In this issue...

FAR 2
AP & Travel 4
LaCarte 5
SPA 7
Payroll 8
LSU Acronyms 10

Business Managers’ Meeting

There will be no meetings held in July or August.

Bursar Operations

A new look for Bursar Operations
Renovations have begun in the University Cashier and Customer Service Representative (CSR) areas of Bursar Operations. The CSRs are temporarily relocated in the Blue Room in the lobby of Thomas Boyd. Bursar staff is available to serve customers and the University Cashier is open during regular vault hours in the original location. Renovations are scheduled to be completed by mid-July. We appreciate your patience during the renovations and we look forward to serving our customers in the newly updated space!

Campus Federal Depository ended June 30, 2021
The university’s partnership with Campus Federal Credit Union to provide an alternative to in-person delivery of deposits has ended. The University Cashier and all Bursar staff are available to assist customers in person at 125 Thomas Boyd Hall.

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.

University Cashier
Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.
ChatBot
Bursar Operations has a virtual assistant, Nummus, available 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.

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.

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).

Financial Accounting & Reporting

Merchandise for Resale
For those units who carry inventory of merchandise for resale:
- Inventory procedures were due June 21.
- July 6 - Final inventory counts are due.
- Inventory procedures and final inventory counts should be emailed to Jennifer Richard at jgendr1@lsu.edu.

Service Centers & Recharge Operations
- FY 2021 Service Center Revenue and Expense Reports are due to Budget and Planning by July 12, 2021. All final accruals should be included in the report.
- FY 2022 rate sheets are due to Budget and Planning by July 20, 2021. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2022 rates have been approved.

Instructions and forms can be found on the Budget and Planning website: http://lsu.edu/bgtplan/Budget_Information/service-centers.php

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 (link below) at the bottom under Reporting > Finance Reports by Functional Area. http://www.lsu.edu/workday/finance_training.php

Reconciliation Reminders
The following are some reminders for monitoring revenues and expenditures throughout the year:
- Review and reconcile reports/ledgers.
- Monitor budget to actual expenses by account and ledger on a quarterly basis.
- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed.
- Request closure of accounts that are inactive or are no longer needed.
- Record CARD entries in a timely manner.
- Ensure worktags are not overdrawn.
- Investigate and correct errors.
Cost Transfers
The following are tips when completing cost transfers:
- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run a journal line detail report with all worktags visible and print it to PDF to use as backup.
- Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines are being transferred.
- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.
- A common source of errors is the “Additional Worktags” box. Verify all worktags listed under “Additional Worktags” prior to submitting.

The “Create Journal Entry: Correcting Journal” job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage: [http://www.lsu.edu/workday/finance_training.php](http://www.lsu.edu/workday/finance_training.php)

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://lsu.edu/administration/ofa/oas/far/forms.php](http://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 emailed to bankrecon@lsu.edu.

Unclaimed Deposits/Wire Transfers
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.

Petty Cash
Annual confirmations for petty cash funds have been distributed via email in order to confirm the June 30, 2021 ending balances. Please confirm by reply email to jgendr1@lsu.edu no later than July 23rd.

FASOP: AS-03 provides guidelines to be followed with petty cash. The FASOP can be found at [http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf](http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf)

Agency Accounts
Annual confirmations for agency accounts will be distributed this month via email in order to confirm the June 30, 2021 ending balances. Please confirm in a timely manner by reply email when you receive the request.

Unclaimed Property FASOP
The University has published an Unclaimed Property operating procedure. The Louisiana Uniform Unclaimed Property Act (Louisiana Revised Statutes 9:151-182) requires businesses and others to review their records each year to determine whether they are in the possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period. All departments should review to ensure compliance with the procedure. See below for link to the FASOP: [https://www.lsu.edu/administration/ofa/fasops/fasopas36unclaimedproperty.pdf](https://www.lsu.edu/administration/ofa/fasops/fasopas36unclaimedproperty.pdf)
Accounts Payable & Travel

Job Aid, AP & Travel FYE Processing Procedures is available on the LSU Workday website under Finance Training - Expenses. Departments are encouraged to review the Job Aid to assist with fiscal yearend close-out!

