Office of Accounting Services Monthly Newsletter

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

May 2021
Issue 439

May Business Managers' Meeting

- myLSU Portal Upgrade
- General Announcements
- Fiscal Yearend Presentations
  - Budget & Planning
  - Procurement
  - Accounting Services

Online via Zoom
May 11, 2021
9:30 - 11:00 am

In this issue...

Financial Accounting & Reporting

Yearend Preparation
FISCAL YEAREND SEMINAR will be held on Tuesday, May 11 during the Business Manager Meeting.

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget amendments, cost transfers and Internal Billings for services rendered as needed
- Process correcting entries and payroll accounting adjustments as needed
- Request for inactive worktags to be closed

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

Month End	Close Date
April	Monday, May 3
May	Tuesday, June 1

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. Since July 1, 2016, 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 their inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

Just for Faculty

The LSU Workday Website "Just for Faculty" provides faculty with a one-stop-shop to obtain information that only pertains to faculty.

Reports

A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the Workday Training webpage at the bottom under Reporting > Finance Reports by Functional Area.

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department **rendering** the service or sale.

A step-by-step Job Aid can be found on the Workday Training webpage at Financial Accounting > Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established Service Center to charge a Grant (excluding fixed price)
- Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Bank Reconciliation

With yearend approaching, departments that are anticipating funds (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.

Cash FASOP

The University has published a Cash Handling Operating Procedure. This procedure provides guidance to the proper handling of cash and cash equivalents, including the responsibilities of University employees involved in the cash handling process. All departments should review to ensure compliance with the procedure.

Payroll

What's New?

Check Print Outsourcing

Effective May 5, 2021, the University will be transitioning to check print outsourcing offered via the banking service contract. This exciting initiative began with the non-payroll check payments on March 8, 2021, and will continue to result in cost savings to the university. Relatively few actual payroll checks are printed because most employees' checks are direct deposited. Our pay dates are not changing, and we hope there will be no delays; however, the checks will be mailed from Dallas, TX rather than Baton Rouge, and it's possible there could be additional lag time.

Special handling checks will still be returned to the Baton Rouge campus for distribution, whether by mail to other campuses or to international addresses.

As with Accounts Payable & Travel, Payroll will retain the ability to process checks in-house for on-demand/ emergency situations only.

Employees who are currently not on direct deposit may want to consider the direct deposit alternative to ensure their funds are immediately available to them on the pay date.

For any questions, please contact Karen Jenkins at kjenkins@lsu.edu or Charles Wendt at charleswendt@lsu.edu.

Establishing Direct Deposit

Employees must complete a Direct Deposit Authorization form to establish direct deposit of net pay to the employee's selected financial institution. Direct Deposit updates and changes can be sent to the Payroll e-mail payroll@lsu.edu using the secure Files To Geaux through myLSU or hand deliver the form to 204 Thomas Boyd Hall. The Files to Geaux job aid provides details on using files to geaux to submit the direct deposit form.

Notice of Change to Payment Elections

Employees receive a Workday notice when a change to their payment election has been submitted. If the employee did not initiate the changes, the notice informs them to contact Payroll immediately.

Employees are encouraged to monitor their Payment Elections via the Pay Worklet in Workday on a regular basis and always just before a payday.

President's Student Aid/Work Study Final Payments and Charges for FY 2021

The last day for student employee earnings to be charged to such accounts is May 7, 2021. The final student pay period for time associated with PSA & WS accounts is the period ending May 14, 2021 for payment on May 21, 2021.

Departments should run the **Payroll Work Study and President Aid Charges** report to reconcile charges to the special funding accounts.

Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment **cannot** be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid Funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact Angie Ogle at aeogle@lsu.edu or John Pilgrim at jpilgrim1@lsu.edu for further assistance.

