Partial Payments
A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure. [http://www.lsu.edu/administration/ofa/oas/pay/PartialPayments.pdf](http://www.lsu.edu/administration/ofa/oas/pay/PartialPayments.pdf)

International Employees
Tax treaty benefits expire December 31, 2018. Any employee who is eligible for treaty benefits for 2019 should attend the tax treaty workshop on one of the following days:

- Wednesday, November 14
- Thursday, November 15
  8:30 am to 4:00 pm
  Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 or DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Employee Benefits Annual Enrollment
LSU’s Annual Enrollment is being held from October 1, 2018 through October 31, 2018. During this time, you are able to make benefit plan changes for an effective date of January 1, 2019. The Office of Group Benefits has extended their annual enrollment through November 15, 2018.

All eligible active employees will be routed an Open Enrollment event in Workday in October for Annual Enrollment. The Open Enrollment event will go to their Workday Inbox. After close of business on October 31st - The LSU First and Supplemental products will not be selectable in the Open Enrollment event. Employees will only be allowed to make changes to OGB plans between November 1st and November 15th. The Open Enrollment event in employee’s inboxes will disappear at close of business on November 15th. Retirees will not...
Payroll continued...

have access to Workday. Retirees will receive an Annual Enrollment change form in the mail to be returned to LSU in order to make plan changes.

Employees are encouraged to print a benefits confirmation from their Benefits worklet after completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving ID cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2019 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2019 plan year is $2,650 for health care and $5000 for dependent care.

Employees may enroll in Health Savings Account by completing a HSA_ Enrollment Form GB-79 which can be found on the LSU HRM Benefits website at [http://www.lsu.edu/hrm/forms/Form_Benefits_item68472.php](http://www.lsu.edu/hrm/forms/Form_Benefits_item68472.php). The GB-79 form must be routed to Anne Landry’s attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account.

United Way
Employees may elect to contribute to United Way through their Workday Benefits Worklet by selecting the United Way Benefit Event. The effective date of the contribution will be determined by the Benefit Event date inputted by the employee. The current United Way deduction will remain in effect unless a new election is made to change the current election.

Financial Accounting & Reporting

Requests for New Workday Dimensions
Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage: [http://lsu.edu/administration/ofa/oas/far/forms.php](http://lsu.edu/administration/ofa/oas/far/forms.php)

AS502: Request for Agency/Clearing
AS505: Request for Program
AS509: Request to Establish Endowed Scholarship
AS551: Request for Project
AS600: FDM Request Form – Expense Items, Ledger Accounts, Revenue or Spend Categories
AS600-A: FDM Request Form - Cost Center
AS600-B: FDM Request Form – Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

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

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

Workday Security Access
Workday Access can be requested through myLSU:
- Financial Services
- Workday Security Access Request
Bank Reconciliation
Contact us at bankrecon@lsu.edu for questions/requests related to the following:
- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at http://www.lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Petty Cash
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Laurie Wales at llamb18@lsu.edu using Beth R. Nettles (SPL-23055) as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application. https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday web site. https://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE.


**Sponsored Program Accounting**

**Key Personnel**
Key personnel are those people who are essential to carrying out the work of a project. Key personnel includes the principal investigator and/or co-principal investigator and/or anyone named in the award documents as key persons.

According to UG 200.308.c.(ii) & (iii), prior approval is required for:

- Change in a key person specified in the application or the Federal award
- The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- Applies to all federal and federal pass-thru funds.
- Sponsor regulations can override UG. For example:
  - NSF policy is for the named PI/PD and co-PI/co-PD. Therefore, anyone listed in the award document is considered key personnel.
  - NIH which includes PI/PD and other Senior/Key personnel.
  - If the award only references UG and doesn’t reference any other policy that states otherwise, then the percentage reduction would only apply to PI/PD.

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.
Sponsored Program Accounting continued...

Sponsor Checks
If a check is received for a sponsored agreement in your department, please forward it to Accounting Services, SPA, 204 Thomas Boyd, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses
In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be received during the grant period.

Office Supplies
General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

Source Documents
Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the Roles tab of the grant in Workday.

Maintenance/Repair Costs
Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects including federal pass through projects. There is however one exception—when maintenance/repair costs for equipment dedicated to a project which equipment was acquired for the project are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Overdrawn Accounts
University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

Processing Cost Transfers/Corrections
Helpful hints
1. A PDF version of the ledger must be attached to the journal 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.
2. Process cost transfers for only expenditures in “Posted” status.
3. Entries must be processed by line item using the transaction description (include both the Header Memo and the Line Memo) and must reference a unique identifying number in the memo section of the journal line i.e. supplier invoice #, expense report #, etc. If a partial charge is being transferred, it must be noted on the backup documentation.
4. Transfer requests must be processed within 90 days from the original ledger date.
5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project that it is being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations.
6. Ensure that funds are available in the account where the costs are being transferred to and that the charge is allowable on that account.
7. Ensure the associated Fringe Benefits and F&A costs are calculated when determining costs to be transferred.
8. Cost transfers should not be processed to solely expend the remaining balance in an account.
9. Cost transfers should not be processed to solely move over-drafts from one project to another.
Accounts Payable & Travel continued...

