Office of Accounting Services
Monthly Newsletter

LSU
LOUISIANA STATE UNIVERSITY

Payroll

Insurance

It is important for employees to review their December and January payslips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

2017 W-2's Delivered Through Workday

The 2017 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's will be generated for current employees who **do not** have access to a Workday account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31.

The W-2 will be located under the Pay Worklet in Worday under My Tax Documents.

Duplicate W-2 Requests

W-2 forms are available online through myLSU back to 2001 and can be printed as needed. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at the following link: http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as387.pdf or in the Payroll Office. There is a $10.00 charge for **each** duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2. Employees can access their W-2 form electronically through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal   http://www.irs.gov/Forms-&-Pubs
State   http://www.rev.state.la.us/Forms

Business Managers' Meeting

*There will be no meeting in January due to the winter holidays.
The next meeting will be held Tuesday, February 6, from 9:30 am—11:00 am in the Atchafalaya Room, LSU Student Union.*

HAPPY NEW YEAR 2018

Questions on Student Employment should be addressed to Student Aid in the Office of Enrollment Management.

Tips for Processing Works Study (WS) & President's Student Aid (PSA)

♦ Work Study (WS) or President's Student Aid (PSA) is designated with a Specific Job Profile
   ◊ Job Profile **MUST** match award
   ◊ For example student with PSA award must be in PSA Job Profile not Work Study Profile
♦ PSA or WS **must ALWAYS be the PRIMARY job** for the student.
   ◊ Work for any other department will ALWAYS be an ADDITIONAL job or jobs
♦ Student must be hired **TIMELY**.
   ◊ Late hire/data changes will not retroactively pay on the correct earning and retro corrections cannot be made.
♦ Work Study cost allocations **MUST** be loaded at the **Worker-Position level ONLY** using the department account where any amounts over the limit will be charged.
   ◊ **No Worker Position Earning for WS**
♦ President's Student Aid cost allocations are loaded at **the Worker Position and the Worker-Position-Earning level.**
   ◊ Worker Position level **MUST** be the department account and **NOT** a PSA account. This account will be used for amounts that are over the award limit.
   ◊ The PSA account established for the hiring department **MUST** be loaded at the Worker-Position-Earning level.

All of the above elements must be in place at the time payroll is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

Reports to Assist in Determining Student Charges

REPORT NAME	DEFINITION	LOCATION
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker	Search Field- Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. In Worktag field put employee.	Search Field- Type in Report Name or Journal Detail in Search Field

Please process terminations for any students or graduate assistants who **graduated in December** or who did not return to work after the semester break.

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 am - 12:00 pm
1:30 pm - 4:30 pm

Please contact Angie Ogle at aeogle@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.

Louisiana guidelines, including limitation for minors under age 17 can be found at http://www.laworks.net/Downloads/WFD/EmploymentOfMinors.pdf. You may also visit the U.S. Department of Labor website http://youthrules.dol.gov/ for federal guidelines related to employment of minors.

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.

SSA Requirements for International Students
Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN) if they

have not received one previously. Detailed instructions and documents required for applying for a SSN can be found at http://www.lsu.edu/intlpro/is/current-students/social_security.php.

International student employees, including GAs, must not work over 20 hours per week while school is in session. To ensure compliance with this federal regulation, international graduate assistants are typically not allowed to receive additional amounts above their assistantship. *All additional compensation for international graduate assistants must be approved by the Graduate School* **BEFORE the work is performed.** This is a formal condition of the international student's visa status. Violations typically occur for International GAs who hold a 50% effort assistantship. 50% effort assistantships are formally considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing them with additional work beyond their assistantship would exceed the 20 hours per week limitation, and the student would be in violation of their status in the United States. Any questions about the work eligibility of international students or Graduate Assistants should be directed to International Services.

Cost Allocations Notes
Accounts for Cost Allocations must be included in the Details portion of the transaction and not just listed in comments. This occurs frequently when the cost allocation is a sub process of another transaction.