Work Study and President's Student Aid Ending 05/07/2021

All WS or PSA jobs have a compensation Actual End Date that corresponds with the end of the academic year which is the graduation date. Once this date is reached, the compensation will be removed and any time entered on this position will not be paid. **There is no longer an automatic termination for these students.**

One of the following transactions should be performed:

- ***If the student continues to work,*** the student should be moved to the Student-LSU Job Profile using the Change Job transaction. No change to the Cost Allocation is required since the Worker-Position level allocation is already assigned to a department account.
- ***If the student will not continue working for the WS or PSA department and has an additional job***, use the Switch Primary Job transaction to change the additional job to the primary job. Then the End Additional Job transaction should be processed to end the WS or PSA job.
- ***Student employees who receive Work Study summer allocations*** can have Change Job transactions with an effective date of **05/17/2021** to change from Student-LSU Job Profile to the Student-Work Study Job profile. Funding for Presidents Student Aid will be not be effective until the fall semester beginning **08/16/2021**.
- ***If the student will no longer work,*** a termination should be processed. Please note the termination should be effective the last day worked or 05/07/2021, but the termination should not to be processed until after payroll is processed on **5/19/2021.** If the termination is processed prior to 05/19/2021, the student employee will not be current in system to be paid for the period ending 05/14/2021.

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. Integrations run daily to update the social security and Medicare status in Workday so that taxes will be withheld for those students. Since the integration occurs daily, once the student is shown as enrolled for the fall semester the retirement code will be changed again so that 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.

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 have cleared overpayment balances by 4:30 pm on Tuesday, April 27, 2021.

Leaving the University?

Faculty, staff and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the **Personal Information** worklet. Click to view current addresses and then click the **Edit** icon in upper left corner to make any needed changes.
2. E-mail Payroll at payroll@lsu.edu
3. Complete and submit to the Payroll Office a Change of Address form.

FY 2021-2022 Payroll Schedules

FY 2021-2022 payroll schedules for summer, wage, and student payrolls are now available on the Payroll website. click "Payroll Schedules.

Summer Research

Summer research payments for faculty will be processed via One Time Payments. **Research activities charged to FY20-21 will be processed on the June Academic payroll with a payment date of June 30, 2021**. Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Due to HR Comp Partner (HRM)	Successfully Completed
5/15/21-6/30/21	5/15/21	6/30/2021	FY 21	**5/29/21**	6/25/2021
7/01/21-7/14/21	06/15/21	7/21/2021	FY 22	6/22/21	7/15/2021
7/15/21 - 8/14/21	7/15/21	8/20/2021	FY 22	7/21/21	8/16/2021

Academic Insurance Premium Changes

Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2021. Questions may be directed to Rhett Sabadie at 578-6207 or rsabadie1@lsu.edu.

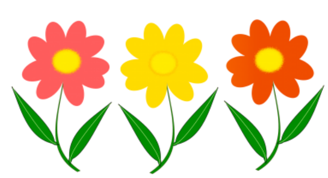
Benefits

Coverage term date for employee benefits will be determined by the employee's termination date in the system. For example: employees who terminate employment on May 3rd would have benefits coverage through May 31st. Nine-month faculty and staff who have pre-paid for the summer months will be refunded premiums following their termination date or once the termination is completed. If you have questions, please contact the benefits section of Human Resources or Rhett Sabadie at rsabadie1@lsu.edu in the insurance section of Payroll.

Ensure Compensation End Dates for Employees Match Job End Dates

Employees with a compensation plan end date in Workday will continue to receive payments up 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 ongoing audits to ensure that the actual end date of the compensation plans are updated. The report – **Employee Compensation Status** is available to help identify what employees have upcoming compensation end dates.

Expired or Missing Cost Allocations will result in an error in the payroll process and **will prevent payment to an employee.** HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of cost center expiration dates and initiate timely changes prior to payroll run dates. The report -**Costing Allocations Ending Within Prompt Date** will help identify employees with expiring cost allocations.



