Bursar Operations

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

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

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

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

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

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

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

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

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

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

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

**1098-T Forms**
2020 1098-T forms can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu.

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

**Cashnet eMarkets:** eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher (dbutch1@lsu.edu).

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

<table>
<thead>
<tr>
<th>Month End</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Monday, March 1</td>
</tr>
<tr>
<td>March</td>
<td>Thursday, April 1</td>
</tr>
<tr>
<td>April</td>
<td>Monday, May 3</td>
</tr>
<tr>
<td>May</td>
<td>Tuesday, June 1</td>
</tr>
</tbody>
</table>

In order for the monthly closeout process to be completed in Workday, all “In Progress” manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:

- Track entries by running the “Find Journal” report to find “In Progress” entries. A job aid for the “Find Journal” report is available on the Workday Training website under Reporting.
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month.
Cost Center Managers and all other approvers on journals should:

- Approve any entries in your inbox in a timely manner.
- Make an extra effort to clear inboxes the last week of the month.

Reports
A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the Workday Training webpage under Reporting. The report is an Excel file called “Finance Reports by Functional Area”.

All finance related job aids are available on the [Workday Training](https://www.workday.com) webpage.

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jennifer Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

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](https://www.financialaccounting.lsu.edu/forms). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Cost Transfers
The following are tips when completing cost transfers:
- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” or “SPA – Journal Lines” 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 is available on the Workday training webpage under Financial Accounting.

Credit Card Merchant
Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from First Data/Bank of America or Elavon, please contact Jennifer Richard at jgendr1@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 Jennifer Richard at jgendr1@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://wwwCARD.com).

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](https://www.financialaccounting.lsu.edu/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...
**Financial Accounting & Reporting continued...**

Invoice Workflow for the payment to be sent by WIRE. Expense Report 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 (UCHG Screen)
- By name (VNAME 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.

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**Sponsored Program Accounting continued...**

- Dates on the invoice identifying the billing period (not the invoice date) are within subcontract period of performance
- Invoice format (e.g., major cost categories, lump sum, milestones, etc.) is in the format required by the subcontract
- Invoice frequency (i.e., monthly, quarterly, at final, etc.) is in compliance with subcontract requirements
- If required by the subcontract, invoices reflect the source of funds (ex: NASA, LEQSF – two separate awards) and invoiced amounts are charged to respective LSU grants
- Expenditures are allowable and within the re-budgeting limitations set forth in the subcontract
- If cost reimbursable, the cumulative amount equals the amount previously billed plus the current billing amount
- Cost sharing certification has been attached to the invoice, if applicable
- The invoice has been certified and signed by the authorized institutional representative
- If withholding is required by the subcontract, each invoice has been reduced by the retainage (% of amount invoiced)
- The final invoice has been marked “Final”, cost sharing has been met, the close-out certification has been submitted, and final deliverables have been submitted and accepted before the final invoice is approved for payment
- The Checklist can be found in the Post Award Manual on the SPA website.

Properly prepared invoices and cost sharing certifications are approved by the Principal Investigator or his designee and forwarded to SPA. The department should also create a receipt in Workday. See job aid on LSU Workday website under Procurement “Create Receipt for Services.” SPA will forward the invoice to Accounts Payable for payment.

If any of the above items are not satisfactory, the PI should notify the SPA contact for assistance in resolving the issue. If the invoice is satisfactory, Uniform Guidance requires that it be paid within 30 days. Therefore, please do not delay processing. The Checklist can be found in the Post Award Manual on the SPA website.

**Subrecipient Invoices for Grants**

- Subrecipient invoices should be forwarded to SPA as soon as they are received.
- The Office of Management and Budget (OMB) Uniform Guidance requires subrecipient invoices to be paid within 30 days of receipts:
  - SPA will log and track the invoices to ensure it is paid within 30 days of receipt
  - Ensure the PO# and Grant ID are included on the invoice.
  - SPA will forward the invoice to AP who will load in Workday.
  - The invoice will route in Workday to the PI for approval.
  - Below is the PI Checklist for Subcontractor Invoices. Please ensure the following is checked for when approving invoices.

**PI Checklist for Subcontractor Invoices**

- Acceptable technical reports and deliverables have been submitted in accordance with subcontract requirements

**Appointments to Sponsored Projects – Reviewing Costing Allocations**

Appointments to sponsored projects must be for the period of actual time. These appointments may be beyond...
budget periods specified in the award if the PI and the department chair expect the grant period will be extended. However, a costing allocation to change the source of funds will be necessary if the grant is not extended or the sponsor issues a new award (in which case we must assign a new account number for the project). If a retroactive change needs to be made, a PAA must be processed.

♦ Overdrafts, unallowable costs, or costs not incurred within the period of the award remain the responsibility of the department. Therefore, personnel appointments to sponsored projects should be carefully evaluated. Appointments for extended periods should be considered when appropriate in lieu of preparing numerous forms over the life of multi-year or incrementally funded agreements.

