December Business Managers’ Meeting

> Student Health Center Initiatives
> Travel Update

Online via Zoom
Tuesday, December 8, 2020
9:30 - 11:00 am

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Sponsored Program Accounting

Sponsor Deadlines
In order for SPA to meet agency deadlines for submission of invoices and financial reports, we request principal investigators (PIs) or their designees ensure that:

1. Appropriate charges are reflected on the official University ledger,
2. Cost sharing is documented,
3. Key personnel commitments are met,
4. The required monitoring/technical reports are submitted, and
5. Property and patent reports are returned promptly to the SPA contact.

All invoices and financial reports must be submitted by SPA. The SPA Director has signature authority to sign the documents on behalf of LSU.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

Final invoices will not be revised for additional expenditures. It is essential that departments notify SPA of any pending items in process, such as changes in costing allocations, before the final is billed.

Early Termination
If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

Participant Travel
Travel for participants is not subject to F&A. In order for F&A to calculate correctly on Participant Support Costs please use the correct ledger/spend category.

- Ledger Account - 6270: Participant Support Costs
- Spend Category - SC0289: Participant Travel
Travel Expense Reimbursement Requests
When charging travel expenditures to a sponsored agreement account, the purpose stated on the expense report must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.

Fixed Price Agreements
Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

Board of Regents (BOR) Graduate Fellows
Please forward Graduate Fellowship Status Reports to SPA. SPA must include the reports with the invoices which are due to the BOR by January 31, 2021.

Service Centers
Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:

1. Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. The request must be routed through OSP.
2. Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
3. Process a costing allocation and PAA (if needed) to change the source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

Internal No-Cost Extensions
LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements. These requests should be routed in GeauxGrants. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

Bursar Operations

Fee Bills for Spring 2021
Payment due date is 12/16/2020. Students are encouraged to make payments electronically through myLSU.

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.

Late Registration Fee Waiver
As part of the university’s COVID-19 response, the Late Registration Service Charge will not be assessed for the Spring 2021 semester.

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

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

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

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

Deposit Instructions
◆ All deposits must be in a sealed envelope with your initial or signature along the seal for tamper proofing.
The envelope should clearly and legibly have "LSU Bursar Operations" written on the front.

Student deposits must include the 89# to ensure they are recorded properly.

Envelopes thicker than .75” can be placed in the commercial slot. A commercial key will be in the lock for envelopes up to 6” in thickness.

**Scanned CARD Entries**
CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

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

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

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

**Campus Merchants Payment Card Transition from First Data to Elavon**: Communication from 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 Training**: PCI training is required for all employees involved in processing payment card transactions including the IT support for these individuals. Training will be provided online through the CampusGuard training portal until December 31st. E-mails have gone out with instructions on how to access and complete the training. If you have not received the e-mail, please contact Tyler French at tfrench1@lsu.edu.

**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**

**CARD**
When completing a CARD entry, please be sure to include attachments in the CARD system so that the approver can easily the verify accuracy of the transaction. The attachment should include the purpose and source of deposit.

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

A step-by-step Job Aid can be found on the Workday Finance Training webpage.
* 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
Financial Accounting & Reporting continued...

* 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

Cost Transfers
The following are tips when completing cost transfers:
* The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
* A cost transfer cannot be completed until the original charge is posted.
* 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 the report “Journal Line Details” 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 to use or if a partial transfer is being done.
* 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.

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.

Reporting
Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box or going to the Business Resource Management Dashboard:

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

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. A job aid is available for the CARD application.
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 website.

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. Expense Reports for Non-Workers Job Aid can be found on the Workday Training website.