Cost Allocations on the Create Position transaction must have a begin date equal to the date the position is created.

Position Restriction Cost Allocations should not have an end date unless there is a corresponding Compensation End Date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed but should typically not have an end date.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail.

Cost Allocation Tips:
- Expired Cost Allocations will prevent an employee from being paid
- Missing Position Restriction cost allocations will prevent Payroll Commitments from posting
- Cost Allocations that end mid pay period where there is not a corresponding Compensation End Date will prevent an employee from being paid and will prevent Payroll Commitments from posting.

Costing Allocations for Period Activity Pay (PAP):
When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the payment end date should be loaded as 10/14.

Please be aware that these overrides are not supported in the retroactive pay process. If the period activity pay is submitted late the costing will revert to the worker position costing allocations. In these cases the department will be required to complete a Payroll Accounting Adjustment to correct the costing.

Ensure Compensation End Dates for Employees Match Job End Dates
Employees with a compensation plan end date in Workday will continue to receive payments until the actual end of the compensation plan. *The compensation will be reflected as a zero amount as of the end date which will result in zero pay for an employee.* It is imperative that HR Analyst and Student Employment Partners perform an ongoing audit ensure that the actual end date of the compensation plans are updated. The report – **Compensation Ending Within Date** is available to help identify employees that have upcoming compensation end dates.

To continue the employee, a change job transaction must be processed using the reason code of Change Job Details to ensure it routes to Payroll.

Financial Accounting & Reporting

December Close
The monthly closeout is scheduled to take place the first working day of the new month.

➢ **December 2017 is scheduled to be closed on January 3, 2018.**

In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:
➢ Track entries by following the Find Journal job aid posted on the Workday Training page to find "In Progress" entries https://uiswcmsweb.prod.lsu.edu/training/finance/find_journal.pdf
➢ Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:
➢ Approve any entries in your inbox in a timely manner
➢ Make an extra effort to clear inboxes the last week of the month

Reporting
Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

➢ **Data Audit** – Provides a list of values for FDM dimensions (various reports).
➢ **Journal Line Details** – Provides a list of detail journal entries by period.
➢ **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period which includes the employee name for salary and expense report transactions. *This report was recently enhanced to add purchase order numbers, journal header memo, and supplier name.*
➢ **Find Spend Authorization for Cost Center** – Provides the ability to find spend authorizations by an employee's cost center or by worktags.
➢ **Find Credit Card Transactions by Employee Cost Center** – Provides the ability to find credit card transactions by employees in a cost center or cost center hierarchy based on the organization assignment.
➢ **Find Events** – Provides the ability to search for a transaction by business process type.
➢ **Revenue & Expense Transactions with No Driving Worktag** – Provides a list of detail revenue and expense journal entries by period that have no driving worktag (program, project, grant, gift, loan receivable, funding source, or agency/clearing).
➢ **Expense Transactions with No Function** – Provides a list of detail expense journal entries by period that have no function.
➢ **Payroll Accounting per Worktag** – Provides payroll detail by organization.
➢ **Payroll Accounting for Worker by Pay Period** – Provides payroll detail for worker by pay period.
➢ **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for dimensions chosen.
➢ **Revenue & Expense** – Provides budget, current month actuals, cumulative, encumbrances, tentative and balance (various reports by dimension chosen).
➢ **My Accessible Reports** – Provides a list of reports to which you have access.

Credit Card Merchant Procedures
Those units who accept Credit Cards for sale of merchandise or services should be completing a *daily* CARD entry for their previous day's transactions. Please include the transaction date and merchant name in the description and comments and be sure to scan and attach documentation in the CARD system. Once approved, the CARD entry and supporting documentation should be brought to the vault in the Bursar's Office, 125 Thomas Boyd Hall.

