



IMPORTANT DATES

06/28/2024: Board of Supervisors Meeting

09/06/2024: Board of Supervisors Meeting

YEAREND REMINDERS

Accounting Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget adjustments, cost transfers, and internal billings for services rendered
- Process needed correcting entries and payroll accounting adjustments
- Request inactive worktags to be closed

Monthly Close Dates

<u>Month End</u>	<u>Close Date</u>
April	Wednesday, May 1
May	Monday, June 3

In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved.

Procurement Deadlines

- Goods and services must be received and/or rendered by Friday, June 28th. Departments must aggressively track their FY24 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**
- May 17 - Requisitions for goods and operating services contracts < \$50,000 requiring a competitive quotation process be completed by Procurement Services
- May 27 - Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/ quotation process
- June 21 - **Department's request to cancel supplier website (punch-out) POs that will not be delivered by June 28th.** Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered in their system.
- June 24 - **Deadline to submit and approve Punch-out Requisition/Purchase Orders.**

For a complete list of Procurement-related fiscal year end deadlines & dates, [CLICK HERE](#).

ACCOUNTING SERVICES

Invoice Processing Reminders

- Monitor direct charge invoices/purchases for noncredit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
- Monitor purchase orders to make sure the items are received and receipts have been created in Workday.
- Monitor e-mail requests to create receipts to process payments for purchase order supplier invoices.
- Review the Aged Listings of Outstanding Encumbrances to ensure payments have been processed.
- Monitor LaCarte & CBA transactions as they are loaded into Workday. Create Expense Reports to reconcile transactions in a timely manner.
- Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte/CBA transactions requiring additional information.
- Respond promptly to any pending issue(s) on expense reports sent back to the initiator/ department.
- Run the LaCarte reports periodically to monitor for any outstanding LaCarte/CBA transactions not reconciled.
- Ensure Travel Expense Reports are being created promptly with the appropriate receipts as travelers return from their trips.

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

INFORMATION TECHNOLOGY SERVICES

Password Expiration Emails

Information Technology Services has updated the password management process to notify users when their password is nearing expiration. Users will now receive an alert email seven (7) days prior to their password expiring letting them know it needs to be changed.

The implemented change is a proactive approach to improve the user experience. This notification will allow users to be aware of upcoming password expiration especially when they may not be accessing the myLSU portal on a regular basis. The e-mail will not contain any links to the Password Management application and users will be required to access the Password Management application independently from the e-mail notification.

FACILITY AND PROPERTY OVERSIGHT

Staff Appreciation Day

As part of Staff Senate Staff Appreciation Week, Facility & Property Oversight hosted a staff appreciation day on Wednesday, April 24 that included donuts, snacks, and a free book fair for its employees.

Early in the morning, donuts were delivered to staff with signage that said, *'Donut You Know We Appreciate You a Hole Bunch!'* For the evening staff, chips and chocolate chip cookies were delivered with messages that included *'You Are All That AND A Bag of Chips,'* and *'Chip! Chip! Hooray! Thank You For All You Do!'*

In partnership with LSU HRM, a free book fair was held that afternoon for all employees. As part of World Book Day, HRM held a book drive and collected more than 287 books for all ages of readers. Facilities staff were able to pick up free books for their children and grandchildren at the event.

We are grateful every day to our staff for their hard work and service to LSU and Facility and Property Oversight.

FACILITY AND PROPERTY OVERSIGHT

Campus Sustainability Hosts Annual Spring Greening Day

Campus Sustainability hosted its annual Spring Greening Day (SGD) on April 25 in front of the Greek Amphitheater. Students volunteered to assist Landscape Services staff in planting and beautifying the area in front of the Greek Amphitheater. In preparation for the event, Building Services and Landscape Services staff power washed the amphitheater, installed an irrigation system, trimmed the live oaks, and prepared the area for planting.

This site was chosen for SGD 2024 because the Greek Amphitheater will celebrate its centennial birthday in 2025. Additional projects planned include new sidewalks between the Greek Amphitheater and the Pentagon and back to the green space where Kirby Smith was formerly located, as well as new lighting in the area. This summer, Landscape Services staff will perform minor repairs to the benches in the amphitheater with the goal of the space being utilized for theatrical performances, musical performances, and classes.