Bursar Operations

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

New! FASOP: AS-35

Section 117: Reporting Foreign Gifts and Contracts

FASOP AS-35 establishes compliance requirements for filing disclosure reports with US Department of Education on Gifts from or Contracts with foreign sources. Any department/unit who receives or deposits payments from a foreign source (foreign government, legal entity, individual, or agent) will be required to provide additional detail on each payment. A survey will be disseminated on or after June 30, 2021 to business officers across campus to determine which departments/units will have reporting requirements.

The full text of FASOP AS-35 can be found at Finance and Administration Operating Procedures. This FASOP applies to LSU A&M only.

ChatBot

Bursar Operations has launched a virtual assistant, Nummus, which is now available on our webpage. After a few seconds, a dropdown will appear with some common topics of interest. Additionally, users can type specific questions or keywords to engage with Nummus.

Deferred Payment Plan for Spring 2021

The third installment is due May 1 for students who selected the Deferred Payment Plan for Spring 2021.

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.

Campus Federal Depository

The university has partnered with Campus Federal Credit Union to provide a secure depository for funds as an alternative to in-person payments and deposits.

Student payments and CARD entries including cash, check or money order can be dropped off 24 hours a day/7 days a week to:

Campus Federal Credit Union
Perkins Road Branch ONLY
6230 Perkins Road
Night Deposit Box
Drive Thru – Lane 1

Deposit Instructions

- All deposits must be in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have "LSU Bursar Operations" written on the front.
- Student deposits must include the 89# to ensure they are recorded properly.
- Envelopes thicker than .75” can be placed in the commercial slot. A commercial key will be in the lock for envelopes up to 6” in thickness.

Scanned CARD Entries

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to **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.

Checks Sent to Departments
Additionally, departments who receive checks intended for any division of Accounting Services can also use the CFCU Night Deposit Box.

Deposit Instructions

- Checks should be placed in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have the Accounting Services department name (i.e. LSU Payroll, LSU Accounts Payable, etc.) written on the front.

Campus Merchants Payment Card Transition from First Data to Elavon: Communication from Bursar Operations is ongoing to merchant contacts regarding information needed to migrate credit card processing from Bank of America/First Data to US Bank/Elavon. The conversion of merchant processes to Elavon will require new backup to be attached to CARD entries. Bursar Operations will provide job aids and individual training to merchants as they are migrated from the current processor to Elavon.

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).

Sponsored Program Accounting

ASP
The April ASP meeting was very informative and helpful to many departments. There was a 4 member guest panel who shared their monthly processes. If you would like a copy of any of the presentations presented at the meeting, please contact Falynn Rivere at frivere1@lsu.edu.

Yearend Reminders:

⇒ 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, 2021. This is crucial for state restricted accounts because of agency imposed deadlines to bill by July 15, 2021 for all FY 21 expenditures.

⇒ 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 payroll accounting adjustments (PAAs) to your Grant Manager of any items not reflected on the June ledgers. For agreements expiring on 6/30/21, supplies and services must be received or rendered by 6/30/21.

⇒ Several state agencies require that we attach the monitoring/progress report to our invoices. Please ensure that May 2021 and June 2021 Monitoring/ Progress Reports are received in SPA (240 Thomas Boyd Hall) by **Friday, June 4, 2021** and **Tuesday, July 6, 2021**, 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.

⇒ If there is a tentative account number for a State agency, please route the fully executed agreement through the appropriate Office of Sponsored Programs by **June 21, 2021**. SPA must ensure compliance with the invoice and financial report deadlines.

Board of Regents (BOR) Graduate Fellows
Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by **May 15, 2021**. These reports are to be included with the Financial Status Reports which are due to the BOR by May 30, 2021.

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 counter-sign the request letter, or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.

Mobile Devices
Mobile devices and data plans will only be approved on sponsored agreements for which the **service is an allowable charge**.

⇒ If the employee requires a mobile device to perform their job duties, they will be paid a monthly stipend. Once the award is completed, the service will no longer be reimbursed.

