Payroll

Incoming freshman cannot be employed as LSU students prior to 08/17/2015. Prior to the new academic year, these students are considered to be non LSU students and should be appointed as such.

Student employees not attending summer school and not on a “F” or “J” visa will be subject to social security and Medicare taxes if they work during the summer. Forms will be system-generated to change retirement codes at the beginning of summer school so that taxes will be withheld for those students. The same process will be performed at the end of summer to ensure taxes are not withheld during the fall and spring semester. The FICA exemption only applies to students attending LSU. Students attending another educational institution and working at LSU will always be subject to social security and Medicare taxes.

Resident alien students who have met the “Substantial Presence Test” are required to pay social security and Medicare taxes if employed and not attending summer school. The “F” or “J” visa no longer exempts these individuals from paying FICA taxes when not attending school.

Each Pay Period Stands Alone

Each student or wage timesheet should only reflect hours worked for one pay period. Hours are to be shown for each day of the pay period exactly as the employee worked. If hours were not submitted for a past payroll voucher, a supplemental timesheet should be completed and submitted to payroll for payment on a supplemental payroll. Do not add hours worked from a previous pay period to the current pay period timesheet. For student employees this applies even if the student worked more than 40 hours in a pay period. Federal law requires payment of all hours worked so please ensure all time is submitted and reported as worked.

Diplomas will not be issued to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by 4:30 p.m. on Thursday, May 7, 2015.
Additional Compensation for Graduate Students

Approval for additional compensation for Graduate students is granted by the Graduate School not HRM or Payroll.

PS-21 paragraph 12 states: Graduate Assistants are contractually required to devote full time to their graduate programs and to the responsibilities of their graduate assistantship. Therefore, a GA may accept additional employment only with approval of the chair or graduate advisor of the student’s academic department and the Dean of the Graduate School, or designee, prior to employment.

For more information contact:

Chantelle V. Collier
Office of Graduate Assistantships
119 David Boyd Hall
(225) 578-1353
FAX: (225) 578-1370
e-mail: collier@lsu.edu

Yearend Payrolls

Wage
The last regular Wage Payroll for fiscal year 2015 will be expended on voucher 015-15 and cover the period June 13 - 26, 2015. There will be an accrual of the payroll expense for June 27 - 30, 2015 from the 015-15 voucher by allocating 20% of this voucher. The accrual will appear on June ledgers as a transfer voucher; on the July ledgers, the accrual will be reversed. Timesheets for Vo 015-15 are due by 10:00 AM on Monday, June 29, 2015.

Student
The payroll expense for June 6 to June 19, 2015 will be paid on the 125-27 voucher. There will be an accrual of the payroll expense for June 20 - 30, 2015 from the 125-27 voucher by allocating 70% of this voucher. The accrual will appear on June ledgers as a transfer voucher; on the July ledgers, the accrual will be reversed. Timesheets for VO 125-27 are due by 10:00 AM on Monday, June 22, 2015.

Supplement
The final Supplemental Payroll for fiscal year 2015 will be distributed on Tuesday, June 30. Timesheets for the final June supplement are due by close of business on Monday, June 22, 2015. The first Supplemental Payroll for fiscal year 2016 will be on Wednesday, July 1, 2015. The supplemental pay date is moved from Monday to Tuesday due to fiscal yearend.

Personnel forms affecting fiscal year 2015 activity must be in RPAY status no later than Friday, June 19, 2015. The Payroll Office will not guarantee that a transfer of funds for fiscal year 2015 will be processed for any form released to RPAY status after June 19.

Yearend Personnel Form Processing Tips:
- Ensure all pending forms have been routed and released to payroll. Any pending form will prevent a transfer from creating.
- Include required justification on retroactive forms charged to sponsored projects.
- Contact Tracey McGoey at tmcgoey@lsu.edu if slotting a XCSF form on an employee who has been separated as a special adjustment is required.
- Process forms timely, allowing for required routing to ensure forms are routed to payroll by the deadline.

Reminder: Transfers are not processed for student workers so please ensure the employee is appointed to the correct account when hired and that XCSF forms are processed timely.

Graduate Assistants on a fiscal assistantship with an end date in May must have a form processed either to terminate their employment or to continue their status. Please be sure to load the appropriate documents in a timely manner so that employees are paid correctly.