♦ Ensuring costing allocations are correct during the period of performance will help reflect accurate time charged on the grant accounts and shown on the effort reports.

Board of Regents (BOR) Industrial Match
Industrial match commitment letters for BOR contracts are due to BOR by March 31, 2021:

♦ The original commitment letter should be mailed directly to BOR with a copy to Sponsored Program Accounting (SPA) as long as there are no changes with sponsor, amount, or terms.

♦ If a change is necessary, you must contact your appropriate Office of Sponsored Programs Office (OSP) coordinator. The commitment letters are required in order for SPA to budget the next year’s funding.

BOR R&D and Enhancement contracts expiring June 30, 2021
Any requests for rebudgeting and/or no-cost extensions must be submitted to BOR by April 30, 2021. Please allow time for review by Sponsored Program Accounting (SPA) and/or the Office of Sponsored Programs (OSP) for your campus. Any questions regarding BOR accounts should be directed to the Grant Manager whose name can be found on the grant under the Roles tab.

Early Termination
If an agreement is terminated for any reason, please notify both SPA and OSP in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, e.g., e-mails, letters, etc., this must also be forwarded to both offices. Both SPA and OSP will work with the PI, department, and sponsor to close the project. Additionally, if a PI or Graduate Assistant named on any project has left the University, please notify SPA and OSP immediately.

Progress Reports
All progress reports, regardless of sponsor, must have the principal investigator’s signature and date. If this is not part of the report, it must be added. Since the cover letter is not considered part of the progress report, the signature needs to be on the actual progress report.

Unallowable Costs on Sponsored Agreements
FASOP: AS-21 UNALLOWABLE COSTS FOR SPONSORED AGREEMENTS includes procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the SPA Billing Analyst will transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established, as needed, in each College for each function (research, instruction & public service).

Accounts Payable & Travel

What’s New?
Check Print Outsourcing
Effective March 8, 2021, the University will be transitioning to check print outsourcing offered via the banking service contract. This is an exciting initiative which will result in cost savings to the University. Check print outsourcing will be implemented in two phases. The first implementation phase will be for non-payroll check payments and payroll check payments will follow. Departments must be aware check outsourcing will result in an added 24 hour period for checks to return to campus in the case of Special Handling checks. Special Handling checks are checks for which an enclosure must be mailed with the payment or when the department has a need to pick up the check. For these type of situations, please ensure to attach the Special Handling Form (AS209) to the top of the invoice or document as usual in order for the special handling request to be processed timely and properly.

Accounts Payable & Travel will retain the ability to
process checks in-house for only on-demand/emergency situations. Late or last minute submission of invoices and/or miscellaneous check requests sent to Accounts Payable & Travel for an immediate check turn-around will not be considered an emergency. **All check payments will be maintained by the outsourcing business process.** It is imperative that departments factor in the added 24 hour period for any Due Date priority handling.

Outsourcing for payroll check print will be implemented once development and configuration is completed. We are anticipating a production date of May 2, 2021 (or earlier). For questions, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

**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 inquires 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.

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

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

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

**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 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

**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.

**FY 2020 Spending Freeze is still in Effect**
In order to expedite Expense Reports that meet the exceptions to the spending freeze, departments should include the “AS900 “Request for Spending Freeze Exception” form documenting the essential nature of the expenditure. The AS900 must reference the specific purchase made. Forms are being submitted with vague descriptions such as “supplies.” When the “essential nature” of the purchase is not clear, departments will be contacted to provide an explanation. For questions, please contact DeAnna Landry at deannal@lsu.edu.

**Home Deliveries**
Delivery of purchases to a home address are being allowed during this time period. Purchases related to remote delivery of classes should be approved by a supervisor prior to purchase, and that approval should be included as additional documentation to the Expense Reports. A justification for purchases shipped to a non-campus address is required.
Accounts Payable & Travel continued...

LaCarte Reminders:
1. Purchases utilizing PayPal - If PayPal is in the “Charge Description” field on the Expense Report line, the cost documentation must include the itemized receipt from the seller. The PayPal receipt is required whenever the seller’s receipt does specifically indicate payment was processed by PayPal.
2. Purchase Credits - Expense Reports that include credit transactions must cross reference the Expense Report numbers of the original purchase to verify the appropriate expense items are being used.
3. Invoice date for LaCarte Payments – If the invoice date is later than the credit card transaction date, an order confirmation showing that the order date is the same as the LaCarte card transaction date is required.
4. Expense Report Attachments - Please attach all receipts in a single document (.pdf format) on the Attachments tab. Receipts should be in the order of the expense items.
5. Prior Approvals - Please include all prior purchasing approvals with the cost documentation.
6. Foundation Purchases - Purchases to be paid directly by the Foundation should not be paid with the LaCarte card. Payment should be processed directly through the Foundation.
7. Edit/Withdraw - Please do not edit or withdraw expense reports when additional information is requested by a LaCarte auditor. Please e-mail the documentation directly to the LaCarte auditor.