As a reminder, departments should not create any accrual journal entries. AP & Travel will create the accrual journal entries as the supplier invoices (i.e., direct charge & purchase orders) are approved by the CCM’s. The accrual journal entries will be created daily, starting on July 2 - July 9 (at noon) and will be reflected as a “Supplier Invoice Accrual Journal Source” on the departmental actual ledgers. For supplier invoice accrual corrections, please contact Valery Sonnier at vsonnier@lsu.edu.

The AS forms include the “Fiscal Year End Accrual” box that should be marked with either Yes or No to indicate if the invoice/document should be accrued. All AS forms should be completed in its entirety to avoid delays in processing. For questions, please contact Catherine Herman at cherman@lsu.edu.

Invoice Processing
Supplier invoices are being processed in Workday with routing to the Cost Center Manager for approval. 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 Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremil@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

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

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.
**Accounts Payable & Travel continued...**

**LACARTE**

**Changes to the LaCarte Card**

Bank of America has extended the expiration date of the LaCarte cards to 5 years (previously 3 years). LaCarte Renewal Certification training requirements will mirror this new time frame. Also beginning in July, cardholders will see a slight change in the appearance of the LaCarte card. The face of the card will exhibit a new design. The 16-digit account number and the expiration date are now listed on the back of the card.

**Fiscal Yearend Reminders:**

1. The final date for FY21 LaCarte transactions loaded into Workday is **Monday, June 28** for Expense Reports to be created by the deadline of **Friday, July 2**.
2. **LaCarte Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY21 budgets. In order to have Expense Reports processed against FY21 budgets, the following criteria must be met:
   - LaCarte/CBA Transactions must be linked/imported
   - Expense Report Date = **June 30, 2021**
   - All “Approvals must be Secured”
   - Routed to and awaiting action by an Expense Partner (by Friday, July 2 at 4:30pm cob)
   - All required cost documentation must be attached. **Please note:** Expense Reports not meeting all of the above criteria will be charged to FY22 budgets.
3. **No accrual journal entries** should be created for any FY21 LaCarte transactions.

**AS900 Form for FY21 Expense**

In order to expedite FY21 Expense Reports that meet the exceptions to the spending freeze, departments should include the “AS900 “Request for Spending Freeze Exception” form documenting the essential nature of the expenditure. The AS900 must reference the specific purchase made. We are receiving the AS900 forms submitted with vague descriptions such as “supplies.” When the “essential nature” of the purchase is not clear, departments will be contacted to provide an explanation.

**Incomplete information on the AS900 form may cause the expense report to not be processed by the deadline for FY21 expense reports.** For questions, please contact DeAnna Landry at deannal@lsu.edu.

**Helpful – Reports!**

- **Find Credit Card Transactions by Employee Cost Center**
  - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- **Find Outstanding Credit Card Transactions by Employee Cost Center**
  - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- **Find Expense Report by Worktag**
  - Provides a list of expense reports by employee and/or by a particular worktag
  - Select only “Draft” and “In-Progress” statuses to view tentative transactions.

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

- Theresa Oubre  talber3@lsu.edu
- DeAnna Landry  deannal@lsu.edu

**TRAVEL**

**PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2021.** PM-13 includes Appendices to better serve the travelers, departments and all LSU institutions. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of Approval Authority specific to each institution for certain travel expenses.