Summer GA Appointments
The correct pay basis for academic GA summer research and teaching appointments in the HRS system is 85 Grad Asst - Summer - POA. Contact Lorin Oliver at lolive7@lsu.edu with any questions on summer GA appointments.

Summer Pay Date Schedule

<table>
<thead>
<tr>
<th>Session</th>
<th>Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (LSU-BR)</td>
<td>07/01/15 &amp; 08/10/15</td>
</tr>
<tr>
<td>A (LSU-A)</td>
<td>07/01/15 &amp; 08/03/15</td>
</tr>
<tr>
<td>A (LSU-E)</td>
<td>07/01/15 &amp; 08/03/15</td>
</tr>
</tbody>
</table>
FY 2015-2016 Payroll Schedules

FY 2015-2016 payroll schedules for academic, salary, wage, and student payrolls are now available on the Payroll website. The academic completion tables for fiscal year 2015-2016 are also available.

Go to http://www.fas.lsu.edu/AcctServices/pay and click “Payroll Schedules” or “Completion Tables”.

Change in Wage and Student Payroll Deadlines

Beginning in FY 2015-2016, the deadline for wage and student payrolls will move from 10:00 a.m. to 4:00 p.m. on the dates indicated on the payroll schedules. Due to holidays, there are still a few early payroll deadlines.

The deadline change is being made to reduce hours worked estimations on ETA submitted to Payroll. Departments should not be submitting ETA prior to the end of the pay period unless it is deemed necessary due to a holiday period.

Wage Vo 015-15 is charged to fiscal year 2015 so the deadline for Wage Vo 01515 is 10:00 a.m. on Monday, June 29, 2015.

Health Insurance Rate Increases

Due to the increase in health insurance premiums effective January 1, 2015 for LSU First plans and effective July 1, 2015 for OGB Blue Cross plans, there will be an additional deduction on academic and academic withheld May payroll checks. The deduction amounts paid over the academic year include a portion to cover the premiums for the months of July, August and September. As a result of the premium increases, the deductions collected to date will not cover the full cost of premiums for the summer months. The additional deduction will increase the escrow amount to cover the difference. Correcting the amount in escrow by payroll deduction allows the premium amount to be tax sheltered if you participate in the cafeteria plan.

Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements. Department personnel and PIs should not invoice a sponsor nor promise an invoice by a certain day. If a sponsor contacts your department for an invoice, please refer the sponsor to the SPA contact shown on the COASPA screen (F3 key) of the Chart of Accounts (COA) or to the appropriate Sponsored Programs Office if an account number has not been established. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is properly recorded.

For sponsored program accounts (including associated cost sharing accounts) that end June 30 and all state grants, please ensure all expenditures are recorded and encumbrances liquidated by June 30, 2015. This is crucial for state restricted accounts because of agency imposed deadlines.

LSU is accruing all salary, vendor, and travel expenditures incurred in FY 15. Since most state sponsors require an accurate June invoice regardless of the expiration date, it is essential that you provide written documentation such as copies of invoices or personnel forms to your SPA contact. For agreements expiring on 6/30/15, supplies and services must be received or rendered by 6/30/15.

Monitoring/Progress Reports

Several state agencies require that we attach the monitoring/progress report to our invoices. Please ensure that May 2015 and June 2015 Monitoring/Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by June 5, 2015 and July 2, 2015, respectively. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA), and LA Department of Wildlife and
Fisheries projects.

**Board of Regents (BOR) Graduate Fellows**
Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by May 15, 2015. These reports are to be included with the Financial Status Reports which are due to the BOR by May 30, 2015.

As a reminder, all requests for revisions to BOR Graduate Fellow Contracts must be reviewed and approved by the Graduate School. The Graduate School will either countersign the request letter, or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.

**Fee exemptions for summer programs** supported by a sponsored agreement must be approved by SPA before student awards can be established on the Advance Billing System. Please forward information on summer programs to SPA no later than May 1, 2015. Questions regarding student awards on sponsored agreements should be directed to Janet Parks at 578-4878 or jparks@lsu.edu.

**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 additional funding). Colleges and departments can query accounts in an overdraft status by accessing the University Overdrawn Accounts report under Reporting Tools. It is imperative that immediate attention is given to such accounts and appropriate action taken to clear the overdrafts prior to June 30, 2015.

