

# Office of Accounting Services

## Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321  
[www.lsu.edu/administration/ofa/oas/](http://www.lsu.edu/administration/ofa/oas/)

**January 2022**  
**Issue 447**

### January Business Managers' Meeting

There will be no meeting in January due to the winter holidays.

The next meeting will be held Tuesday, February 8, from 9:30 - 11:00 am online via Zoom.



### In this issue...

<b>SPA</b>	<b>2</b>
<b>LaCarte</b>	<b>5</b>
<b>Travel</b>	<b>5</b>
<b>Bursar Operations</b>	<b>7</b>
<b>Payroll</b>	<b>7</b>
<b>LSU Acronyms</b>	<b>10</b>

## Financial Accounting & Reporting

### December Close

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

- \* **December 2021 is scheduled to be closed on January 4, 2022.**

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
- \* 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

### 1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or emailed to Jen Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu).

### Workday Security Access

Workday Access can be requested through myLSU:

- \* Financial Services
  - \* Workday Security Access Request

**Bank Reconciliation**

Contact us at [bankrecon@lsu.edu](mailto: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 [Financial Accounting & Reporting Forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu).

## Sponsored Program Accounting

**Board of Regents (BOR) Graduate Fellows**

Status reports and invoices are due to BOR by January 31, 2022, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Monday, January 10<sup>th</sup> 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 at 578-4879 or [lfisher@lsu.edu](mailto:lfisher@lsu.edu).

**Sponsor Invoices and Source Documents**

All invoices and financial reports submitted to sponsors must be prepared by the Sponsored Program Accounting (SPA) office. If a sponsor is requesting an invoice, please contact the Grant Manager assigned to the grant or Award Billing Specialist/Manager assigned to the award. If an award or grant has not been established, please contact Janet Parks at 578-4878 or [jparks@lsu.edu](mailto:jparks@lsu.edu).

Invoices to sponsors (especially final invoices) are time sensitive. If you plan to be out of the office, please ensure your Workday inbox is delegated to someone that can approve entries, PAAs, invoices, etc. and there is a point of contact for the billing analysts to consult with if issues arise.

All requests from sponsors for source documents must be routed to the appropriate SPA contact.

The SPA contact can be found in multiple places:

- On the Award, under the *Additional Reports* tab
  - *Award Header Roles* tab (listed as Award Billing Specialist/Manager)
  - *Grant Roles* tab (listed as Grant Manager)
- On the Grant, under the *Roles* tab (listed as Grant Manager)
- Run **Award/Grant Information** report (listed as Grant Manager).

**Request to Establish Scholarship/Fellowship (AS498)**

must be completed for sponsored agreements paying scholarships and/or fellowships. The [AS498](#) form can be found on SPA's webpage. 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

**Fellowships**

Fellowships that include a future work requirement with a penalty if not fulfilled are taxable and must be paid through payroll. For questions regarding fellowships paid on sponsored agreements, contact Janet Parks at 578-4878 or [jparks@lsu.edu](mailto:jparks@lsu.edu).

**Unallowable Costs**

FASOP: AS-21 UNALLOWABLE COSTS FOR SPONSORED AGREEMENTS includes procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the SPA Billing Analyst will transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established, as needed, in each College for each function (research, instruction & public service).

### Cost Transfers

Cost transfers must be processed within **90 days** from when it was originally recorded. The memo section of the journal must include both the **Header Memo** and the **Line Memo** and 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.

### 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 Jessica LeBlanc at jleblanc2@lsu.edu or 578-2144 with any questions.

## Accounts Payable & Travel

### What's New? Change in the Special Meal Expense Report Business Purpose

In an effort to streamline the audit of special meals paid as a direct charge or with LaCarte, the business purpose for special meal expense reports has been changed from **"Travel-Special Meals"** to **"Special Meals"**. With this change, the special meal expense reports will route to Catherine Herman. Any associated procurement expenses such as supplies (i.e., disposable utensils, napkins, plates, cups, etc.) should be included on the special meal expense reports.

Special meals occurring while in travel status should be included on the expense report reflecting all travel expenses for that trip and the appropriate travel business

purpose should be selected for the expense report to route to the travel auditors.