- ⇒ Once it is determined that the sponsored agreement will support the mobile device, a request for an exception should be sent to Donna Torres, Interim Executive Vice President for Finance and Administration/CFO.
- ⇒ For new proposals, the monthly stipend should be clearly stated in the budget justification. For existing awards that support mobile devices, sponsor approval should be obtained to charge the monthly cell phone stipend.

Expired fixed price accounts cannot be used to pay for mobile devices or data plans. Stipends can be paid from expired fixed price accounts.

Subrecepient Invoices for Grants

Subrecipient invoices should be forwarded to SPA as soon as they are received. Please ensure the PO# and grant ID are included on the invoice. SPA will forward the invoice to AP who will load in Workday. The invoice will route in Workday to the PI for approval. Please refer to the PI Checklist for Subcontractor Invoices in the Post Award Manual on the SPA website.

Accounts Payable & Travel

Check Print Outsourcing – Special Handling Checks

Effective March 8, 2021, the University transitioned to check print outsourcing offered via the banking service contract for non-payroll payments. Departments should be advised that check outsourcing results in an added **24 hour period** for checks to return to campus in the case of Special Handling requests. Special Handling requests include the need for checks to have an Enclosure attached with the payment or when a department has a need to pick up the check.

As a reminder, the **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.

Accounts Payable & Travel retained the ability to process checks in-house for on-demand/emergency situations. However, late or last minute submission of invoices and/or miscellaneous check requests sent to Accounts Payable

& Travel for an immediate check turnaround is not considered an emergency. It is imperative that departments factor in the added 24 hour period for any Due Date priority handling. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

Invoice Processing

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or Valery Sonnier at vsonnier@lsu.edu.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

Jessica Morris	jmor116@lsu.edu
Deana Clement-Delage	dcleme2@lsu.edu
Catherine Herman	cherman@lsu.edu

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.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

Amber Tran	atran17@lsu.edu
Maci Jones	macijones1@lsu.edu
Jessica Hodgkins	jhodgkins1@lsu.edu

Accounts Payable & Travel forms can be found on the website under AS Forms. Please use the current versions available and complete the forms with all information required. Incomplete or outdated forms may delay the processing of the payment request.

Helpful – Reports!

- ♦ ***Find Supplier Invoice by Worktag***
  - – Provides the capability to locate supplier invoices for a particular worktag
  - – Select only "**In Progress**" status for tentative transactions

- ***Aged Listing of Outstanding Encumbrances***
  - Provides purchase order balances to ensure payments have been processed
  - Report filters are as follows:
    - Search by worktag or multiple worktags
    - Search by supplier
    - Search by purchase order date
    - Ability to remove "zero" dollar lines from the report
- ***PO Encumbrance***
  - Identifies open PO's and related fields, such as PO Total, Amount Invoiced, Amount Received, Obligation Remaining, etc. There is an 'Is Punch-out Order' checkbox that can be marked to filter for only punch-out PO's. This report can be run by specific cost centers.
- ***Punch-out Purchase Order Lines to be Received***
  - Identifies any punch-out PO"s that are awaiting a receipt. There is a 'Receipt Required' checkbox to display PO lines where a receipt is required (i.e., unit cost is greater than $1,000 or a trackable spend category is used). This report can be run by specific cost centers.
- ***Purchase Order Lines not Received***
  - Identifies any PO's and not limited to only punch-out PO's. This report can be run by specific cost centers.
- ***Uninvoiced Purchase Orders***
  - Identifies open PO's that are still awaiting an invoice. This report can be run by specific cost centers.

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 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, or placed on fraud watch

The cardholder should contact DeAnna Landry at deannal@lsu.edu or 578-8593 for assistance. A written request via e-mail by the cardholder to DeAnna Landry at deannal@lsu.edu is required in order to grant an override for a declined purchase. The e-mail must include the vendor name, purchase amount and a description of the 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.