**Expiration notification letters** are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

**Personnel Activity Reports (PARs)**
The following PARs are due on the dates indicated below:

- **Fiscal PAR 7**
  - 01/01/2015 - 03/31/2015
  - Due 05/25/15

- **Wage PAR I**
  - 02/21/2015 - 03/20/2015
  - Due 06/01/15

- **Wage PAR J**
  - 03/21/2015 - 04/17/2015
  - Due 06/01/15

FY 15 personal action forms (PAFs) must be processed through HRM and received by Payroll (RPAY status in HRS) no later than June 19, 2015.

If you are only changing the account number, please use XCSF.

Ensure all cost sharing employees are on the correct function to meet their cost sharing obligation for FY 2015. The following reporting tools are available:

- Cost Sharing Detail by LSU ID
- Cost Sharing Detail by Account

In addition, please certify and return all outstanding PARs. If applicable, cost sharing should be documented on the PAR.

---

*SPA Week*
May 18 - 22
THANKS
FOR ALL YOU DO!

---

*Mother’s Day*
Sunday, May 10
Administration

Annual Fiscal Yearend Seminar
May Business Managers’ Meeting
Each year Accounting Services hosts a yearend seminar that addresses topics and issues related to settling the current fiscal year’s financial operations. It is extremely important that all Business Managers and the staff they deem appropriate attend the seminar. Please note that there will be a separate business process for LSU GeauxShop purchases introduced. Your cooperation in complying with the procedures and deadlines addressed in this seminar is essential to a successful yearend closeout. The Fiscal Yearend Seminar will be held on Tuesday, May 12, 2015 from 9:30 am to 11:00 am in the Atchafalaya Room of the LSU Union.

The June meeting will be held on Tuesday, June 9, 2015 from 9:30 am to 11:00 am in the Atchafalaya Room. Topics to be discussed include public records requests, property disclosure, and records information management project.

There will be no meetings are held during the summer months of July & August due to fiscal yearend. Meetings should resume in September 2015 and are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am.

Newsletter Mailing List
The Accounting Services newsletter is no longer printed and available electronically only. The .pdf version is e-mailed by Danita King monthly once the newsletter is available. In addition, the online version is posted to the Accounting Services home page by the 5th of each month – click “Newsletter”. Newsletters for the prior year can be found at http://www.fas.lsu.edu/acctservices/archive.html. To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

Picking up Checks
When picking up and signing for a check from Accounting Services, the individual must have a picture ID. Contact Desiree Esnault at desnault@lsu.edu with any questions.

AS Forms
The following link http://www.fas.lsu.edu/acctservices/as_forms.html has a complete listing of all current AS forms used within Accounting Services. These forms are in a user-friendly fillable .pdf format. Please contact Danita King at dcking@lsu.edu or Maria Cazes at mcazes@lsu.edu with any issues accessing or using these forms.

W-9 Requests
All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Donna 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.

Departments Moving Locations
When a department on campus moves from one location/building to another, it is important that the departmental address be updated by informing Hope Rispone at hope@lsu.edu. Hope updates the “Department Address” in COA as this address is pulled for multiple purposes. There is also a web directory of departments on the LSU website that is updated through the “Editor” in each department. Editors may log in to their myLSU account, click Departmental Directory link, click My Listings and edit accordingly. New or additional directory editors should be sent to Tamara Mizell in Communications & University Relations at tmizell@lsu.edu. Departments may also consider the following to “spread the word” and:

- Send an e-blast to various departments informing them of their new address so that information may be distributed among its unit to update any internal databases or label sets.
- Contact Communications & University Relations to determine if a broadcast e-mail is an appropriate option.
- Update their website, business systems, etc.

Are You a CPA?
If you are a CPA working within the LSU System, please send an e-mail to Maria Cazes at mcazes@lsu.edu stating your name, title, agency/campus, and e-mail address. There are some occasions in which Accounting Services comes across free or discounted courses that may count towards CPE credit.
Yearend Cutoff Reminders

The following schedule will be observed for the multiple June 30 ledger cutoffs:

July 1    First 6/30 GLS Cutoff
July 23   Final 6/30 GLS Cutoff

Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

♦ Review and reconcile ledgers
♦ Monitor budget to actual expenses by account number and object code on a quarterly basis
♦ Process budget adjustments, cost transfers and ITs for services rendered as needed

Internal Transaction (IT) Deadlines and Reminders

All ITs for materials or services rendered through April 30 for FY 2015 are due to Accounting Services by May 1, 2015. Rendering departments should prepare ITs on a monthly basis.