LaCarte can be used to pay for dine-in restaurant special meals; however, the "Special Meal" business purpose should be selected for the expense report to route to Catherine Herman (and not the LaCarte auditors). As a reminder, 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.

### AS499, Request for Special Meals form

Please be advised of the following reminders:

- 1) AS499 must be fully completed/signed by the requester and approved by either the Department Head (or his/her designee) or the person with fiscal authority for the event. The form must be fully completed.
- 2) AS499 form should be completed and approved by the department prior to the event. **The caterer must be selected from the Approved Caterers list that can be found on the Procurement Services website.**
- 3) Approved AS499 form must be attached to the Expense Report, Supplier Invoice or the America To Go requisition.
- 4) A guest list including name, organization and affiliation with LSU must be attached to the AS499 for any breakfast, lunch, dinner and buffet reception-dinner events. The invited guest list must be attached to the America To Go requisition if applicable.
- 5) Special meals charged to sponsored programs must be an allowable expense. Departments are encouraged to make sure the special meal event is allowed on the sponsored program prior to making any arrangements and/or seeking departmental approval.
- 6) For University guests, only one special meal can be reimbursed at the special meal allowance. If multiple meals must be provided for a guest, the subsequent meals will be reimbursed at the per diem rate for the guest only and there is no reimbursement provision for employees attending the subsequent meal, including the host employee. Multiple special meals are allowed for an Interview candidate.

- 7) In no case will the University bear a “per person” cost in excess of the special meal rates.

### Disallowed Special Meal Events

The following event types are disallowed special meal events (list is not all inclusive):

- 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

Any questions related to special meal events, please contact Catherine Herman at [cherman@lsu.edu](mailto:cherman@lsu.edu) or 578-1549.

### 1099 and 1042-S reporting

Forms 1099 will be mailed by January 31, 2022 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 2022, to all foreign visitors receiving income, to all non-resident foreign students receiving 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). For questions, please contact Valery Sonnier at [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu) or 578-1531.




**Special Handling Form (AS209)** must be **attached to the top** of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Catherine Herman at [cherman@lsu.edu](mailto:cherman@lsu.edu) or 578-1549.

**Direct Charge Worksheet (AS580)** requires an authorized signature. The authorized signature indicates that the department certifies the goods/services billed adhere to *PRO-U525.A, Exceptions to the Competitive Solicitation Process* and that the invoice can be processed as a direct charge. For questions, please contact Catherine Herman at [cherman@lsu.edu](mailto:cherman@lsu.edu) or 578-1549.

### AS Forms

As a reminder, please use the current versions of Accounting Services (AS) forms. Some of the AS forms were updated in recent months with improvements and additional information. Use of the current versions will streamline department processes and avoid processing delays. The current versions of the AS forms can be found on the Accounts Payable & Travel website.

**Direct charge supplier invoice related questions, please contact a member of the DC staff:**

	Jessica Morris	578-1536 or <a href="mailto:jmor116@lsu.edu">jmor116@lsu.edu</a>
	Deana Clement-Delage	578-1539 or <a href="mailto:dcleme2@lsu.edu">dcleme2@lsu.edu</a>
	Catherine Herman	578-1549 or <a href="mailto:cherman@lsu.edu">cherman@lsu.edu</a>

### Aged Listing of Outstanding Encumbrances Report



Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

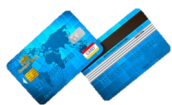
- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report

### Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

**Purchase order/supplier invoice related questions, please contact a member of the PO staff:**

	Maci Jones	578-1620 or <a href="mailto:macijones1@lsu.edu">macijones1@lsu.edu</a>
	Jessica Hodgkins	578-1541 or <a href="mailto:jhodgkins1@lsu.edu">jhodgkins1@lsu.edu</a>



## LACARTE

**Expense Reports** should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privilege. Also, as a reminder, please respond timely to the LaCarte staff e-mails to ensure continuous processing of all transactions/reimbursements.




### LaCarte Card Distribution

The distribution of LaCarte cards is being handled by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. For cardholder questions and/or special requests, please contact DeAnna Landry at [deannal@lsu.edu](mailto:deannal@lsu.edu) or Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu).