The following is a summary of the key policy changes:

1. Mileage rate decreased to 56 cents per mile.
2. Reimbursement for use of a chartered or unchartered privately-owned aircraft decreased to $1.26 per mile.
3. Contractors are not exempt from paying state sales taxes; and therefore, the University may reimburse contractors for state sales taxes.
4. Enterprise, National and Hertz are the vehicle rental vendors for in-state travel and use is mandatory for University employees and/or authorized travelers on official University business. It is at the traveler’s discretion which rental company is utilized. Please refer to the Accounts Payable & Travel website for the updated contract rates and for the vendor’s rental reservation links.
5. Maximum meal allowance for single day travel increased to $45.
6. Meal per diem for breakfast increased to $12 and lunch increased to $16 on Tier 1; and dinner increased to $31 on Tier II. All other rates remained the same.
7. The routine lodging rate for Baton Rouge remains at $99. Tier II, Lodging increased only for New Orleans areas. Refer to Appendix A for the New Orleans lodging rate changes.
8. When flying out of New Orleans, USPARK is still the preferred parking lot and uncovered parking is reimbursable with a receipt. If parking at another facility in New Orleans, an employee may be paid actual expenses for uncovered parking, receipt required.
9. Section XII. COVID-19 Pandemic has been added to include the following information regarding business travel:
   a. Travelers are strongly encouraged to be fully vaccinated prior to any travel.
   b. It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
   c. Any COVID-related travel expenses for quarantine and/or test while on University business travel will be considered a University business expense.

Also, other key travel reminders:
1. The State of Louisiana contracted travel agency is Christopherson Business Travel (CBT) and the CBT Concur Online Booking System is available and located on myLSU under Travel Resources. The online booking fee is $7. The agent-assisted service fee is $24. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.
2. The Travel/Spend Authorizations must be fully completed and approved. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
3. For all hotel lodging, including AirBnB, only the first night lodging should be paid to secure the reservation. Lodging should not be prepaid in total, payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a University expense. The other prepaid lodging days will be the responsibility of the traveler.
4. Enterprise, National and Hertz remain the out-of-state travel state contract vendors and use is mandatory for employees traveling out-of-state. The use is encouraged for non-employee University students, guests and contractors. It is at the traveler’s discretion which rental company is utilized.
5. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
6. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institutional central administrative office.

Unused Tickets purchased through Short’s Travel
The additional assistance with unused tickets by Short’s Travel Management expired on June 30, 2021.
Any employee traveling during this time that has an eligible unused ticket must contact Christopherson Business Travel (CBT) directly at 1-800-961-0720 to seek assistance with reissuance of his/her unused ticket. The CBT agent fee will be $49 (not $24) since the ticket was not purchased originally with CBT and the processing time will take a little longer for the agent to reissue the ticket. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

Fiscal Yearend Reminders:
1. Travel/CBA Expense Reports can be initiated after June 30 to include transactions that should be charged to FY21 budgets. In order to have Expense Reports processed against FY21 budgets, the following criteria must be met:
   a. LaCarte/CBA Transactions must be linked/imported
   b. Expense Report Date = June 30, 2021
   c. All “Approvals must be Secured”
   d. Routled to and awaiting action by an Expense Partner (by Friday, July 2 at 4:30pm cob)
   e. All required cost documentation must be attached
2. No accrual journal entries should be created for any FY2021 CBA or travel transactions.
Accounts Payable & Travel continued...

3. **Cash Advances** issued are not charged to departmental budgets until an Expense Report is processed and approved.

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

Best wishes to Sierra Mouton who has left the University to attend Southern Law School.

Sponsored Program Accounting

New Workday Role
The CCSPM (Cost Center Sponsored Programs Manager) has been created to replace the Award Analyst and Grant Financial Analyst. This role can be assigned at the Cost Center and/or the Cost Center Hierarchy level. The CCSPM will receive notifications when a new award is created or an award is amended and notifications for key personnel commitments.

The Award Analyst and Grant Financial Analyst roles will not be deleted and can continue to be utilized by departments for internal purposes. SPA will no longer manage these roles and departments will need to request the roles through myLSU, security access request.

Effort
Starting on 7/1/2021 overdue effort certifications notifications will begin in workday. The Workday notification will be sent to the awaiting person.

