on behalf of the University. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

**Vendor Applications**

When LSU does business with an organization, the University (department) must enroll or register in that organization’s vendor database. This will oftentimes be referred to as the vendor application or enrollment process. During the registration process, various documents may be requested by the vendor such as a W-9 to be requested during this process. This form will vary by vendor and will ask for specific information pertaining to the department, contact information, goods/services, etc. Note: it is common for a W-9 to be requested during this process. Upon completion, forms should be forwarded to Accounting Services, 204 Thomas Boyd. The proper signature will be obtained and the documents will be returned to the requesting department or submitted directly to the vendor.
Aged Listings of Outstanding Encumbrances as of September 30, 2015 will be distributed. Please review each purchase order balance on the listing. If an outstanding balance exists for items that will not be received, a purchase order alteration should be processed in the PRO system. The system will liquidate the encumbrance balance once the PO alteration is complete. Travel advance encumbrances are also included on the Aged Listings. For questions concerning travel advance encumbrances, please contact the Travel staff at 578-1550.

Pending PRO PO Invoices should be monitored in the PRO system on a regular basis using the Document Search screen. At the Document Search screen, select the Document Type of “Invoice” and the Status as “Pending Receiving Reports”. The search can be limited by one of the following:

- Five digit Dept Code
- Campus
- Business Manager Logon ID

PRO Assistance
Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices, creating a receiving report in PRO and/or viewing attached vendor invoices:

- Angie Mann 578-1620 or amann7@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu

LSU GeauxShop Assistance
Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices and/or creating a receiving reports. All other questions should be submitted to geauxshophelp@lsu.edu.

- Valery Sonnier 578-1541 or vsonnier@lsu.edu

LACARTE
As referenced in FASOP: AS-20, “LaCarte Card Program Policy” Department Heads are required to conduct an annual review of their unit’s LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder’s spending limit should be adjusted. AP & Travel will provide a list of the unit’s cardholders that must be reviewed and certified by the Department Head. The listings are being distributed and should be returned to AP & Travel no later than October 15th where the information will be centrally filed.

LaCarte and CBA entries must be released to AP (RAPS status) with complete cost documentation no later than 30 days from the date of the purchase/transaction.

As referenced in the LaCarte Card Program Policy (FASOP: AS-20), cardholders should be reminded of the following:

* LaCarte cardholders will be held responsible for all transactions on their card. Cardholders should not share their card with anyone.
* LSU is a tax exempt entity. Cardholders should always make sure sales tax is not charged when using the LaCarte card.
* LaCarte cards should be safeguarded in a secure location. Cardholders should not allow credit card merchants to keep their card on file. Also, account numbers should not be included in e-mails under any circumstances.
* Items purchased for the University should be shipped to a departmental address and not the cardholder’s home address.
* All appropriate approvals for LaCarte entries should be obtained before the LaCarte entry is routed to AP.
* Department personnel (i.e., Supervisors, Approvers, CBA Approvers, etc.) with responsibilities related to the LaCarte Card Program will also be required to maintain continuous training of the program. The online LaCarte trainings (i.e., LaCarte Distribution and Renewal Certification), LaCarte Card Program trainings, Business Managers’ meetings, Accounting Services newsletters, etc. are all great resources.
available for departments to stay abreast of the program and any updates.

- When a cardholder leaves the University, departments must have exit procedures in place to account for and destroy cards as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the LaCarte Administrator upon notification of the employee’s termination to ensure the cardholder’s entries are audited prior to the employee’s last work day.

LaCarte Renewal Cards should be picked up in AP & Travel as the card expires. An e-mail notification is sent to the cardholder, including the LaCarte Renewal Certification Training link, for the cardholder to complete the renewal training and pick up their renewal card from AP & Travel. If renewal cards are not picked up within six months of expiration, the card will be deactivated and destroyed.

Merchants are experiencing an increase in security breaches. As a result, Bank of America Fraud Department is contacting cardholders to verify activity on the LaCarte cards and will close cards that have been compromised. Cardholders are encouraged to contact Bank of America Fraud Department promptly at 1-877-451-4602 if they receive an e-mail request to contact Bank of America.

Cardholder Suspensions
Cardholders with delinquent entries greater than 30 days will have their cardholder privileges suspended. Cardholder privileges will not be reinstated until all of the cardholder’s LaCarte entries are fully audited by Accounts Payable.

For LaCarte related questions, please contact a member of the LaCarte staff:

- Kathleen Elders 578-8593 or kelder1@lsu.edu
- DeAnna Landry 578-1544 or deannal@lsu.edu
- Theresa Oubre 578-1543 or talber3@lsu.edu

Bus Charter Services
Departments should contact True North Travel Solutions directly for all Motor Coach Travel at the following:

True North Travel Solutions
1011 E. Touhy Avenue, Suite 135
Des Plaines, IL 60018
Direct: (312) 698-9868
FAX: (312) 284-4802
Cell: (773) 512-3840
E-mail: nick@truenorth-travel.com

As of September 17, 2015, payments for bus charters provided by True North Travel Solutions can be made directly to True North Travel Solutions. When a request for services is made to True North for bus charter services, True North will send an invoice to the requesting department and the invoice can be paid with the LaCarte card or submitted as a direct charge to Accounts Payable. For questions, please contact Jennifer Driggers at 578-3699 or at jdrigg@lsu.edu.