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

Workday Security Access
Workday Access can be requested through myLSU:
➢ Financial Services
  ➢ Workday Security Access Request

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.lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Sponsored Program Accounting

Cost Transfers
Cost transfers must be processed within **90 days** from when the expense was originally recorded. The memo section of the journal must reference a unique identifying number i.e. supplier invoice #, expense report #, etc. The detail ledger from the Expense by Award report displays these numbers and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. The SPA Journal Lines report also displays this information and can be used for backup. If a partial charge is being transferred, it must be noted on the backup documentation. All expenditures must be in Posted status in order to be transferred. In addition, an AS226: Request for Non-Payroll Cost Transfer must be attached (if required). An AS226 must be completed if expenditures are being transferred to a sponsored agreement. An explanation of how the cost benefits the project receiving the charge must be provided. The AS226 is not required if transferring to an expired fixed price, gift, or LSU Foundation account.

Fixed Price Agreements
Fixed price agreements should be treated like cost reim-bursable agreements during the agreement period. If

the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

A fixed price agreement can be identified by viewing the Award, select the Award Lines tab and it will be listed under Additional Information, Additional Worktags, Classification Type.

Tentative Account Numbers
When completing an AS494: Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Henri Carruthers at henrismith@lsu.edu or 578-2137 with any questions.

Board of Regents (BOR) Graduate Fellows
Status reports and invoices are due to BOR by January 31, 2018, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Friday, January 12 as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Lakedra Fisher or Casey Cohoon. Lakedra can be reached at 578-4879 or lfisher@lsu.edu. Casey can be reached at 578-6327 or cohoon1@lsu.edu.

Travel expenditures charged to a sponsored agreement must benefit the project. Please ensure that a description of the travel is included in the memo section of the Expense Report.

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, incrementally funded agreement or a pending request for additional funding).   It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts.

Source Documents
All requests from sponsors for source documents must be routed to the appropriate SPA contact. The SPA contact can be found under the Roles tab on the grant (listed as Grant Manager) or the Assigned Roles tab on the award (listed as Award Billing Specialist/Manager). The SPA contact can also be found by accessing the Award/Grant Information (listed as Grant Manager).

Request to Establish Scholarship/Fellowship (AS498) must be completed for sponsored agreements paying scholarships and/or fellowships.   The form can be found on SPA's webpage or http://www.lsu.edu/administration/ofa/oas/spa/asforms/as498.pdf.   In order to expedite processing, please ensure that the following criteria information is provided:

∗   Name of Scholarship/Fellowship
∗   College and Department
∗   Student classification and major
∗   GPA for original award and GPA to be retained
∗   Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
∗   Semester(s) awarded
∗   Other requirements
∗   Amount

Accounts Payable & Travel

1099-MISC and 1042-S Reporting
Form 1099-MISC will be mailed by January 31, 2018 to recipients of non-employee compensation (personal and professional services), other income and royalty payments.   IRS Forms **1042-S** will be mailed by the University in mid-February 2018, to all **foreign visitors receiving income,** to all **non-resident foreign students receiving tax exemptions and cash awards,** and to all **tax treaty benefit recipients**.   Internationals that plan to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number).   The IRS **will not** accept tax returns filed

under an international student LSUID ("89-" number).

Direct Charge Worksheet (AS580) must be attached to **each Direct Charge invoice** sent to AP & Travel. **Do not** use the AS580 form for Purchase Order invoices as this may cause a delay in processing.   For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

"Aged Listing of Outstanding Encumbrances" report is available in Workday. **To run the report:** In the Search box, type **"Aged Listing of Outstanding Encumbrances"**. The report can be run for **Cost Center, Fiscal Year, Fund Hierarchies, Spend Category and Supplier**.

Departments are encouraged to utilize the **Aged Listing of Outstanding Encumbrances** report to review Purchase Order balances and ensure payments have been processed.

⇒   If an outstanding balance exists for items that will not be received on a purchase order, a Change Order should be processed in Workday.   The system will liquidate the encumbrance balance once the change order is complete.