Directory (DIR)
In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

* By Social Security Number (UCHG Screen)
* By 89 ID number (VCHG Screen)
* By PAWS ID (VCHG or VLID screen) if an LSU e-mail already exists
* By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to M.E. Hart at mehart@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

Accounts Payable & Travel

Mark your calendars...
The final AP Settlement run for 2020 will be Monday, December 21, 2020. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

Mail for Accounts Payable & Travel
Due to restricted office access, all mail deliveries for Accounts Payable & Travel should be dropped off at the Accounting Services front desk located in 204 Thomas Boyd (not 217 T Boyd). All other in-person inquiries to Accounts Payable & Travel will require an appointment. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

International Visitors
Payments to international visitors must be in accordance with FASOP: AS-04, NRA Consultant, Contractor, Scholarship & Fellowship Payments and are subject to federal tax withholding at the rate of 30% unless a reduced withholding or an exemption from withholding is provided by a tax treaty. The tax treaty benefits must be claimed by the international visitor prior to payment.

It is critical to determine if the visa classification and other circumstances related to the international visitor allow for payment of any kind. If the visa classification does not allow the international visitor to receive payment or reimbursement of expenses, no payment request will be processed.

Please note, if the visitor does not have a SSN or ITIN, he or she will have to apply for an Individual Tax Id number (ITIN) via the W-7 form in order to claim tax treaty benefits and the W-7 form must be signed in person in the Accounts Payable & Travel office. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

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

LaCarte Card Distribution Resumes by Appointment Only
Ordering and distribution of LaCarte cards has resumed and the distribution of LaCarte cards will be by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at idrigg@lsu.edu.

Non-expensed FY 2020 Procurement Transactions
There are still FY20 LaCarte/CBA/Travel transactions not expensed. It is imperative that immediate attention is given to create the Expense Reports. Cardholders may experience suspension of card privileges for any FY20 procurement transactions that are not reconciled. No cardholders will be affected for transactions outstanding that are related to future travel. For questions, please contact DeAnna Landry at deannal@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 privilege. Also, as a reminder, please respond timely to the LaCarte staff e-mails to ensure continuous processing of all transactions/reimbursements.

Safeguard LaCarte cards
LaCarte cards should be safeguarded in a safe place at all times. LaCarte card account 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.

LaCarte cardholders are to be reminded that their LaCarte card should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

Helpful – Reports!

- Find Credit Card Transactions by Employee Cost Center
  - Provides a list of all employees with credit card transactions for all statuses
- 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.
Accounts Payable & Travel continued...

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

Effective December 1, 2020, Short’s Travel Online (STO) will not be available to make online bookings. Bookings during the month of December must be booked with a Short’s agent. The Short’s agent fee will be charged.

Short’s Travel Management Contact Information:

SHORT’S TRAVEL MANAGEMENT
Toll Free - (888) 846-6810
Fax - (319) 433-0847
E-mail:  state@shortstravel.com or international@shortstravel.com

Effective January 1, 2021, the new contract travel agency will be Christopherson Business Travel. More information will be provided as the transition to the new travel agency is completed. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

Please do not edit a PDF invoice/receipt. If additional information needs to be communicated, make a handwritten notation on the invoice/receipt. Please make sure not to write over any print on the invoice/receipt. A justification or memo may also be attached to the expense report. Editing a PDF invoice/receipt, to add information, compromises the integrity of the document.

Travel Expense Reports should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. For cancelled trips, it is recommended that Expense Reports be created promptly to ensure all travel transactions are expensed/charged in this fiscal year. The Expense Report should include all expenses, refunds, etc. related to the trip. A justification as to the reason the trip was cancelled should be stated in the Justification and/or included in the supporting documentation. If the trip was cancelled by a host/organizer, documentation from the host/organizer must be attached to the Expense Report. Also, as a reminder, please respond timely to the Travel staff e-mails to ensure continuous processing of all transactions/reimbursements.