- 1-30 days – 1st notice reminder
- 31-60 days – 2nd notice important
- 61-90 days – 3rd notice needs ASAP attention

Key Personnel
LSU’s cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

National Science Foundation (NSF)
NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

Board of Regents (BOR)
Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2021 are due to BOR by Thursday, September 30, 2021. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

Tentative Account Numbers
A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows SPA to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs.

Extensions/Rebudgeting/Amendments
Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be routed through the Office of Sponsored Programs (OSP). OSP will forward the documents to Sponsored Program Accounting (SPA).

Invoicing Sponsors
Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements. If a sponsor contacts your department for an invoice, please refer the sponsor to the Grant Manager shown on the Roles tab of the grant or the Additional Reports tab of the award. The Grant Manager will work with the departments on getting the information to the sponsor as quickly as possible. If an award or grant has not been established, contact the appropriate Sponsored Programs Office. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is recorded properly.
CARD entries
When grants are processed on CARD entries, revenue categories should never be used, only spend categories. Please consult with the Grant Manager before using grants on CARD entries.

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

Cost Transfers
A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via a manual journal or payroll accounting adjustment (PAA). Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded.

- When cost transfers are processed, it is necessary to explain and justify the transfer of charges to comply with allowability and allocability requirements of Office of Management and Budget (OMB) Uniform Guidance.
  - Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable.
  - Frequent, tardy or unexplained (or inadequately explained) transfers can raise serious questions about the propriety of the transfers and our accounting system and internal controls.
  - The cost transfer forms (AS226 – non personnel and AS227 – personnel) and approval signatures were developed to avoid audit questions regarding transfers.
- A PDF version of the ledger must be attached and the charges being moved must be highlighted or noted. Preferred ledgers are the SPA Journal Lines or the detail ledger from the Expense by Award report. The detail ledger is displayed when drilling down into current expenditures. These reports display important information that is not available on other reports such as the Journal Line Detail report. Selection criteria i.e. spend category, budget date, ledger account, etc. should be narrowed when running these reports to reduce the numbers of pages being attached.
- Ensure budget dates match the budget date on the original transaction. Typos i.e. 0219 instead of 2019 cause issues when creating invoices.

- Spend categories are required on all lines of the journal including grants, programs, and basic gifts.

Retroactive Personnel Transfers
Payroll expenditures cannot be transferred via manual journal. For retroactive personnel transfers, a Payroll Accounting Adjustment (PAA) must be submitted with a SPA Justification (SJ) on form AS227 attached. Only the AS227 form will be accepted as SPA Justification. The form can be found on SPA’s website at http://www.lsu.edu/administration/ofa/oas/spa/asforms/as227.pdf

An AS227 is required when the PAA is prepared since it is after the effective date. The completed AS227 must document the following:
1. Question #1, must state why the salary expenditure is being moved to the sponsored agreement account. Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable.
2. Question #2, must state the benefit to the project. Detail duties the individual performed and how these duties fulfilled the goals and objectives of the project. For example, Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC company project entitled Geaux Tigers. Simply stating that they worked on the project and that they are listed in the budget is not acceptable.
3. Question #3, must state why it took so long to process the transfer.
4. Question #4, must state what actions will be taken that the error does not occur again in the future.

If a manual PAA is created and approved (changing an already approved effort certification time period), please send notice to effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee to keep the HCM and GL system in sync.

Payroll

FY 2021-2022 Payroll Schedules
FY 2021-2022 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the Payroll website.
Go to [http://www.lsu.edu/administration/ofa/oas/pay/index.php](http://www.lsu.edu/administration/ofa/oas/pay/index.php) and click “Payroll Schedules” under the quick links or under the specific employee type.

**Close of Time Entry**
Beginning with the first wage and student payrolls in FY 2022, the Close Time Entry date is being changed from 6 months to 90 days. The 90 days will coincide with the cost transfer timeline for sponsored agreements. Requests for time entry adjustments to be processed beyond 90 days must be submitted using the **AS420: Supplemental Timesheet** and must include an explanation of the extenuating circumstances that prevented the time being entered or adjusted within the 90 day period.