Please note: Credit invoices for purchase orders are applied to the FDM worktag (i.e., account), but the credit invoices **do not** increase the purchase order encumbrance balances.   For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:
⇒   Jessica Hodgkins   578-1541 or jhodgkins1@lsu.edu
⇒   Sandy Pavlick   578-1545 or spavlick@lsu.edu

LACARTE

Expense Reports should be created for LaCarte, Travel and CBA transactions with complete cost documentation and routed for approvals.   However, travel transactions paid with LaCarte in which the travel will not be completed until next fiscal year, the travel transactions should remain as "non-expensed" until the trip is completed.

Itemized receipts must be attached on LaCarte Expense Reports.

Alcohol is not allowed on LaCarte regardless of the

funding source. LaCarte cardholders purchasing alcohol with their LaCarte card may have their cardholder privileges revoked for failure to follow policy regulations. For questions, please contact DeAnna Landry at deannal@lsu.edu or 578-8593.

Louisiana Sales Tax Exemption when using LaCarte
LSU is a tax exempt entity. However, some online purchases and/or out-of-state purchases may be subject to sales tax. Cardholders are responsible for informing vendors of the University's tax-exempt status when purchases are made. The tax exempt number is embossed on the front of the LaCarte card. A tax exempt certificate is available upon request to provide to merchants for proof of sales tax exemption. Please contact Deana Delage at dcleme2@lsu.edu or at 578-1539 for a copy of the sales tax exemption certificate.

LaCarte Card Declines
If a cardholder experiences a card decline, it may be for one of the following reasons:

1. Spending limit has been exceeded
2. Vendor's industry has been blocked from the card
3. The card was reported lost/stolen/fraud watch

The cardholder should contact DeAnna Landry (LaCarte Administrator) at (225) 578-8593 for assistance. A written request via e-mail by the cardholder is required in order to grant an override for a declined purchase. If the purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact DeAnna Landry during normal business hours.

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

☎ Theresa Oubre 578-1543 or talber3@lsu.edu
☎ Catherine Herman 578-1544 or cherman@lsu.edu
☎ DeAnna Landry 578-8593 or deannal@lsu.edu

✈ TRAVEL

Business Process Changes
In a continuous effort to improve efficiency, the following business process changes will be effective January 1, 2018:

1) **Prior Approval by Accounting Services is not required for special meals.** The AS499, "Request for Special Meal" form must be completed and approved by the Department Head (or his/her designee) or the person with fiscal authority for the event. A guest list including name, organization and affiliation with LSU must be provided for breakfast, lunch, dinner and buffet reception dinner. The approved AS499 form by the Dean, Director or Department Head/Chair should be attached to the expense report or to the supplier invoice. Also, please make sure special meals charged to sponsored programs are allowable expenses on the sponsored program prior to making any arrangements and/or obtaining departmental approval.

As a reminder, the following event types are disallowed special meal events:
   a. Parties
   b. Memorial Services
   c. Scholarship events
   d. Employee Recognition/Appreciation/Honor
   e. Fundraising/Development/Alumni events
   f. Events including employee's family
   g. Hospitality refreshments
   h. Break room refreshments
   i. Benefactor/Donor Recognition/Appreciation
   j. Fall Fest
   k. Bayou Country Superfest
   l. Ribbon Cutting Ceremonies
   m. Morale Boosting Events

2) **LaCarte can be used to pay for dine-in restaurant special meals.** The cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.

For questions regarding special meal events, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.

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

✈ Arianna Creech 578-6052 or acreech@lsu.edu
✈ Doris Lee 578-3698 or dorislee@lsu.edu
✈ Janise Montgomery 578-3697 or mont41@lsu.edu
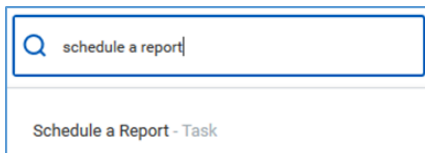✈ Kathleen Elders 578-3699 or kelder1@lsu.edu

Accounts Payable & Travel continued...