Effective October 1, 2018, the H-1B premium processing fee will increase to $1,410 (from current fee of $1,225). Hiring departments are encouraged to submit the miscellaneous check request for the correct amount.

AS forms must be completed in their entirety. Missing information such as, LSU IDs, Workday IDs and Cost Center numbers will delay processing. Supporting documentation should always be attached to any miscellaneous check requests and/or to the University Prepared Invoices.

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

Aged Listing of Outstanding Encumbrances Report
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 Aged Listing of Outstanding Encumbrances 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.

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

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

LACARTE

Untimely Terminations of LaCarte cardholders
It is extremely important that LaCarte transactions are monitored weekly for all cardholders, most importantly for students, graduate students, WAEs, and Transient employees. It has been discovered that if untimely terminations are processed for the specific cardholders listed, it is difficult to obtain a reimbursement from their final payroll checks when a purchase is considered disallowed. For questions, please contact DeAnna Landry at deannal@lsu.edu or 578-8593.

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.

LaCarte transactions related to business travel must be included on the Expense Report for the trip after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

Itemized receipts must be attached on LaCarte Expense Reports.

Annual Cardholder Review
Each Department Head is required to conduct an annual review of their unit’s LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder’s spending limit should be adjusted. AP & Travel has provided a list of the unit’s cardholders and the list should be reviewed, certified by the Department Head and returned to AP & Travel no later than October 15, 2018 where the information will be centrally filed.

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

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

Important Reminders regarding prior Travel Approvals:

1. An approved Spend Authorization is required prior to making any travel arrangements, especially booking airfare. A verbal approval from a supervisor to travel is not sufficient to make travel arrangements. The Spend Authorization must be created in Workday and routed for all approvals. Once all Approvers have approved, travel arrangements can be made. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

2. An approved AS516, Request for Authorization to Travel for Non-Worker form is required prior to making any travel arrangements. Approvers should not sign AS516 forms without estimated travel expenses.

Travel Expense Reports should be created once the travel has been completed and should include all expenses related to the trip. It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.

FY19 Travel Orientation Brochure is a tri-fold document that provides a brief summary of pertinent information of the University Travel Program. The tri-fold brochure makes a great resource for employees, especially new hires, who may travel on behalf of the University. Departments are encouraged to make sure their employees are made aware and/or given a copy of the brochure. The Travel Orientation Brochure can be found on the AP & Travel website at: http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

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

Unused Airline Tickets
Travelers/departments are required to monitor unused airline tickets on a monthly basis to ensure all unused airline tickets are being applied to new airline reservations when applicable. Therefore, departments are required to have procedures in place to monitor Unused Airline Tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee’s travel reimbursement request for audit with the travel expenses. For any questions regarding the specifics and/or reusing an unused airline ticket, please contact a Short’s Travel Agent at (888) 846-6810 or state@shortstravel.com.

University Resources Available to monitor Unused Airline Tickets:

1. Travelers receive 120, 90, 60, 30 and 14 day Ticket e-mail notifications regarding unused airline tickets in their name directly from Shorts Travel.
2. Each campus receives Unused Airline Ticket Reports on a monthly basis directly from Short’s Travel.
3. The Unused Airline Ticket Report by campus is available on the AP & Travel website by the 15th of each month. Department Heads and Business Managers, including those individuals with a business manager profile, are copied on the automated unused airline ticket e-mail notifications sent from Short’s Travel to the travelers. This allows departments the ability to address the use of any unused airline tickets prior to expiration.

United Airlines – Baggage Fee Increased for some Markets
There will be an increase in the first and second checked bag fees on Caribbean, Central and North America United and United Express-operated flights. Tickets that are voluntarily reissued will also be subject to the new bag fees.

<table>
<thead>
<tr>
<th>Region</th>
<th>First Bag</th>
<th>Second Bag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within US/PR/VI/Carib/ Central America1</td>
<td>Current: $25 USD New: $30 USD</td>
<td>Current: $35 USD New: $40 USD</td>
</tr>
<tr>
<td>Between Mexico and US/PR/VI/Carib/Central America1</td>
<td>Current: $25 USD New: $30 USD</td>
<td>No change</td>
</tr>
<tr>
<td>Between Canada and US/PR/VI/MX/Carib/Central America1</td>
<td>Current: $25 USD/CAD New: $30 USD/CAD</td>
<td>Current: $50 USD/CAD</td>
</tr>
</tbody>
</table>

1 Central America includes Costa Rica, Belize, Honduras, Guatemala and Nicaragua.
Complimentary first and/or second checked bags will still apply to:
* MileagePlus Premier members and their eligible companions
* Primary card members and companion(s) who purchase tickets using an eligible MileagePlus credit card

United Airlines systems, including the baggage calculator have been updated to reflect new pricing. For more details, please visit www.united.com.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kaylen Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

**Finance Trainings**

Below is a list of Finance classes that are currently available on the Training and Event Registration website at training.lsu.edu. Please monitor training.lsu.edu as additional classes will be continuously added.