June 1    All ITs for materials or services rendered through May 31 are due to Accounting Services
June 16   All ITs for materials or services rendered through June 15 are due to Accounting Services
June 30   All ITs for materials or services rendered for FY 2015 are due to Accounting Services

Important Reminders

♦ ITs should be initiated by the rendering department
♦ Appropriate documentation including detailed information about the services or merchandise must be attached to the IT
♦ There should be no travel object codes on an IT
♦ Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Reporting Tools

The University Subsidiary Detail Ledger accessed through Reporting Tools supports the ability to run a ledger based on entry status. This offers the flexibility of running a current, tentative, or combined (current and tentative) detail ledger.

Questions regarding the ledgers should be directed to Elahe Russell at erussell@lsu.edu or Hope Rispone at hope@lsu.edu.

Online ledgers/reports can be accessed by:

♦ Logging into myLSU
♦ Selecting Financial Services
♦ Selecting Reporting Tools

Important Notes

♦ Populate all parameters marked with an asterisk (*).
♦ Verify the data being entered is in the proper parameter format – for example June 30, 2015 month end date should be entered as 20150630 (YYYYMMDD).
♦ Verify mainframe access for that account, department or college.
♦ Adjust the print area through the Print Preview toolbar function when printing reports.

Access to these reports is granted based on GLS authorization. To update or acquire access, an online Security Access Request must be submitted. Instructions for the new Security Access Request system can be found at http://www.fas.lsu.edu/fss/forms/SAF.pdf.

Security Access – GLS

Individuals requiring access to GLS must submit a request through the online Security Access Request System. The View and Initiate GLS Entries (GLSVIEW) function will allow individuals to view information in GLS and Reporting Tools and bring an entry to incomplete status for their designated account scope. The View/Initiate/Balance GLS Entries (GLSUPDATE) function will provide all of the functions of GLSVIEW and allow an individual to bring an entry to pending status (F3).

Petty Cash

Petty cash is governed by FASOP: AS-03. The FASOP can be found at http://www.fas.lsu.edu/fas/fasOps/FASOP_AS-03.pdf. It is the responsibility of the petty cash

Financial Accounting & Reporting
custodian to ensure all petty cash reimbursements meet these guidelines before initiating an entry. The petty cash custodian should sign the entry and obtain a secondary approval signature. Each entry should be signed by at least two departmental representatives. Please direct all petty cash questions to Jennifer Richard at 578-1454 or jgendr1@lsu.edu.

**Restricted Accounts**

At the June 2013 Board of Supervisors’ meeting, a resolution was approved that enables fees collected for space usage to be placed in restricted accounts to be used exclusively for the operation and maintenance of these venues. In addition, at the July 2013 Board meeting, a resolution was approved which allow for establishment of restricted accounts to collect registrations fees in departments and colleges that offer training, academic sessions, camps, professional development and conferences. A memo was distributed on August 21, 2013 that provides additional information. The memo can be found at [http://www.fas.lsu.edu/AcctServices/forms/officeadmin/DDD%20Memos/AS-14-02.pdf](http://www.fas.lsu.edu/AcctServices/forms/officeadmin/DDD%20Memos/AS-14-02.pdf).

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.fas.lsu.edu/AcctServices/forms/far/AS505.pdf](http://www.fas.lsu.edu/AcctServices/forms/far/AS505.pdf).

**Bank Reconciliation**

Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [http://www.fas.lsu.edu/AcctServices/far_b/form.asp](http://www.fas.lsu.edu/AcctServices/far_b/form.asp). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

**Unclaimed Deposits/Wire Transfers**

With yearend approaching, departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

**Object Code Update**

An updated list of object codes is now on the Office of Accounting Services website under Financial Accounting and Reporting. This webpage is updated at least every six months in order to keep the object code list current. The new list can be found at [http://www.fas.lsu.edu/acctservices/far_b/](http://www.fas.lsu.edu/acctservices/far_b/).

**Accounts Payable & Travel**

**Quick Reference Summary of LSU’s FY15 Expenditure Freeze Guidelines** is available on the AP & Travel website or can be found at: [http://www.fas.lsu.edu/AcctServices/freeze.html](http://www.fas.lsu.edu/AcctServices/freeze.html).