Disputed or Fraudulent Transactions

Disputed or fraudulent transactions must be reported to Bank of America and the LaCarte Administrator immediately, and the transaction should be coded to the "Disputed Item" expense item along with attaching the Disputed Form. Simply attaching the Disputed Form to an Expense Report and coding the transaction to other expense item is not a notification. Failure to follow the process may result in the University not being able to seek a refund of the transactions within the 60-day period.

LaCarte Reminders:

1) **Itemized receipts** must be attached on LaCarte Expense Reports. All receipts should be loaded into one PDF document, preferably in the order of the expense lines, and attached on the Attachment tab. As a reminder, receipts should not be attached at the expense lines. The default sorting of expense lines is by the expense lines date.
2) Expense Report **"Comments"** can be found on the Business Process tab. Please review the Comment section for the reason the expense report is not approved (or maybe returned).
3) **Respond to e-mails in a timely manner.** If supporting documents and/or forms are requested, please send the information to the LaCarte or Travel auditor via e-mail. The auditor will attach the information to the Expense Report.
4) **Please do not withdraw Expense Reports in "Save for Later" status to edit or make changes.** The Expense Reports have been audited by the LaCarte or Travel auditors with their comments documented. The approval process starts over from the beginning whenever an Expense Report is withdrawn.

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

Theresa Oubre talber3@lsu.edu

- Sierra Mouton smouton1@lsu.edu
- DeAnna Landry deannal@lsu.edu

TRAVEL

Unused Tickets Update

All eligible unused **Southwest** tickets have been refunded and the credits were reflected on the March ledgers. The review of the eligible unused Delta tickets have been completed. The journal entries to credit the accounts will be reflected on the April ledgers.

The eligible unused **United Airlines** tickets have been removed from reuse and are in the review/reconciliation process. Journal entries will be created and refunds will be made once the final review is completed.

There has been no change in the negotiations between State Travel and **American Airlines** for the unused tickets. For questions regarding unused tickets, please contact Jennifer Driggers at jdrigg@lsu.edu.

Who to Contact to Reissue an Unused Ticket?

Even though the contract with Short's Travel expired on December 31, 2020, Short's Travel has agreed to maintain/account for LSU's unused tickets until the tickets are no longer available as the refund requests are processed or the tickets have expired. With the uncertainty of travel and the travel restrictions still in place, we are hoping that the refund requests will be processed by the other airlines which should limit the need to contact Short's Travel. However, any employee traveling during this time and only if the employee has an unused ticket not removed from eligibility, should the employee or Travel Arranger contact **Short's Travel at 1-888-846-6810** to request assistance to have the ticket reissued. ***Please contact Short's Travel during their normal business hours (8 AM – 5 PM CST Monday-Friday, excluding holidays). The Short's Travel After-Hours Service will not be available to LSU.***

- If the unused ticket is available, Short's Travel will assist in the ticket reissue at an administrative fee of $35 for domestic and $45 for international. Payment of the fee must be provided at the time of the reissue request. The CBA cannot be used to pay for the fee and/or any additional airfare. LaCarte or a personal credit card must be used.
- If the unused ticket is not available, the employee should follow the procedures for booking airfare with the new travel agency, Christopherson Business Travel (CBT).

Travel 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. For cancelled trips, it is recommended that Expense Reports be created promptly to ensure all travel transactions are expensed/charged in this fiscal year. The Expense Report should include all expenses, refunds, etc. related to the trip. A justification as to the reason the trip was cancelled should be stated in the Justification and/or included in the supporting documentation. If the trip was cancelled by a host/organizer, documentation from the host/organizer must be attached to the Expense Report. Also, as a reminder, please respond timely to the Travel staff e-mails to ensure continuous processing of all transactions/reimbursements.

Business Purpose on Expense Reports is Important!

