



## IMPORTANT DATES

- 3/3-4/2022:** Board of Supervisors Meeting
- 4/21-22/2022:** Board of Supervisors Meeting
- 6/9-10/2022:** Board of Supervisors Meeting
- 9/8-9/2022:** Board of Supervisors Meeting

## ROADMAP TO SPRING

For comprehensive information on our guiding principles as LSU returns to campus as well as our plans to keep everyone safe and healthy, including specific guides for students and employees, please follow the [Roadmap to Spring website](#).

## REMINDERS

### Business Managers' Meeting

The next meeting will be held Tuesday, February 8 from 9:30am-11:00am online via Zoom.

### 2021 W-2's Delivered Through Workday

The 2021 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's will be generated for current employees who do not have access to a Workday account and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31 .

### 1099 Tax Forms

1099 forms issued to LSU should be sent to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or emailed to Jen Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu).

### Insurance

It is important for employees to review their December and January pay slips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

### Midyear Reviews

Midyear reviews can be initiated by HRM via Workday. Managers can request the Midyear Review by emailing the request [hr@lsu.edu](mailto:hr@lsu.edu). Once the Midyear has been initiated, the Manager will receive a Workday inbox action item that will provide step-by-step instructions on how to complete the Midyear Review. The Midyear Review must be completed by March 1.

### Term Contracts

The term contract renewal season is approaching. Term Contracts are defined as a recurring procurement in which departments can make repeat purchases of goods and services from the same supplier using the same purchase order number in a 12-month period. Also referred to as a standing or blanket order, term contracts are established based on the department's annual need, and supplier must hold prices firm during the contract period. These contracts are typically established for a 1 year period with 2 annual renewals as long as the department still has the need for the contract and the supplier agrees to keep the same prices and abide by the terms, conditions and specifications of the original solicitation. Departments should start assessing the needs of their contracts to determine if they should continue as is or if changes in demand or scope are needed. Official term procedures and deadlines will be communicated mid-February.

## ACCOUNTING SERVICES

### International Travel Approvals

Effective January 1, 2022, international travel approvals will revert back to the standard process in accordance with FASOP AS-18, High Risk Travel to Restricted Regions.

As University business travel continues, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or testing while on University business travel will be a University expense; however, departments are encouraged to assess the travel risk since many countries have implemented sudden changes in their management of travelers which may ban entry or extend quarantine and testing requirements that results in even higher travel expenses.

The following is important information regarding international travel:

- Essential international travel should be requested
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

Request to Travel to a High Risk Region:

- Subject to FASOP AS-18, High Risk Travel to Restricted Regions.
- U. S. Department of State Travel Advisory of a Level 3: Reconsider Travel or a Level 4: Do Not Travel will require an additional prior approval.
- High Risk travel forms (i.e., AS295 or AS296) must be completed and sent to Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) to have the request expedited to the International Travel Oversight Committee (ITOC) for review/ recommendation.

- Office of Academic Affairs will make the final decision upon the ITOC's recommendation and inform the traveler/requesting department of the decision.
- Spend Authorization must be completed and approved prior to making travel arrangements (i.e., booking air fare, securing lodging, paying conference registration, etc.). The approved high risk travel form must be attached.

Additional information, FASOP AS-18 and related high risk travel forms can be found on the [AP & Travel website](#). For questions, please contact Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) or 225-578-3366.

For the latest updates in the departments of Accounting Services, review the latest [newsletter](#).

## LSU POLICE

- LSUPD hired four new officers to start the New Year off. They began the CARTA police academy January 4th which stretches out for four months. Upon graduation they will continue training with a FTO, field training officer, for three additional months before being assigned a uniform patrol shift.
- The department also hired three POST certified officers, who had previous experience with another agency.
- The department joined forces with the parish wide communication network. This will allow LSUPD communications to stay connected with the BRPD and EBRSO patrol units and will assist in providing a quicker response should the need arise.
- With some recent retirements, the department promoted two officers to the rank of captain. Capt. Reginald Berry will take over uniform patrol and Capt. Daniel Richardson will be over patrol support.

The men and women of the LSU Police Department wish everyone a happy new year and looking forward to the spring semester.

## FACILITY AND PROPERTY OVERSIGHT

Many milestones were met when 30 staff members graduated this December after completing the 16<sup>th</sup> annual Campus Federal Credit Union (CFCU) Financial Literacy program. The 2021 class was the largest one to date, boasted the highest retention rate in the history of the program, and Residential Life custodians participated in the program for the first time. This record breaking class was also the first one taught by Anthony Ware, CFCU Business and Community Development Officer.

In partnership with Facility & Property Oversight and Residential Life, the CFCU 18-week course covers financial topics that include savings accounts, checking accounts, budgeting, credit basics, retirement/investing, and home ownership. A graduation ceremony and reception was held at the Energy, Coast & Environment building and rotunda with Dean Roland Mitchell from the College of Human Sciences & Education serving as the keynote speaker. Several graduates also provided testimonies of what they learned in the program and the changes it made in their daily lives, and there was one final surprise.



After graduates received their certificates, Ware announced that CFCU was setting up a \$200 savings account for each graduate to start them on their journey to financial success. Thank you to CFCU for your support of LSU staff. We look forward to next year's class.