**Supporting documentation** should always be attached to any check requests and/or to the University Prepared Invoices.

**Employee reimbursements via the AS541 “Request for Direct Deposit of Employee Reimbursement” form** requires an itemized receipt in order to be reimbursed for the purchase(s). Please keep in mind that the preferred form of payment is still via the LaCarte card, when possible. As a reminder, reimbursements under $100, excluding food and/or refreshments, should be processed through the Bursar’s Office on a Petty Cash Voucher.

**Aged Listings of Outstanding Encumbrances** as of April 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 on a purchase order in PRO, a purchase order alteration should be processed in the PRO system. The system will liquidate the encumbrance balance once the PO alteration is complete in PRO.
LaCarte and CBA BF entries must be released to AP using the online PCARD system with complete cost documentation no later than 30 days from the date of the purchase/transaction. Please make sure all entries are released to AP (RAPS status) when the final approvals are made. As a reminder, cardholders who fail to adhere to this policy requirement will have their LaCarte card suspended, or maybe even revoked.

Louisiana Sales Tax Exemption
LSU is a tax exempt entity. However, some online purchases and/or out-of-state purchases may be subject to sales tax. It is the cardholder’s responsibility to inform merchants of the University’s tax-exempt status when making purchases. The tax exempt number is embossed on the front of the LaCarte card. The LA Sales Tax Exemption Certificate is available upon request to be provided to merchants for proof of sales tax exemption. Please contact AP & Travel at 578-1550 for a copy of the certificate.

IMPORTANT PROGRAM CHANGE AT FISCAL YEAREND
AP & Travel will no longer contact departments and/or cardholders for outstanding LaCarte or CBA entries. Departments are responsible for LaCarte and CBA entries not processed in the appropriate fiscal year. The consequence for noncompliance will be loss of funds to the departmental budgets.

Please be reminded that during the month of June, the 30-day requirement is reduced to 7 days.

An additional rollover of LaCarte and CBA entries will be implemented at the end of fiscal year 2015. The rollovers will be completed as follows:

Rollover #1
LaCarte entries not released to AP (i.e., RAPS status) by close of business on the final due date (July 8) will be rolled over into the next fiscal year. No accrual entries will be accepted for any LaCarte entries that were rolled over.

Rollover #2
LaCarte entries in RAPS status by the final due date with incomplete cost documentation that cannot be resolved by AP & Travel’s final completion date will also be rolled over.
over into the next fiscal year. Cardholder privileges may be suspended or revoked for cardholders with entries that roll over into the next fiscal year.

Departments are strongly encouraged to stay current with all LaCarte and CBA entries throughout the year, especially during the month of June. For questions or concerns, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

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

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

TRAVEL

American Airlines & US Airway Merger Update
American and US Airways have moved to a single loyalty program by bringing Dividend Miles’ members into the AAdvantage® program. In order to assist with traveler’s questions, American Airlines and US Airways provided the following Frequently Asked Questions. For more information on the merger please visit: http://www.aa.com.

Q. What is the final date for using my dividend miles number on US operated flights.
A. It seems that there is not one specific date for everyone – it appears that the date will vary depending upon when that specific account has been combined - our information is as follows:
   • If we’re combining your Dividend Miles and AAdvantage accounts or creating a new AAdvantage account for you, we’ll e-mail you when your Dividend Miles balance has been moved over.
   • While we’re in the process of combining your activity, your account on usairways.com will only show your AAdvantage account balances – don’t worry, once your accounts are combined you’ll see all your miles and activity.

Q. What is the final date for US program auto upgrades – on all domestic flights?
A. When we have a single reservation system in late 2015, we will follow the American Airlines upgrade policy.

Q. Will my current US status still apply to US operated flights when my Dividend miles number is included?
A. The account integration was scheduled for the weekend of Mar. 28th. There will be no more Dividend Mile accounts, but whatever status they have on LUS will come over with equivalent status on American (with the exception of DM Platinum, they will become AAD Platinum, we will only have 3 tiers going forward).

Q. Will auto upgrades still continue to process on US operated flights based on US status until final consolidation?
A. Yes - Between loyalty program integration (2Q 2015) and a single reservation system (late 2015), the upgrade policy applied to customers will depend on the airline operating the flight and whether it is a prime or codeshare flight.
   • When we have a single reservation system in late 2015, we will follow the American Airlines upgrade policy.
   • Important: Between 2Q 2015 and late 2015, upgrades on codeshare flights will follow the current day of departure-only process.

Q. If my US Dividend miles number is included in reservations will those miles accumulate and transfer to my Advantage account that has been linked?
A. You’ll continue to earn miles and your new activity will post to your Advantage account on aa.com when the programs have been combined.
Accounts Payable & Travel continued...

