

WHY IS THE ACADEMIC WITHHELD PAY OPTION CHANGING?

- The July 1, 2016 implementation of Workday at LSU is affording faculty the flexibility to directly manage the distribution of their pay and will allow faculty to have direct access to their money.

WHAT'S THE BENEFIT OF THIS CHANGE TO FACULTY?

- You control how your pay is distributed.
- Your changes made to payment elections in Workday are effective in two business days.
- You control access to your money ... no more calling Payroll to request a release of your funds.
- You have the option to direct a portion of your pay to an interest bearing account.

WILL I HAVE TO ATTEND A TRAINING BECAUSE OF THIS ADMINISTRATIVE CHANGE?

- No.
- Video tutorial and step-by-step instructions will be posted on the website (www.lsu.edu/workday) for your convenience.
- LSU Payroll will make a calculator available for faculty wanting assistance in calculating how much money to set aside to mimic the current academic withheld election.
- Setup of the bank account and payment election is estimated to take no more than 15 minutes.
- Support (LSU Payroll Office at 225-578-3321 or payroll@lsu.edu) stands ready to assist.

WHAT SPECIFIC ACTIONS DO I NEED TO TAKE AND WHEN?

- Immediately, decide if you want to set up a new checking or savings account in which to distribute a portion of your pay.
- Between now and July 1, 2016, contact the bank of your choice to set up this new account.
- Between July 1, 2016 and August 15, 2016, log into Workday. Add your new bank account and change your payment elections.
- If no action is taken, your payroll will be calculated on a 9 month calendar resulting in a higher than "normal" paycheck.