## HUMAN RESOURCE MANAGEMENT

### Primary Recruiter

When creating job requisitions, don't forget to add your Talent Acquisition Partner as the Primary Recruiter. Adding this role ensures that your tasks are sent to the correct inbox in Workday and directly impacts the job posting business process.

### Additional Jobs

Classified and Professional Hourly employees who have multiple jobs on campus must select the correct time entry code and position for payroll to correctly calculate retirement and position earnings.

For all hours worked for an additional job, please follow the procedures below:

- Navigate to the time entry screen and click on the day to open the Enter Time window
- From the Time Type field, select **Hours Worked Additional Job** from the menu options
- Enter the in and out times
- Select the additional job position from Position field
- Enter any appropriate notes or comments and submit

The default Hours Worked time entry code should only be used for time worked on the primary position. This is critical to ensure correct retirement contributions.

## AUXILIARY SERVICES

### From Event Management

Priority scheduling of events is open starting February 1<sup>st</sup>. Requests will be reviewed in March with communications beginning in April. Priority is not based on the time the Priority Scheduling Request Form is submitted, as all forms received throughout February will be considered.

Contact [unionem@lsu.edu](mailto:unionem@lsu.edu) with any questions.

### LSU Dining

- New dining concept in the Student Union is now Open! – Smoked (BBQ meats & sides)
- Dining POP UPs are back! See below image for more information
- The newly renovated Lounge is serving up wonderful lunch specials every day and is open to the students, faculty/staff, and the public! Specialty cocktails are also served from 4pm-7pm Wednesday — Friday. More information can be found at <https://dineoncampus.com/lsu>



Spring 2022  
**POPUPS**

	Lebanese – Friday, January 28th
	Ethiopian – Friday, February 11th
	Puerto Rican – Friday, February 25th Lebanese – Friday, March 4
	South African – Friday, March 11th
	Southeast Asian - Thursday, March 10th
	Ethiopian – Friday, March 25th
	Creole – Thursday, April 7th
	Ethiopian – Friday, April 8th Lebanese - Friday, April 22nd

Opens each day at 11am 

## INFORMATION TECHNOLOGY SERVICES

### Customer Self-Service Portal Active

The customer self-service portal via Single Sign On is active. The new portal allows the customer to submit an incident, search the knowledge base for solutions to common issues, or contact the Service Desk for additional support.

For additional information or the latest updates at Information Technology Services, please visit [lsu.edu/its](http://lsu.edu/its).

### Multi-Factor Authentication (MFA)

LSU Information Technology Services (ITS) has implemented Multi-Factor Authentication (MFA) for cloud applications and services like LSUMail, OneDrive for Business, Microsoft Teams, Box, Workday, and Zoom. Multi-factor authentication provides an extra layer of security to your account by ensuring only you can approve valid log in attempts to your account.

Multi-factor authentication pairs something you know (like your password) with something you have (like a cell phone, phone number, or other device that can verify you) to ensure that an attacker cannot login to your account without access to both methods.

It is recommended to use the Microsoft Authenticator app as your primary MFA verification method, but you should have additional, alternate verification methods like a phone number or verification code generator on another device enrolled to ensure you always have access to your account.





## PROCUREMENT SERVICES

### Early Payment Discounts

An early payment discount (EPD), also known as a prompt payment discount, is a discount received in exchange for paying invoices early. It's typically calculated as a percentage of the value of the goods and/or services purchased. For the university, early payment discounts mean a lower purchase costs and can help to strengthen supplier relationships. Additionally, the amount saved via early payment discount stays within the specific department paying the invoice's budget.

A common early payment discount is expressed as "2/10, Net 30 Days." This means that the invoice needs to be paid within 30 days; but the buyer will receive a 2% discount on their purchase if the invoice is paid within 10 days. For example: Department X receives an invoice for \$1,000 to be paid 2/10, Net 30. If the invoice is loaded in Workday and paid within 10 days, Department X only pays \$980, thereby achieving a \$20 hard dollar discount on the invoice. If Department X approves the invoice to be paid after day 10, the full \$1,000 invoice amount is paid to the supplier. The early payment discount (hard dollar savings) will then be returned to Department X's budget to be used for other purchases/expenses.

To give your department the best opportunity in capturing the early payment discounts, please ensure the suppliers you conduct business with send invoices directly to LSU Accounts Payable & Travel [aptravel@lsu.edu](mailto:aptravel@lsu.edu) to load the invoices into Workday. The early payment window starts when LSU receives the invoice from the supplier, so sending directly to LSU AP helps reduce any delays in loading & approving supplier invoices.

LSU Procurement and LSU Accounts Payable & Travel collectively enabled early payment discounts in Workday on April 15, 2021. To date, university departments to saved and returned \$113K to their budgets via early payment discounts. An additional \$15K in early payment discount savings (hard dollar savings) could have been realized, if 100% of the invoices had been paid within the early payment discount period.

Procurement Services continues to assess contracts in which prompt payment terms can be utilized. As more suppliers are added, Procurement will announce via Procurement communications (Procurement Roundtable & Procurement Newsletter).

**REMINDER:** Email any information for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).