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

Christopherson Business Travel is the new State of Louisiana contracted travel agency. The contact information for Christopherson is as follows:

CBT UNIVERSITY TRAVEL TEAM
Monday – Friday
7:00 am – 7:00 pm CT
P: 800-961-0720
E: Statelauniv@CBTravel.com

Summary of pertinent information:
1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is $24.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is now available!
The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, Book a Trip on the left-hand side of the screen to be taken into the Concur site. The online booking fee is $7.

CBT Tutorials
There are training videos available to highlight how to: Update a Profile, Book Airfare, Book Car Rental and Book a Hotel. The training videos are published on the Accounts Payable & Travel website, under Travel, New Travel Agency, CBT Tutorials.

HR Integration
The HR integration runs daily and provides Christopherson with basic demographic information on active LSU employees, including employed graduate students, to create profiles. The HR integration eliminates employees and/or departments from having to contact Accounts Payable & Travel to manually create a profile prior to a booking. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

Bus Charter Services
Christopherson has partnered with Short’s Travel Management to continue the State of LA and LSU’s business relationship with STM Ground Inc. - STM Driven for providing bus charter services. The contact information is as follows:

STM Ground Inc. - STM Driven
1203 W. Ridgeway Avenue
Waterloo, IA 50701
Direct: 319-433-0851
Cell: 773-766-8123
Fax: 319-234-2490
E-mail: Nick Gyllin: ngyllin@stmdriven.com
**Accounts Payable & Travel continued…**

**Unused Tickets**
The State Travel Office continues in their efforts for working diligently with Delta, Southwest and United to request refunds, minus administrative fees if applicable, for the COVID related unused tickets. American Airlines is still in negotiations.

*Southwest is the first airline to process State Travel's refund request.* At this time, we are in the process of accounting for the eligible unused tickets and will follow the business process below on how the refunds will be processed once received.

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

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

**Business Process**
The administration of the unused tickets and maintaining the Unused Ticket Report will be a manual process with monthly updates. If and/or when LSU receives the refunds from the airlines for the COVID related unused tickets, Accounts Payable & Travel will be responsible for notifying the departments and for preparing a journal entry to credit the original account charged. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

**Travel Restrictions Reminder**
1) International Travel remains prohibited at this time.
2) Domestic out-of-state travel requires all appropriate approvals via the Temp1, Request for Domestic Travel Due to COVID-19 Outbreak form. The form can be found on the Accounts Payable & Travel website under Travel, Important Travel Updates. The Temp1 form must be attached to the Spend Authorization. In-state travel does not require the Temp1 form; however, the Spend Authorization is required and should be fully approved prior to travel.

**Safeguard payment information** by removing 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 578-6052 or acreech@lsu.edu
⇒ Doris Lee 578-3698 or dorislee@lsu.edu
⇒ Kalynda Mayfield 578-3697 or mayfield1@lsu.edu
⇒ Kathleen Patrick 578-3699 or kelder1@lsu.edu

**Payroll**

**Retroactive Pay Transaction Cut Off for Current Payrolls**
The cut off for Retroactive transactions for student and wage payrolls is the end of the day on the 2nd Wednesday of the current pay period. The process to pull in Retro transaction runs on the 2nd Thursday of the current pay period. Any retro transactions loaded after the Wednesday cut off will not be paid until the payroll for the subsequent period.

The cut off for Retroactive transactions for academic and professional payrolls is 4 days prior to the payroll run date. Payroll end dates and run dates can be found on the Payroll Schedules webpage.

**Expired or Missing Cost Allocations** will result in an error in the payroll process and will prevent payment to an
Costing

For example, if the activity should end please be aware when auditing the commitment budget for the position entered.

Temporary Restriction Cost Allocations should not have an End Date. Funding sources such as grants or other temporary funding sources should not be used as a cost allocation for position restrictions. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed.

Cost Allocations should not be changed to reflect changes made on a Payroll Accounting Adjustment.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail.

Cost Allocation Tips:
* Expired Cost Allocations will prevent an employee from being paid.
* Missing Position Restriction cost allocations will prevent all Payroll Commitments for the entire campus from posting.
* Cost Allocations that end mid pay period will prevent an employee from being paid and will prevent Payroll Commitments from posting.
* The Payroll calculation engine does not recognize when a grant has expired, therefore it is important to keep costing allocations up to date to ensure proper posting of salary charges.

Costing Allocations for Period Activity Pay (PAP)
When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the Payment End Date should be loaded as 10/14.