Workday Tips
How to Schedule a Report in Workday
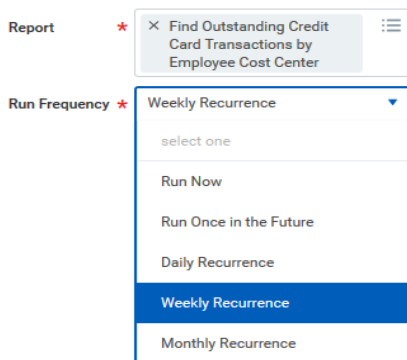   - compliments of Angie Mann, Accounts Payable & Travel

Schedule a report to run automatically in Workday. This process can save time by setting the report to run at set intervals. There is no need to be logged into Workday while the report runs.

> From the Search box, search for the task 'Schedule a Report'.

> Enter the report name or you can view the drop down list of reports. **Note: Not all reports are available to be scheduled.**
> For this example, the 'Find Outstanding Credit Card Transactions by Employee Cost Center' report will be used.
> Click on the drop down arrow in the Run Frequency field to schedule a report to run immediately, one time in the future, or on a recurring basis.
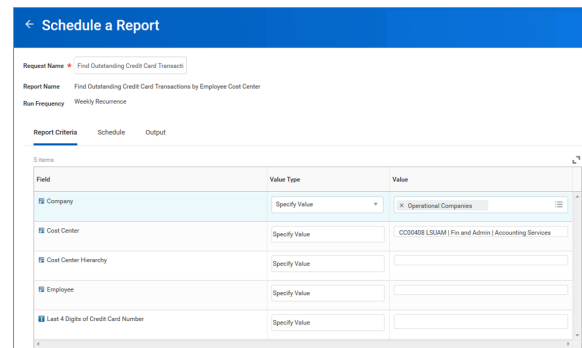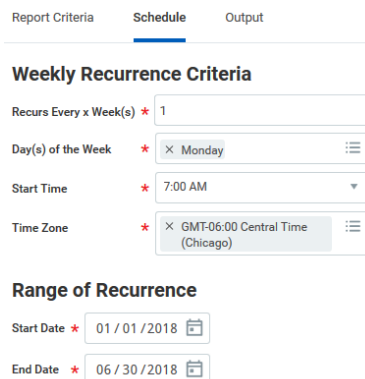> For this example, the report will be scheduled to run every Monday through the end of the fiscal year.
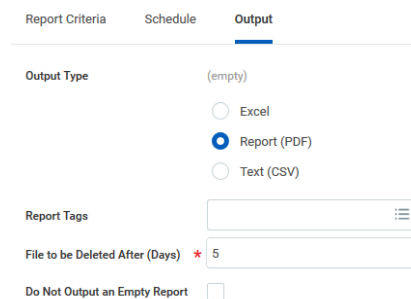

Click on OK.

> Click on the Report Criteria tab to enter the desired report information.

> Click on the Schedule tab to specify the dates, including day of the week, time, time zone, and how long the scheduled report should be run.

> Click on the Output tab to choose the report output format (i.e., Excel or PDF).

> Click on OK.

> When the report is ready, a notification will appear in the upper right hand corner of the Workday screen if logged in. Additionally, the report can be viewed through Notifications or via the W: Drive.
> To receive immediate e-mail notifications as the scheduled report runs, the **Scheduled Report Completion Notification** must be enabled. **Note: Notification preferences can be set by clicking on the cloud icon next to your name at the top of the screen and selecting 'My Account / Change Preferences'.**

Administration

Business Managers' Meeting

There will be NO meeting in January. Meetings are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. 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/bsmgrmtg.php.

Employee Scoop

Welcome **Oran Cain** to Sponsored Program Accounting. He can be reached at ocain1@lsu.edu or 578-2144.

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.

Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
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
OBO	Office of Bursar Operations
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	Auxiliary Services
USDA	States Department of Agriculture