### Safeguard LaCarte cards

LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation, communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

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

	Theresa Oubre	578-1543 or <a href="mailto:talber3@lsu.edu">talber3@lsu.edu</a>
	Christian O'Brien	578-1544 or <a href="mailto:cobrien2@lsu.edu">cobrien2@lsu.edu</a>
	DeAnna Landry	578-8593 or <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a>



## TRAVEL

### International Travel Approvals

The special approval process initiated due to COVID-19 for international travel, using the TEMP2 form, Request for International Travel during COVID-19 Outbreak, expired on **Dec. 31, 2021**; however, in the event of a resurgence in cases, the special approval process may be reinstated.

**Effective Jan. 1, 2022**, international travel approvals will revert back to the standard process in accordance with FASOP AS-18, High Risk Travel to Restricted Regions.

**The following is important information regarding international travel:**

### Business Travel:

As University business travel continues, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or testing while on University business travel will be a University expense; however, departments are encouraged to assess the travel risk since many countries have implemented sudden changes in their management of travelers which may ban entry or extend quarantine and testing requirements that results in even higher travel expenses.

### Travel Approvals:

#### **Domestic Travel (In-state & Out-of-State):**

- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

#### **International Travel (Out of the U.S.):**

- Essential international travel should be requested
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)
- **Request to Travel to a High Risk Region**
  - Subject to FASOP AS-18, High Risk Travel to Restricted Regions
  - U. S. Department of State Travel Advisory of a Level 3: Reconsider Travel or a Level 4: Do Not Travel will require an additional prior approval
  - High Risk travel forms (i.e., AS295 or AS296) must be completed and sent to Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) to have the request expedited to the International Travel Oversight Committee (ITOC) for review/recommendation



- Office of Academic Affairs will make the final decision upon the ITOC's recommendation and inform the traveler/requesting department of the decision
- Spend Authorization must be completed and approved prior to making travel arrangements (i.e., booking air fare, securing lodging, paying conference registration, etc.). The approved high risk travel form must be attached.

### **Travel Arrangements:**

As travel arrangements are made for approved business travel, the following conditions must be met:

- 1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel's cancellation policy)
- 2) Conference registration must be refundable.

The link to the document, "Important Information Regarding International Travel" along with FASOP AS-18 and the related high risk travel forms can be found on the [AP & Travel](#) website. For questions, please contact Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) or 578-3366.

### **Travel Agency**

**Christopherson Business Travel (CBT)** is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

#### **CBT UNIVERSITY TRAVEL TEAM**

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: [Statelauniv@CBTravel.com](mailto:Statelauniv@CBTravel.com)

### **Summary of pertinent information:**

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24**.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

### **CBT Concur Online Booking System is available on myLSU!**

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, *Book a Trip* on the left-hand side of the screen to be taken into the Concur site. The online booking fee is \$7.

### **Bus Charter Services**

Christopherson has partnered with Short's Travel Management to continue the State of LA and LSU's business relationship with STM Ground Inc. - STM Driven for providing bus charter services. The contact information is as follows:

#### **STM Ground Inc. - STM Driven**

1203 W. Ridgeway Avenue

Waterloo, IA 50701

Direct: 319-433-0851

Cell: 773-766-8123

Fax: 319-234-2490

E-mail: **Nick Gyllin:** [ngyllin@stmDriven.com](mailto:ngyllin@stmDriven.com)

### **Safeguard Payment Information**

Travelers should always remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

### **Unused Tickets Update**

American Airlines has acknowledged State Travel's refund request. At this time, we are in the process of accounting for the eligible unused tickets and will process a journal entry to credit the original accounts once the refund is received. Questions regarding unused tickets, please contact Jennifer Driggers at 578-1538 or [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu).