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

Trainings

To register, go to the Training website, training.lsu.edu

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<td>Travel Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 12/2</td>
<td>9:00 am - 11:00 am</td>
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<tr>
<td>Financial Data Model (FDM) and Reporting Instructor Led Workday</td>
<td>FAR</td>
<td>Wed, 12/2</td>
<td>9:30 am - 11:30 am</td>
</tr>
<tr>
<td>LaCarte Card Training</td>
<td>AP &amp; Travel</td>
<td>Thurs, 12/3</td>
<td>9:00 am - 11:00 am</td>
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<tr>
<td>Business Managers’ Meeting</td>
<td></td>
<td>Tues, 12/8</td>
<td>9:30 am - 11:00 am</td>
</tr>
<tr>
<td>Invoice Processing Training</td>
<td>AP &amp; Travel</td>
<td>Tues, 12/15</td>
<td>9:00 am - 11:00 am</td>
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All trainings will be held online via Zoom
Payroll

TAX TOPICS
W-4 Updates
Employees are reminded to review their withholding status for the new tax year.

The IRS released an updated withholding calculator to help employees determine the proper withholding amount. Answers to frequently asked questions about using the calculator also were released with the calculator.

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. The job aid for changing withholding elections can be found on the Training for Employees (Employee as Self) webpage.

Changes will take effect within two business days.

2021 Contribution Limits
The IRS has announced the dollar limits applicable to pension plan contributions remain unchanged for calendar year 2021. Elective deferral limits are as follows:

- 403(b) Plans - $19,500
- 457 Plans - $19,500
- Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit I also remains at $6,500 for 2021.

- 403(b) plans allow for a 15 year catch-up with a lifetime maximum of $15,000 and a yearly maximum of $3,000. In order to determine eligibility the employee must contact Payroll or HR.

Employees who wish to change contribution amounts to their supplemental retirement account should refer to the Human Resources website, Supplemental Retirement Plans page for further instructions.

International Employees
Tax treaty benefits expire December 31, 2020. If you have an international employee that was unable to attend the zoom renewal meeting in November a link to a copy of the meeting can be found at Tax Treaties | LSU Payroll.

Renewal documents need to be sent ASAP via files to geaux to taxraties@lsu.edu to avoid any delay in 2021 benefits. An original signature is required on the renewal form since the form is forwarded to the IRS which does not accept electronic signatures.

Invalid or Temporary Social Security Number
A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports.

No Mismatches Please
Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a $50 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee's card should match the name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or HRM can make the change.

Address Changes or Corrections
Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The job aid, Home and Emergency Contact Information, provides instructions on updating address information in Workday.

Note: Employees will need to submit a written request to change an address for any insurance carrier. The Change of Address form needed can be found on the Payroll or HRM websites.
Insurance Premium Changes
Newly elected benefit coverages and premiums for the 2021 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form GB–79 can be found on the LSU HRM Benefits website. 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. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

Diplomas will not be issued to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by 4:00 pm on Wednesday, December 09, 2020.

Wage and Student Early Deadline For Holidays
Early Retro Pay Deadlines due to Early Payroll Runs

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<th>Time Locked</th>
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<tr>
<td>Wage</td>
<td>December 18, 2020</td>
<td>Thursday, December 17, 2020 at Midnight; Balance of week 2 will need to be estimated</td>
</tr>
<tr>
<td>Student</td>
<td>December 25, 2020</td>
<td>Monday, December 21, 2020 at 3:00 p.m.; Only estimate time if certain student is working</td>
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Special Delivery
Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are holidays in the pay period. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly by the due date.

Holiday Pay for Eligible Employees
If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM if you have a question about an employee receiving holiday pay.

Holiday Time for Part-Time Employees
Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The time keeper will use the Holiday Adjustment to enter the correct number of hours the employee should be paid. Example: if an employee’s regularly scheduled hours are 20 hours per week Monday through Friday, the time keeper will enter 4 hours per day using the Holiday Adjustment for the periods of 12/19 and 12/26. Please refer to the Holiday Quick Guide job aid for instructions on adjusting time for part-time employees.