**Academic Dates**
All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

- **Academic Year**: 08/15 -- 05/14
- **Fall Semester**: 08/15 – 12/14
- **Spring Semester**: 01/15 – 05/14

**Quick Guide for Work Study & President’s Student Aid**

- 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 a PSA award must be in PSA Job Profile not WS 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 corrections cannot be made.
- WS cost allocations must be loaded at the **worker-position level** using the department account where any amounts over the limit will be charged.
  - No Worker Position Earning for WS
- PSA cost allocations must be loaded at the **Worker-Position-Earning level** using the PSA account established for the hiring department.

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**

- **Payroll Accounting for Worker by Pay Period**
  - Report provides payroll accounting detail by worker.
  - Location: Type in Report Name or Payroll Accounting in the search field.
- **Journal Line Details with Employee Name**
  - Report is used to find one or more journal entries. The more criteria you provide the more targeted the list that is returned.
  - Location: Type in Report Name or Journal Detail in the search field.

**Payment Elections (Direct Deposit)**
The job aid for direct deposit setup and changes has been updated. The job aid may be accessed at [https://www.lsu.edu/workday/PDF/employee_training/managepaymentelections.pdf](https://www.lsu.edu/workday/PDF/employee_training/managepaymentelections.pdf).

**Establishing Direct Deposit**
As part of the onboarding process, new employees only on the LSU Baton Rouge campus have the ability to set up direct deposit in Workday. With the implementation of multi-factor authentication, we are able to allow all LSU Baton Rouge staff and students the ability to set up their direct deposit information in Workday.

For the LSU Agricultural Center, Pennington Biomedical Research Center, and LSU Alexandria, Eunice, and Shreveport, employees must complete a Direct Deposit Authorization form to establish direct deposit of net pay to their selected financial institutions. 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 by hand delivering 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 Direct Deposit/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.
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

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

### Workday Terms

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ABS</td>
<td>Advanced Billing System</td>
</tr>
<tr>
<td>CARD</td>
<td>Customer Accounts Receivable &amp; Deposit</td>
</tr>
<tr>
<td>DIR</td>
<td>Directory System</td>
</tr>
<tr>
<td>FAMIS</td>
<td>Facility Services’ Computerized Maintenance Management System</td>
</tr>
<tr>
<td>FMS</td>
<td>File Management System</td>
</tr>
<tr>
<td>SAE</td>
<td>Student Award Entry System</td>
</tr>
<tr>
<td>SPS</td>
<td>Sponsored Program System</td>
</tr>
<tr>
<td>SWC</td>
<td>Workers’ Compensation System</td>
</tr>
<tr>
<td>TIS</td>
<td>Treasurer Information System</td>
</tr>
<tr>
<td>WD</td>
<td>Workday</td>
</tr>
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</table>

### Departments & Organizations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Accounts Payable &amp; Travel</td>
</tr>
<tr>
<td>AS</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>BOS</td>
<td>Board of Supervisors</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Energy</td>
</tr>
<tr>
<td>FAR</td>
<td>Financial Accounting &amp; Reporting</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
</tr>
<tr>
<td>FDN</td>
<td>LSU Foundation</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>NIH</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>NSF</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>ORED</td>
<td>Office of Research and Economic Development</td>
</tr>
<tr>
<td>OSP</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>OBO</td>
<td>Office of Bursar Operations</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll</td>
</tr>
<tr>
<td>PROC</td>
<td>Procurement</td>
</tr>
<tr>
<td>PROP</td>
<td>Property Management</td>
</tr>
<tr>
<td>SACS-COC</td>
<td>Southern Association of Colleges and Schools Commission on Colleges</td>
</tr>
<tr>
<td>SPA</td>
<td>Sponsored Program Accounting</td>
</tr>
<tr>
<td>SSA</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>TAF</td>
<td>Tiger Athletic Foundation</td>
</tr>
<tr>
<td>UAS</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
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</table>