### **Travel related questions, please contact a member of the Travel staff:**

- ➔ Arlyn Becnel      578-3697 or [abecnel1@lsu.edu](mailto:abecnel1@lsu.edu)
- ➔ Andrea Chu      578-3698 or [andreachu@lsu.edu](mailto:andreachu@lsu.edu)
- ➔ Kathleen Patrick      578-3699 or [kelder1@lsu.edu](mailto:kelder1@lsu.edu)

# Bursar Operations

## Annual PCI training

The annual PCI training course is still available online through CampusGuard. The training is required for any employee or student worker that is involved in processing or managing payment card transactions. Reminder e-mails are sent from CampusGuard each week.

## International Payments

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

## University Cashier

Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

## Social Media

Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- Facebook: LSU Bursar Operations
- Twitter: lsubursar
- Instagram: lsubursar

## Did you know some CARD entries can be submitted via e-mail?

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to [cardobo@lsu.edu](mailto:cardobo@lsu.edu). All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

## ChatBot

Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website at LSU Bursar Operations to chat with Nummus.

## Cashnet eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher ([dbutch1@lsu.edu](mailto:dbutch1@lsu.edu)).

# Payroll

## Wage Deadline Extension

Payroll	Period Ending	Time Locked
◇ Wage	December 31, 2021	Tuesday, January 04, 2022 at Midnight <b>University Closed on Monday, January 03, 2022 for New Year's Holiday</b>
◇ Wage	January 14, 2022	Tuesday, January 18, 2022 at Midnight <b>University Closed on Monday, January 17, 2022 for MLK Holiday</b>

## Insurance

It is important for employees to review their December and January pay slips 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.

### 2021 W-2's Delivered Through Workday

The 2021 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<sup>st</sup>. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31st.

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

### Duplicate W-2 Requests

W-2 forms are available on line through myLSU for calendar years 2001— 2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2020, the W-2 forms are available through Workday. To access prior W-2s in Workday, see [Accessing Your W-2 Form](#).

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing form [AS387](#). 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](mailto: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 and avoid the fee charged for paper copies generated through Payroll.

### Tax Forms and Instructions Available on Internet

#### [Federal](#)

#### [State](#)

### GA & Student Terminations

Please **process terminations** for any students or graduate assistants who **graduated in December** or who

did not return to work after the semester break. **Note:** *The termination date should be the last day worked not the day entered for student employees. Verifications of student employment have shown discrepancies between the dates students indicated worked and the date the system shows worked.*

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

#### **President Student Aid:**

Job Profile **must** match award

- ◆ Costing:
  - ◇ Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
  - ◇ President Student Aid also **requires** costing allocation of the PSA account to be loaded at the **Worker-Position-Earning level**
  - ◇ Start date of costing should be beginning of pay period
  - ◇ Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
- ◆ President Student Aid job **must** be primary if student has multiple jobs.
- ◆ President Student Aid job **must** have an end date on the compensation and costing.
  - ◇ Compensation End Date should be **05/20/2022** to reflect updated end of AY
- ◆ Student must be hired **TIMELY** for process to work correctly.

*At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.*

#### **Work Study:**

- ◆ Job Profile **must** match award
- ◆ Costing Allocations **must** be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit. *(No worker position earnings needed for Work Study)*
  - ◇ Costing should be effective the beginning of a pay period
- ◆ Work Study job **must** be **primary** job if the student has multiple jobs



- ♦ Work Study job must have a compensation end date of **05/20/2022**—the updated end of AY.
- ♦ Compensation End Date based on the Work Study year assigned by Student Aid.
- ♦ Student must be hired **TIMELY** for process to work correctly

*At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.*

### Reports to Assist in Determining Student Charges

REPORT NAME	DEFINITION	LOCATION
Data Audit-Programs-Related Worktag	Report will give PG# needed for each cost center for PSA and WS	Search Field-Type in Report Name
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.  <b>In Worktag field put employee.</b>	Search Field-Type in Report Name or Journal Detail in Search Field

### 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. In order to obtain a work permit, students will need to make an appointment with John Pilgrim at [jpilgrim1@lsu.edu](mailto:jpilgrim1@lsu.edu).

### 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 [Louisiana Workforce Commission](#). You may also visit the U.S. Department of Labor web site [Young Workers' Rights](#) 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 International Services' [Social Security Information](#) webpage.

**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.

# 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	United States Department of Agriculture