<table>
<thead>
<tr>
<th>Start/End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Payable &amp; Travel Instructor Led Business Policies/Processes Training</strong>&lt;br&gt;Thursday, October 18, 2018 9:30 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Budget Instructor Led Workday Training</strong>&lt;br&gt;Wednesday, October 3, 2018 1:30 pm - 3:30 pm</td>
<td>205 Coates</td>
</tr>
<tr>
<td>Wednesday, October 24, 2018 9:30 am - 11:30 am</td>
<td>169 Coates</td>
</tr>
<tr>
<td><strong>Business Managers’ Meeting</strong>&lt;br&gt;Tuesday, October 9, 2018 9:30 am - 12:00 pm</td>
<td>Magnolia Room, LSU Union</td>
</tr>
<tr>
<td><strong>Financial Data Model (FDM)</strong>&lt;br&gt;Tuesday, October 2, 2018 9:30 am - 11:30 am</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Moveable Property: From Requisition to Disposal</strong>&lt;br&gt;Tuesday, October 16, 2018 11:00 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Post Award Administration</strong>&lt;br&gt;Tuesday, October 16, 2018 9:00 am - 11:00 am</td>
<td>235 Thomas Boyd</td>
</tr>
<tr>
<td><strong>Sole Source Procurements</strong>&lt;br&gt;Wednesday, October 31, 2018 1:00 pm - 2:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Strategic Sourcing 101</strong>&lt;br&gt;Wednesday, October 31, 2018 2:00 pm - 3:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Supplier Diversity</strong>&lt;br&gt;Tuesday, October 16, 2018 10:00 am - 11:00 am</td>
<td>225 Peabody</td>
</tr>
<tr>
<td><strong>Understanding Risk</strong>&lt;br&gt;Tuesday, October 16, 2018 9:00 am - 10:00 am</td>
<td>225 Peabody</td>
</tr>
</tbody>
</table>

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

**AP RECOGNITION WEEK**

October 8 - 12

*The efforts of LSU’s AP & Travel office are greatly appreciated!*
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.

<table>
<thead>
<tr>
<th>Common Terms &amp; Documents</th>
<th>Workday Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF</td>
<td>AG</td>
</tr>
<tr>
<td>CBA</td>
<td>AJ</td>
</tr>
<tr>
<td>CR</td>
<td>AWD</td>
</tr>
<tr>
<td>CSWS</td>
<td>AWDC</td>
</tr>
<tr>
<td>CWSP</td>
<td>BG</td>
</tr>
<tr>
<td>DT</td>
<td>BP</td>
</tr>
<tr>
<td>EMV</td>
<td>CC</td>
</tr>
<tr>
<td>ERP</td>
<td>CCH</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>CCM</td>
</tr>
<tr>
<td>FASOP</td>
<td>CI</td>
</tr>
<tr>
<td>FB</td>
<td>CO</td>
</tr>
<tr>
<td>FP</td>
<td>EG</td>
</tr>
<tr>
<td>GA</td>
<td>FD</td>
</tr>
<tr>
<td>GL</td>
<td>FDM</td>
</tr>
<tr>
<td>ITIN</td>
<td>FN</td>
</tr>
<tr>
<td>LSUID</td>
<td>FS</td>
</tr>
<tr>
<td>OTP</td>
<td>GR</td>
</tr>
<tr>
<td>PAWS</td>
<td>GRC</td>
</tr>
<tr>
<td>PCI DSS</td>
<td>PAP</td>
</tr>
<tr>
<td>PI</td>
<td>PG</td>
</tr>
<tr>
<td>PM</td>
<td>PJ</td>
</tr>
<tr>
<td>PO</td>
<td>SO</td>
</tr>
<tr>
<td>PO ALT</td>
<td>TC</td>
</tr>
<tr>
<td>PPCS</td>
<td></td>
</tr>
<tr>
<td>PRAF</td>
<td></td>
</tr>
<tr>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>PSAP</td>
<td></td>
</tr>
<tr>
<td>RFQ</td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>STO</td>
<td></td>
</tr>
<tr>
<td>WAE</td>
<td></td>
</tr>
</tbody>
</table>

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

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
FDI Federal Bureau of Investigation
FDN LSU Foundation
FEMA Federal Emergency Management Agency
NIH National Institutes of Health
NSF National Science Foundation
ORED Office of Research and Economic Development
OSP Office of Sponsored Programs
OBO Office of Bursar Operations
PAY Payroll
PROC Procurement
PROP Property Management
SACS-COC Southern Association of Colleges and Schools Commission on Colleges
SPA Sponsored Program Accounting
SSA Social Security Administration
TAF Tiger Athletic Foundation
UAS Auxiliary Services
USDA States Department of Agriculture