If a retro active PAP transaction is loaded, the override costing will not apply to any retroactive portion. A Payroll Accounting Adjustment will be needed to transfer any retroactive payments to the correct account.

Duplicate W-2 Requests
W-2 forms are available online through myLSU for calendar years 2001 - 2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2020, the W-2 forms are available through Workday. To access prior W-2s in Workday, see Accessing Your W-2 on the payroll website.

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing form AS387 found on the Payroll website or in the Payroll Office. There is a $10.00 charge for each duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2.

Employees can access their W-2 form electronically and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal

State

Current tax forms can also be found under the Tax forms section of each employee type on Payroll’s web page.

Current tax forms can also be found under the Tax forms section of each employee type on Payroll’s web page.

IRS Individual Taxpayer ID (W-7) and SSN
International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). LSU is a Certified
Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN may do so in the Payroll Office, 204 T Boyd. The ITIN application must be submitted with the applicant’s 2020 tax return, so bring your 2020 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2020 should have received a 1042-S form. Both the W-2 and 1042-S forms are needed before tax returns can be filed. Questions may be directed to Yolanda Clark at 578-2592 or yvalle1@lsu.edu.

Students that need to apply for an ITIN may do so in the Payroll Office, 204 T Boyd. Appointments are required. Please contact Yolanda Clark via e-mail at yvalle1@lsu.edu to make an appointment to apply for your ITIN number.

International employees who are considered non-resident aliens should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

If the SSN in Box a of the W-2 begins with 999 you need to bring a copy of your US Social Security Card to Payroll to update your SSN in Workday. A W-2C will be issued and you will need to file the form W-2C along with your form W-2.

Tax Software for Non-Resident Aliens
There are two software programs available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. GLACIER Tax Prep is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Another recent addition of software for this group of taxpayers can be found at Sprintax. These software programs do not prepare State tax returns.

Work Study Funds
Work Study charges for student employees must be posted to the College Work Study Pay Earning. That specific Earning is configured to directly charge the Work Study grant and to work in conjunction with the Work Study Award granted to the student by Student Aid. Amounts posted to the Base Hourly Earning cannot be charged to the Work Study grant. A Payroll Accounting Adjustment cannot be processed to move Base Hourly Earnings to Work Study funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact Angie Ogle at aeogle@lsu.edu or John Pilgrim at jplgrim1@lsu.edu for further assistance.

President’s Student Aid Funds
President Student Aid charges for student employees must be posted to the President Student Aid Pay Earning. That specific Earning is configured to work in conjunction with the President Student Aid Award granted to the student by Student Aid. A Worker Position Earning Cost Allocation should be entered to ensure charges post to the department President Student Aid account.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to President’s Student Aid, please contact Angie Ogle at aeogle@lsu.edu or John Pilgrim at jplgrim1@lsu.edu for further assistance.

Additional Jobs
Additional Jobs for an employee must be the same type as the Primary Job. For example, an Additional Job for a GA must also be a GA Position with an Academic Salary Plan. A GA should not have an Additional Job that is a Student Position with a Hourly Plan. The mismatch between employee types will result in incorrect payments.

<table>
<thead>
<tr>
<th>Primary Job Type</th>
<th>Primary Job Compensation Plan</th>
<th>Correct Add Job Type</th>
<th>Correct Add Job Compensation Plan</th>
<th>Incorrect Add Job Type</th>
<th>Incorrect Add Job Compensation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Academic Salary</td>
<td>GA</td>
<td>Academic Salary</td>
<td>Student</td>
<td>Hourly Plan</td>
</tr>
<tr>
<td>Professional</td>
<td>Salary Plan</td>
<td>Professional</td>
<td>Salary Plan</td>
<td>Academic</td>
<td>Academic Salary</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

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Managers' Meeting</td>
<td>--</td>
<td>Tues, 3/9</td>
<td>9:30 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Financial Data Model (FDM) and Reporting Instructor Led Workday Training</td>
<td>FAR</td>
<td>Wed, 3/10</td>
<td>9:30 am - 11:30 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Budget Instructor Led Workday Training</td>
<td>Budget &amp; Planning</td>
<td>Wed, 3/10</td>
<td>10:00 am - 12:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Intro to Post Award Administration</td>
<td>SPA</td>
<td>Thurs, 3/11</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Sole Source Procurements</td>
<td>Procurement</td>
<td>Thurs, 3/11</td>
<td>2:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Invoice Processing</td>
<td>AP &amp; Travel</td>
<td>Tues, 3/16</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Cost Transfers</td>
<td>SPA</td>
<td>Wed, 3/17</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Travel Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 3/17</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Strategic Sourcing</td>
<td>Procurement</td>
<td>Tues, 3/23</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>SPA</td>
<td>Wed, 3/24</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>LaCarte Card Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 3/24</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>
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