Holiday Trigger
If no changes are required and the employee should be paid 8 hours per day: please use the Holiday Trigger time entry code for the week of 12/26/2020. The employee, manager or time keeper will enter .01 hours in the unit field. Once this step is complete, the totals will update to include the 8 hours per day for holiday pay for full time employees. Remember to make sure the time is in an approved status to ensure payment.
Please note that a time off request initiated through the Time Off calendar (the suitcase worklet) will not trigger the holiday hours to populate on the Time Entry Calendar. To identify employees who requested leave through the Time Off Calendar who need the Holiday trigger loaded, please run the following reports: **Time Holiday Hours 0 (zero) and Time Off GT 0 (Greater Than Zero)**. These reports will be helpful during the weeks of 12/19/20 and 12/26/20 to ensure every classified employee’s time is loaded correctly during the Holiday period. Please refer to the [Holiday Quick Guide](#) job aid for instructions on using the holiday trigger.

**Time Should Be Estimated Carefully**
Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

**The Fair Labor Standards Act** dictates that employees must be paid for all hours worked and the payment should be made for the pay period in which the work was performed.

**Remote Workers and Louisiana State Withholdings**
For any employee to work remotely including but not limited to: work performed outside the LSU campus, work outside of the state of Louisiana, telecommuting, and/or work from home arrangements, a [Flexwork Agreement](#) must be reviewed and pre-approved by Departmental/College leadership, the Office of Human Resource Management, and the Office of the General Counsel prior to work commencing. Please contact your designated Compensation Consultant to obtain Flexwork Agreement or ask questions on eligibility or the approval process.

From a Payroll perspective the worker location determines if the employee is to have Louisiana state tax withholdings.

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**Administration**

**Business Managers’ Meeting**
Please be reminded that there will be no Business Managers’ meeting in January due to the holiday break. Meetings will resume in February 2021.

**General reminders:**
- Meetings are generally held on the second Tuesday of the month from 9:30 am to 11:00 am.
- To submit an idea for a future topic or submit specific questions on topics announced for future meetings, please contact Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu).
- To be added to the Business Managers’ Mailing List, please contact Danita King at [dcking@lsu.edu](mailto:dcking@lsu.edu).
- Information on prior meetings can be found at [Monthly Business Managers Meeting](#).

**AS Forms**
For a complete listing of all current AS forms used within Accounting Services visit [AS Forms](#). These forms are in a user-friendly fillable .pdf format. Please contact Danita King at [dcking@lsu.edu](mailto:dcking@lsu.edu) with any issues accessing or using these forms.

**Unclaimed Property Notifications**
If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Danita King at [dcking@lsu.edu](mailto:dcking@lsu.edu). Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is actually due any money. The claim will be researched within Accounting Services. If LSU is due the unclaimed property, Accounting Services will complete the paperwork, obtain appropriate signatures, and submit the claim.
Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

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

**Financial Systems**
- ABS: Advanced Billing System
- CARD: Customer Accounts Receivable & Deposit
- DIR: Directory System
- FAMIS: Facility Services’ Computerized Maintenance Management System
- FMS: File Management System
- SAE: Student Award Entry System
- SPS: Sponsored Program System
- SWC: Workers’ Compensation System
- TIS: Treasurer Information System
- WD: Workday

**Workday Terms**
- AG: Agency Clearing
- AJ: Accounting Journal
- AWD: Award
- AWDC: Award Conversion
- BG: Basic Gift
- BP: Business Process
- CC: Cost Center
- CCH: Cost Center Hierarchy
- CCM: Cost Center Manager
- CI: Customer Invoice
- CO: Change Order
- EG: Endowed Gift
- FD: Fund
- FDM: Financial Data Model
- FN: Function
- FS: Funding Source
- GR: Grant
- GRC: Grant Conversion
- PAP: Period Activity Pay
- PG: Program
- PJ: Project
- SO: Supervisory Organization
- TC: Transfer Company

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