As of July 1, 2015, students are required to book airfare through the state contracted travel agency, Short’s Travel. In order to establish a student profile in Short’s Travel Online (STO), an e-mail request should be sent to Arianna Elwell at acreech@lsu.edu for a profile to be created. For questions, please contact Arianna Elwell at 578-6052 or acreech@lsu.edu.

Verification of Travel Expenses Paid Through Various Payment Methods
Departments are required to monitor travel expenses paid through various payment methods to avoid duplication of travel payments. Travelers are required to document in detail all travel expenses paid directly with personal funds and indirectly by LaCarte or the CBA on the Travel Expense Reimbursement Request (AS300). The traveler’s signature on the AS300 certifies that only out-of-pocket expenses are being claimed for reimbursement.
Accounts Payable & Travel continued...

Personal Travel Dates
Travelers are required to self-disclose personal dates and travel destinations coupled with university business travel on the AS292, Authorization to Travel form. The form is available on the AP & Travel website at http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

Common Terms & Documents
- AMAF: Award & Award Modification Approval Form
- BA: Budget Adjustment
- BF: Batch Feed
- CBA: Central Billed Account
- CJ: Compound Journal Voucher
- CR: Cost Reimbursable
- CS: Cash Journal Voucher
- CSAP: Chancellor Student Aid Program
- CWSP: College Work Study Program
- DJ: Departmental Journal Voucher
- DT: Departmental Transmittal
- EI: Encumbered Internal Transaction
- ERP: Enterprise Resource Planning
- F&A: Facilities & Administrative Costs
- FASOP: Finance and Administrative Services Operating Procedure
- FB: Fringe Benefits
- FP: Fixed Price
- GA: Graduate Assistant
- GL: General Ledger
- GLS: General Ledger System
- HRS AUTH: HRS Authority
- IPARF: Internal Prior Approval Request Form
- IT: Internal Transaction
- ITB: Invitation to Bid
- ITIN: Individual Taxpayer Identification Number
- JV: Journal Voucher
- LSUID: LSU’s Identification Number (replaces SSN in LSU’s computer systems)
- MC: LaCarte entry (similar to CS, DT, IT, JV)
- NCE: No Cost Extension
- PAF: Personnel Action Form
- PAR: Personnel Activity Report
- PAWS: Personal Access Web Service
- PI: Principal Investigator
- PM: Permanent Memorandum
- PO: Purchase Order
- PO ALT: Purchase Order Alteration
- PPCS: Personal, Professional & Consulting Services
- PRAF: Proposal Routing & Approval Form
- PROAUTH: PRO Authority
- PS: Policy Statement
- RAPS: Released to AP status
- RFP: Request for Proposal
- RGE: Record of Grant Establishment
- SJ: Simple Journal Voucher
- SSN: Social Security Number
- STO: Short’s Travel Online
- TERR: Travel Expense Reimbursement Request

Common Acronyms at LSU
Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Departments & Organizations
- AP: Accounts Payable & Travel
- AS: Accounting Services
- BOR: Board of Regents
- DOE: Department of Energy
- FAR: Financial Accounting & Reporting
- FBI: Federal Bureau of Investigation
- FDN: LSU Foundation
- FEMA: Federal Emergency Management Agency
- NIH: National Institutes of Health
- NSF: National Science Foundation
- ORED: Office of Research and Economic Development
- OSP: Office of Sponsored Programs
- PAY: Payroll
- PROC: Procurement
- PROP: Property Management
- SACS-COC: Southern Association of Colleges and Schools Commission on Colleges
- SPA: Sponsored Program Accounting
- SSA: Social Security Administration
- TAF: Tiger Athletic Foundation
- UAS: University Auxiliary Services
- USDA: United States Department of Agriculture

Financial Systems
- ABS: Advanced Billing System
- APS: Accounts Payable System
- BGT: Budget
- COA: Chart of Accounts
- DIR: Directory
- ETA: Employee Time & Attendance
- FMS: File Management System
- GLS: General Ledger System
- GSP: GeauxShop
- HRS: Human Resources System
- INS: Insurance
- IPM: Investment Portfolio Management
- LVT: Leave Tracking
- PAR: Personnel Activity Reporting
- PAY: Pay Control
- PCARD: Procurement Card
- PRO: Procurement
- RCN: Bank Reconciliation
- SAE: Student Award Entry
- SPS: Sponsored Program System
- SWC: Workers’ Compensation
- TIS: Treasurer Information System
- USM: University Stores Management

For travel related questions, please contact a member of the Travel staff:
- Jennifer Driggers 578-3699 or jdrigg@lsu.edu
- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Janise Montgomery 578-3697 or mont41@lsu.edu