Business Managers’ Meetings

Please note that there will be no August meeting.

Meetings are scheduled to resume in September.

Payroll

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

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

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

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.

For questions or issues with PSA/WS earnings, please contact Angie Ogle at aeogle@lsu.edu or John Pilgrim at jpilgrim1@lsu.edu.
Reports to Assist in Determining Student Charges

Please monitor ledgers monthly for any WS/PSA errors. Errors found at the end of the fiscal year end are difficult to correct since the WS/PSA year has ended and allocations have been zeroed.

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field-Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned.</td>
<td>Search Field-Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

Issuance of Minor Employment Certificates

Minor work certificates are issued in the Payroll Office. In order to obtain a work permit, students will need to make an appointment with Angie Ogle at aeogle@lsu.edu. Visitors to Payroll must wear a mask.

Minor Employment Compliance

State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

Louisiana guidelines, including limitation for minors under age 17 can be found at LA Works. You may also visit the U.S. Department of Labor website for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

SSA Requirements for International Students

Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN) if they have not received one previously. Detailed instructions and documents required for applying for a SSN can be found at International Services.

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

Late Time Submission

Late time submissions must be made through Time Tracking in Workday. Late time submissions will be paid on the next regular payroll run.

Compensation End Dates

Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students.

Departments should run the Employee Compensation Status report in order to catch employees with compensation end dates that need to be continued. This will avoid surprises on pay day when an employee is expecting a check and does not get paid.

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 an ongoing audit to ensure that the actual end date of the compensation plans are
updated. The report – Compensation Ending Within Date is available to help identify which employees have upcoming compensation end dates.

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

Timely Termination of Employees
Employees who are no longer working should be terminated in the Workday system. If you have a student or WAE employee who is no longer working, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of assets.

Payroll Accounting Adjustments
Departments should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Requests should be e-mailed to Caleb Brown at cbrown13@lsu.edu.

Direct Deposit Changes
Direct Deposit updates and changes should be sent to the Payroll e-mail payroll@lsu.edu using the secure Files To Geaux through MyLSU or mailed to the Payroll office at: Office of Accounting Services, 204 Thomas Boyd, Baton Rouge, LA 70803. The job aid, Files to Geaux, provides more details on using files to geaux to submit the direct deposit form.

Payments during Campus Closure and Remote Operations
Students are encouraged to make payments electronically through myLSU.

Campus Federal Depository
The university has partnered with Campus Federal Credit Union to provide a secure depository for funds.

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.

The Bursar Operations team will be retrieving and working the entries during our abbreviated office hours.

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.
Late Registration Fee Waivers
The university is waiving the late registration fee for the 2020 fall semester.

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

New Tuition Payment Options
The university is implementing several new payment options as part of its COVID-19 response.

Beginning with the 2020 fall semester, the university will offer three (3) payment plan options for current semester tuition and fees.

1. 50% down, remaining 50% spread over three payments*
2. 25% down, remaining 75% spread over three payments*
3. 10% down, remaining 90% spread over three payments*

*Three payments are due October 1, November 1, December 1

There is a $15 non-refundable enrollment fee for all payment plans

LSU Online Payment Option
Beginning with the 1D2021 second summer module, the university will offer a payment plan for current module tuition and fees.

50% down, remaining 50% payable 21 days after the 1st day of class

There is a $15 non-refundable enrollment fee for all payment plans

Campus Merchants
Payment Card Transition from First Data to Elavon: Communication from the Bursar’s office 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 aides and individual training to merchants as they are migrated from the current processor to Elavon.

PCI Compliance: Annual Self-Assessment Questionnaires (SAQs) will be due this Fall. With the transition to Elavon, the university will be expected to be PCI compliant. This may require some hardware changes or business process changes for merchants. The Bursar’s office is reaching out to merchants with additional information.

Cashnet eMarkets: eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for items (i.e. 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

Service Centers & Recharge Operations
FY 2021 rate sheets were due to Budget and Planning on July 20, 2020. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2021 rates have been approved.

Instructions and forms can be found on the Budget and Planning website.

Reports
Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, Finance Training, Reporting.

Some of the most useful reports most used by departments are:

- Revenue & Expense by “Driving Worktag Chosen”
- Journal Line Details with Employee Name
- Trial Balance

Update to “Revenue & Expense by Program” report
- “Revenue & Expense by Program” report now provides a check box in the report parameters to exclude inactive worktags.
Credit Card Merchant Procedures
All merchants should review their Bank of America statements to CARD entries processed to ensure all revenue received via credit cards has been recorded. If merchants need help getting BOA statements or a listing of CARD entries, please contact Jen Richard at jgendr1@lsu.edu.

ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.

- CARD entries should be completed each day for the previous day's activity.
- If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
- Departments should only record what the Bank of America report shows as being received.
- American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation.
- A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
- There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.

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 and How-to Video can be found on the Workday Training webpage under Financial Accounting, Create Journal Entry: Internal Billing

Important Reminders
- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- 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 sponsored agreement account (excluding gift, University Foundation, and expired 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
- Verify Additional Worktags on each line. For example, if budget code or funding source is listed, verify budget code or funding source is appropriate on the given line.
Financial Accounting & Reporting continued...

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 Financial Accounting and Reporting Forms. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

** Unclaimed Deposits/Wire Transfers **
Departments that are missing funds (expected 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. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact information to Stephanie.

E-mail Attachments in Workday
When e-mails are attached to operational transactions in Workday, be sure to save and attach the e-mails as a .pdf file extension. Saving the e-mails as a .msg extension would require anyone attempting to view the attachment to have the Outlook client installed locally, which is often not the case. Please visit the job aid "Saving an E-mail as a PDF" for more information.

Sponsored Program Accounting

FY 21 Fringe Benefits & Tuition Remission Rates
The following rates are effective for July 1, 2020 through June 30, 2021. The approved letter is posted on the SPA website.

LSU (Including PBRC)  44%
2-Year Post-Doctoral Researchers  22%
Contingent/WAE labor  7.65%
GA Tuition Remission  36%
Non-student employees with “F” or “J” visa  44%

LSU Agricultural Center
Employees  53%
Federal Employees  33%
2-Year Post-Doctoral Researchers  22%
Contingent/WAE labor  7.65%
GA Tuition Remission  36%
Non-student employees with “F” or “J” visa  53%

Key Personnel
For federal and federal pass-thru awards, SPA must be notified if key personnel will be disengaged from the project for more than three months, or if there will be a 25 percent reduction in time devoted to the project. Key Personnel is tracked on the Key Personnel Commitments tab located on the award under the Additional Data tab. Please note, the “Documented” column is manually updated by the SPA Analyst so be aware of the date in the “Last Updated” column to ensure the amounts listed are current. The report “Award Key Personnel Commitments” can be prompted by cost center, award, worker and date range to display commitments and the effort documented.

Cost Sharing
For cost sharing funded by FD100 or FD101, all expenditures must be tagged with both worktags: the cost sharing grant and the program.

All cost sharing must be documented in the project period of the award. Cost sharing expenditures that are incurred outside of the project period are unallowable and cannot be reported to the sponsor.

LA Board of Regents (BOR) graduate fellowship status reports and invoices are due to BOR by October 1, 2020, for continuing LEQSF graduate fellowship and doctoral
contracts. Please submit the status reports to Sponsored Program Accounting as they are required for invoice preparation. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu, or Falynn Rivere at 578-2139 or frivere1@lsu.edu. The SPA Contact can be found on the Award on the Assigned Roles tab or on the Grant on the Roles tab.

The Department of Natural Resources (DNR) requires approval of all professional services purchases (both subcontracts and vendor contracts for services) on their sponsored agreements. Note that if the subcontractor or vendor is specified in the proposal/award budget, this serves as DNR’s approval. Any subcontractor or professional services consultant not specified in the proposal/award budget will require DNR’s approval.

Tuition and Fees
A breakdown of tuition and fees for the 2020 Fall Semester (15/2021) is available at Fee Schedules on Budget & Planning’s website. Please use these figures in all future proposals to sponsors when applicable.

Lump Sum Payments
Lump Sum Payments for students and contingent/transient employees are normally not allowable on sponsored agreements. Lump sum payments should only be used if compensation cannot be derived from a calculation of an hourly rate of pay, or when standard timesheets are not an appropriate method of payment. Allowability of lump sum payments will be determined on a case by case basis.

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 a note with the check or make a notation on the check stub, identifying as much information as available, such as the LSU award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Travel on Sponsored Agreements
Cancelled airline tickets should not be charged to sponsored agreements. The unused tickets should be charged to state funds, rebate accounts, gift accounts or expired fixed price accounts. The only time a cancelled airline ticket should be charged to a sponsored agreement is when the ticket is reissued on the same sponsored agreement. Exceptions may be granted for extenuating circumstances and will be reviewed on a case by case basis. Cancellations due to COVID-19 is considered an extenuating circumstance and should be charged to the grant where the travel was to occur.