In order to ensure timely processing of expense reports to the appropriate Expense Partners for final review and approval, please make sure the correct Business Purpose is selected. The Business Purpose drives the routing of the expense report to the correct Expense Partner in Accounts Payable. If the incorrect Business Purpose is selected, the expense report will be routed to the incorrect Expense Partner in Accounts Payable resulting in the expense report being sent back. The wrong Business Purpose of "Employee Reimbursement" is being used for travel/special meals, conference registration, travel and LaCarte. The Employee Reimbursement business purpose should be used for procurement expenses paid with personal funds.

Check Payment via the Expense Report

When the payment method for an expense report is marked as "check", the check will be mailed directly to the payee from the check outsourcing vendor. No checks will be returned to campus for the department to pick up. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu.

Expense Data Entry Specialist Role is a Workday role available to a LSU employee to create Spend Authorizations or Expense Reports on behalf of a traveler. To request this role please use the Workday Security Access Request under Financial Services on myLSU.

Final Airfare Itinerary

The final airfare itinerary is the official document that must accompany the Travel Expense Reimbursement Request and/or LaCarte/CBA entry for airfare charges. The final itinerary provides the ticket number and payment information. Please be advised that the CBA approval e-mail from CBT (Christopherson Business Travel) with the itinerary information is not acceptable documentation.

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

- Arianna Elwell acreech@lsu.edu
- Doris Lee dorislee@lsu.edu
- Kalyn Mayfield mayfield1@lsu.edu
- Kathleen Patrick kelder1@lsu.edu

Real ID ACT

On Tuesday, April 27, 2021, the United States Department of Homeland Security announced the REAL ID full enforcement date will be extended by 19 months, from October 1, 2021, until **May 3, 2023**, because of the impact of COVID-19 on the enforcement.

Administration

Protection of Minors at LSU (PM-16)

The University's policy regarding the protection of minors is Permanent Memorandum 16 (PM-16). Adherence to PM-16 is **required** of all LSU programs or Non-LSU programs that involve the supervision of minors. A program can be an athletic camp with 20 minors or an academic lesson with only one minor.

Programs Subject to PM-16		
sport camps day camps alumni activities workshops academic camps	academic competitions 4-H programs field trips conferences campus tours	mentoring programs research assistants lessons recruiting others with minors

The Office of Risk Management is the Policy Administrator for PM-16. The information needed by programs to be compliant with PM-16 can be found on Risk Management's webpage under "Youth Protection." Additional assistance on the policy requirements can be found in the *PM-16 Guidelines*. For more information or to request a meeting or training on PM-16, contact Risk Management at youthprotect@lsu.edu.

Trainings

To register for LSU Finance training classes:

- Log in to myLSU
- Click on 'Employee Resources'
- Click on ‘LSU Training and Event Registration'
- Locate the appropriate training then click on ‘View Classes’
- Click on the appropriate Training Date
- Click 'Register'
- E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Specs and More Specs	Procurement	Tues, 5/4	9:00 am - 10:30 am	Online via Zoom
Business Managers’ Meeting	——	Tues, 5/11	9:30 am - 11:00 am	Online via Zoom
Financial Data Model (FDM) and Reporting Instructor Led Workday Training	FAR	Wed, 5/12	8:30 am - 10:30 am	Online via Zoom
LaCarte Card Training	AP & Travel	Wed, 5/12	9:00 am - 11:00 am	Online via Zoom
Budget Instructor led Workday Training	Budget & Planning	Wed, 5/12	1:30 pm - 3:30 pm	Online via Zoom
Post Award Administration	SPA	Thurs, 5/13	9:00 am - 11:00 am	Online via Zoom
Invoice Processing Training	AP & Travel	Tues, 5/18	9:00 am - 11:00 am	Online via Zoom
Cost Transfers	SPA	Wed, 5/19	9:00 am - 11:00 am	Online via Zoom
Travel Training	AP & Travel	Wed, 5/19	1:00 pm - 3:00 pm	Online via Zoom
Workday Procurement	Procurement	Thurs, 5/20	1:00 pm - 3:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 5/26	9:00 am - 11:00 am	Online via Zoom

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