Q. What is the final date for US program auto upgrades – on all domestic flights?
A. All accounts should have been merged by late March 2015.
   • We’re going through all PNR’s that have matched AADV numbers and changing them to their AADV number.

Q. What is the final date for using my dividend miles number on US operated flights?
A. When we have a single reservation system in late 2015, we will follow the American Airlines upgrade policy

Q. What is the equivalent AA status for reach US status level?
A. The equivalent AA status will depend upon how many miles / points / segments our US customer had earned with US -
   • 25,000 miles / points or 30 segments will equal Gold Status
   • 50,000 miles / points or 60 segments will equal Platinum status
   • 100,000 miles / points or 120 segments will equal Executive Platinum

Q. If I have status currently with US will my equivalent AA status remain in effect until Feb. 2016?
A. Yes, it will remain in effect until Feb. 2016.

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

<table>
<thead>
<tr>
<th>Ashley Matt</th>
<th>Arianna Elwell</th>
</tr>
</thead>
<tbody>
<tr>
<td>578-3697</td>
<td>578-6052</td>
</tr>
<tr>
<td><a href="mailto:amatt3@lsu.edu">amatt3@lsu.edu</a></td>
<td><a href="mailto:acreech@lsu.edu">acreech@lsu.edu</a></td>
</tr>
<tr>
<td>101-118</td>
<td>127-169</td>
</tr>
<tr>
<td>LSUA</td>
<td>LSUE</td>
</tr>
<tr>
<td>PBRC</td>
<td>Relocation</td>
</tr>
<tr>
<td>Chantal Benjamin</td>
<td>Jennifer Driggers</td>
</tr>
<tr>
<td>578-3698</td>
<td>578-3699</td>
</tr>
<tr>
<td><a href="mailto:cbenja6@lsu.edu">cbenja6@lsu.edu</a></td>
<td><a href="mailto:jdrigg@lsu.edu">jdrigg@lsu.edu</a></td>
</tr>
<tr>
<td>124</td>
<td>083-088</td>
</tr>
<tr>
<td>176-195</td>
<td>170-175</td>
</tr>
<tr>
<td>Law Center</td>
<td>Travel Advances</td>
</tr>
<tr>
<td></td>
<td>AS499/AS516B/AS540</td>
</tr>
</tbody>
</table>

Procurement

PURCHASING AUTHORITY DELEGATION TRAINING
Procurement would like to thank the 160 attendees of the Level 2 Purchasing Authority Delegation training. Additional Level 2 training will be scheduled soon for those who were unable to attend. Those who have requested Level 1 Purchasing Authority Delegation will be contacted shortly regarding training dates. Approved delegates will be notified via e-mail when registration is available through the HRM Training Programs section in myLSU.

Reminder Term Contract Renewals Due NOW
The deadline for departments to submit contract renewal paperwork and requisitions has now passed. As a reminder, for all term contract renewals and rebids, the department must review, complete and return the PUR105 Contract Expiration Notice received from Procurement and submit with a requisition for rebid/renewals or through e-mail if contract is no longer needed. This form is required for Procurement to initiate the applicable procurement process. Failure to return this form ASAP will result in a contract lapse for your department’s continuing term contract needs.

Closing LSU GeauxShop POs and Removing Encumbrance Balances
An encumbrance balance can exist on an LSU GeauxShop purchase order (PO) for various reasons. The most common reasons are because the item(s) was returned/cancelled with the supplier but not in LSU GeauxShop or the item was billed less than the original price on the PO.

When returning items ordered through LSU GeauxShop, the employee must first request to return the item(s) by contacting the supplier. Some suppliers offer this feature within their LSU GeauxShop catalog.

◊ If the item(s) will be replaced by the supplier with an exact replacement, then no changes are needed in LSU GeauxShop.
◊ If the item(s) will NOT be replaced by the supplier, then the supplier will cancel the item in their system and issue a credit memo invoice in LSU GeauxShop to offset the cost on the PO. The supplier will coordinate the return of the item via the delivery driver, if necessary. Upon receipt and approval of both the original invoice and the credit memo
Procurement continued...

invoice, the process to remove encumbrance balance should be followed:

1. Add a comment to the PO in LSU GeauxShop requesting liquidation/cancellation of the item and specify the affected line item and the dollar encumbrance exists.
2. Attach any supporting documentation received from the supplier (e-mail indicating item cancelled/returned or on backorder). Select the LSU GeauxShop Help Desk (username: geauxshophelp) as the e-mail recipient of the comment to alert the Help Desk of the need to alter the PO.