Accounts Payable & Travel

FY21 Spending Freeze Continuation
The spending freeze implemented in FY20 will continue into FY21 until further notice. The following guidelines must be followed:

Applicable Funds
All unrestricted funds included in the University’s FY 2020-2021 Operating Budget identified with a fund of FD100, FD101 and FD102 in Workday are subject to the spending freeze.

Applicable Spend Categories
No applicable funds can be expended on or after the Effective Date in spend categories assigned to travel, operating services, supplies, professional services and/or equipment by any method of procurement or payment. This includes requisitions processed via Workday or catalogs, expense reports, expenditure transfer entries, check requests, direct charge invoices, or petty cash.

Exemptions and Documentation Requirements
The exemptions listed below allow for procurement of supplies and services to be made during the Expenditure Freeze and are not subject to the AS900 “Request for Spending Freeze Exception” form requirement.

1. LSU will continue to expend funds for requisitions released to Procurement and/or purchase orders encumbered 7/1/2020 through 7/8/2020.
2. LSU will continue to process contracts for professional, personal, and consulting services if they are essential to the operations of the University. Existing Contracts for Goods and Services from previously approved will continue.
3. LSU will continue to expend funds for the recruitment of students. If the direct relationship between the procurement transaction and the recruitment of students is not clear, written justification and approval from a Vice President, Vice Provost, Dean, Director, Department Head, or Chair
Accounts Payable & Travel continued...

4. LSU will continue to process faculty start-ups/buy-outs and cost sharing expenditures.

5. The following spend categories are exempted:
   - Advertising
   - Emergency repairs/replacements
   - Law Enforcement Obligations
   - Telecommunication Services
   - Pest Control/Termite Services
   - Fuel for University Stores
   - Shredding Services
   - Any service center or internal billing
   - Utilities
   - Software license, maintenance and renewal services
   - Postal/FedEx/UPS Services
   - Worker’s Comp
   - Internet/Data Services
   - Waste Disposal Services
   - Subscription Services
   - Maintenance Supplies and services
   - Supplemental manpower contracts

6. COVID Related PPE purchases and space accommodations purchased through Facility Services.

Exceptions to the Implementation

Any exception to the implementation of the spending freeze not listed above may only be made with the written approval of a Vice President, Vice Provost, Dean, Director, Department Head, or Chair via the AS900 form documenting the essential nature of the expenditure in supporting the University’s core functions of instruction, research, and public service.

Contact Information

Any questions related to LSU’s Expenditure Freeze should be directed to:

* Patrice Gremillion, Director of Accounts Payable & Travel at pgremill@lsu.edu
* Sally McKechnie, Chief Procurement Officer at smckechnie@lsu.edu

Special Handling Check Distribution Suspended

Due to the University closure, special handling request for in-person check pick up in Accounting Services, 204 Thomas Boyd, has been suspended. All checks will be mailed. If a check is to be mailed to an address that is not the supplier address on file in Workday, the Special Handling Form (AS209) must include an alternate mailing address that is not a departmental address since the University is closed to only essential personnel.

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 pgremill@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

AP & Travel forms can be found on our website under AS Forms. Departments are encouraged to use the current form versions and complete the forms with all requested information. Incomplete or outdated forms may delay the processing of the payment request.

LaCarte

LaCarte Card Distribution Resumes in 204 Thomas Boyd by Appointment Only

Ordering and distribution of LaCarte cards will resume starting the week of August 17, 2020 by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of the appointment date to pick up the card at the
front desk in 204 Thomas Boyd. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

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 privileges.

Supporting Cost Documentation
All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.

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

Non-expensed FY20 Procurement Transactions
Cardholders may experience suspension of card privileges for any FY20 procurement transactions that were not reconciled via an Expense Report by the deadline of July 6. No cardholders will be affected for transactions outstanding that are related to future travel. For questions, please contact DeAnna Landry at deannal@lsu.edu

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

Domestic Travel Policy Update!
LSU has reverted back to the normal domestic business travel policy. The Temp1 Form, Request for Domestic Travel during COVID-19 Outbreak, is no longer required. A request for authorization to travel for professional and business-related events requires completion of a Spend Authorization in Workday. The Spend Authorization must be completed and approved prior to making travel reservations. For further information regarding domestic travel, please refer to PM-13, University Travel Regulations, which has been updated to reflect the changes to the travel policy effective July 1, 2020. PM-13 can be found on University Administration and Accounts Payable & Travel websites.

The Travel Orientation Brochure is a tri-fold document that provides a brief summary of pertinent information of the PM-13, 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 brochure has also been updated to reflect the travel changes for FY21 and can be found on the AP & Travel website.

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

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
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
- 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