An alteration will be entered by the LSU GeauxShop Help Desk to cancel the item and liquidate the encumbrance. Confirmation will be sent to the department once the alteration has been completed.

PO alterations in which an item was billed less on the invoice than the original PO price will be processed per a monthly report received from Accounts Payable. Departments do not need to request alterations to change price.

Payroll
Katherine Provost joins the Payroll division as a Staff Accountant working the BSM/Transfers desk. She can be reached at kprovo4@lsu.edu or 578-2026.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
May 25, 2015
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Property Management
Happy Retirement! Congratulations and best wishes to Dennis Giroir who will retire from the University on May 31, 2015.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Sponsored Program Accounting
Welcome Amber Bonner to Sponsored Program Accounting. She joins the SPA staff as an analyst and can be reached at amber@lsu.edu or 578-6771.
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.

<table>
<thead>
<tr>
<th>Common Terms &amp; Documents</th>
<th>Departments &amp; Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF</td>
<td>AP Accounts Payable &amp; Travel</td>
</tr>
<tr>
<td>BA</td>
<td>AS Accounting Services</td>
</tr>
<tr>
<td>BF</td>
<td>BOR Board of Regents</td>
</tr>
<tr>
<td>CBA</td>
<td>DOE Department of Energy</td>
</tr>
<tr>
<td>CJ</td>
<td>FAR Financial Accounting &amp; Reporting</td>
</tr>
<tr>
<td>CR</td>
<td>FBI Federal Bureau of Investigation</td>
</tr>
<tr>
<td>CS</td>
<td>FDN LSU Foundation</td>
</tr>
<tr>
<td>CSAP</td>
<td>FEMA Federal Emergency Management Agency</td>
</tr>
<tr>
<td>CWSP</td>
<td>NIH National Institutes of Health</td>
</tr>
<tr>
<td>DJ</td>
<td>NSF National Science Foundation</td>
</tr>
<tr>
<td>DT</td>
<td>ORED Office of Research and Economic Development</td>
</tr>
<tr>
<td>EI</td>
<td>OSP Office of Sponsored Programs</td>
</tr>
<tr>
<td>ERP</td>
<td>PAY Payroll</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>PROC Procurement</td>
</tr>
<tr>
<td>FASOP</td>
<td>PROP Property Management</td>
</tr>
<tr>
<td>FPA</td>
<td>SACS-COC Southern Association of Colleges and Schools</td>
</tr>
<tr>
<td>HRS AUTH</td>
<td>SPA Sponsored Program Accounting</td>
</tr>
<tr>
<td>IPARF</td>
<td>SSA Social Security Administration</td>
</tr>
<tr>
<td>IT</td>
<td>TAF Tiger Athletic Foundation</td>
</tr>
<tr>
<td>ITB</td>
<td>UAS University Auxiliary Services</td>
</tr>
<tr>
<td>ITIN</td>
<td>USDA United States Department of Agriculture</td>
</tr>
<tr>
<td>JV</td>
<td></td>
</tr>
<tr>
<td>LSUID</td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td></td>
</tr>
<tr>
<td>NCE</td>
<td></td>
</tr>
<tr>
<td>NCE</td>
<td></td>
</tr>
<tr>
<td>PAF</td>
<td></td>
</tr>
<tr>
<td>PAR</td>
<td></td>
</tr>
<tr>
<td>PAWS</td>
<td></td>
</tr>
<tr>
<td>PI</td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>PO</td>
<td></td>
</tr>
<tr>
<td>PO ALT</td>
<td></td>
</tr>
<tr>
<td>PPCS</td>
<td></td>
</tr>
<tr>
<td>PRAF</td>
<td></td>
</tr>
<tr>
<td>PROAUTH</td>
<td></td>
</tr>
<tr>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>RAPS</td>
<td></td>
</tr>
<tr>
<td>RFP</td>
<td></td>
</tr>
<tr>
<td>RGE</td>
<td></td>
</tr>
<tr>
<td>SJ</td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>STO</td>
<td></td>
</tr>
<tr>
<td>TERR</td>
<td></td>
</tr>
</tbody>
</table>

Financial Systems

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