More than more than 7,300 native and perennial plants were planted by volunteers in an area that covers 8,000 sq. ft. of grounds. The planting and mulching that takes place during Earth Week on SGD creates landscapes that offer both an aesthetic benefit and ecological significance to the soil, wildlife, and water quality on campus. A portion of the funding for plants came from a Keep Louisiana Beautiful Beautification Grant awarded to LSU earlier this year. The purpose of this grant is to create beautiful, well-maintained gardens and plantings to promote community pride and improve the appearance of communities and universities. SGD is made possible by sponsors that include Auxiliary Services, Ewing Irrigation, Hunter Irrigation, Kitterlin Creek, LSU Dining, Quality Sod, RCI, and Torro.

Through sponsorships from LSU Dining and Coca Cola, lunch and beverages were provided for all volunteers. Campus Sustainability also gave volunteers an SGD t-shirt, designed by LSU student Madeleine Fitzmorris.

Previous Spring Greening Day events have beautified green spaces at the Student Union between Highland Road and Tower Drive, along Tower Drive in front of Howe Russell and Life Sciences, in front of Patrick F. Taylor, and in the Memorial Oaks area behind the Student Union.

Facility & Property Oversight Launches Workforce Development Program for Employees

In an effort to improve recruitment and retention, as well as provide career and educational paths for its employees, Facility & Property Oversight has launched a workforce development program. Teaming up with LSU HRM Training & Organizational Development, as well as several internal and external partners, the department hopes to provide individuals with an opportunity to pursue a multitude of training, certification, degree, and professional development programs to prepare them for newly created positions at F&PO or vacant positions at LSU. This program was created to cultivate a learning culture at F&PO, which is an environment that demonstrates and encourages individual and organizational learning, and where both gaining and sharing knowledge is prioritized, valued, and rewarded.

Some employees plan to pursue college degrees, others want to take basic computer literacy, financial literacy, or training courses on equipment they maintain, while some want to move into a whole new career field. The goal of this program is to develop a pipeline to both fill open positions at F&PO and give employees the opportunity to earn higher wages in a state that has a poverty rate of 18.6%.



HUMAN RESOURCE MANAGEMENT

Enhanced Change Job Actions

Enhanced Change Job Actions are active in Workday to be used for “Location Change” and “Classified Location Change” transactions now instead of “Transfer, Promote, or Change Job” transaction. This applies to all campuses. The Enhanced Change Job Actions can be initiated by HR Analysts, HR Originators, Student Employment Partners and Managers of the employee.

Benefits Hub Changing

The Benefit Hub in Workday is no longer available. The new hub is Benefits and Pay. In this hub, employees will be able to see their most recent pay, deductions and current benefit costs.

To add the Benefits and Pay Hub to your menu item:
-Go to your menu options on the Workday Home Screen, and at the bottom cli the “Add Apps” button.
-In the search bar, type in benefits and pay. When it populates, click the plus sign to add to your menu bar.
-Once completed, click “Back to Menu” to see the new Benefits and Pay Hub.

Qualifying Life Events (OLE)

An employee has 30 days from the date of the QLE to make any changes to their benefits. If changes are not made withing 30 days, an employee must wait until Annual Enrollment. Changes to benefits may require documentation, including dependent verification and/or proof of QLE.

Some examples of what may and may not qualify:

Qualifying Events

- Change in family status (marriage, divorce, birth, Adoption, etc.)
- Loss or gain of other coverage
- Change in employment status

Non-Qualifying Events

- Affordability
- Change in network providers
- Relocation

Important Note: Newborns are not automatically added to your insurance. You must initiate and complete an enrollment change with your Human Resource Management (HRM) office to add the newborn to any benefit offerings. Coverage will be retroactive to the date of birth if enrolled within the 30 day period. If the newborn is not added within 30 days, you must wait until Annual Enrollment.

Please contact your HRM office if you experience a QLE and wish to make any changes to your LSU First health plan or any other benefits.

SUPPLIER ENGAGEMENT

LSU Supplier Engagement will be hosting and event on May 8 at The Lod Cook Alumni Center from 9:00am-3:00pm. The event provides Louisiana Small Businesses information and networking opportunities with key stakeholders in the campus community. Please see the flyer at the end of the newsletter for more information.

REMINDER: Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.

LSU

Supplier Engagement

**BUILDING
WINNING
TEAMS
WITH LOUISIANA
SMALL BUSINESSES**

**Learn next steps in
doing business with LSU**

**Wednesday, May 8, 2024
9:00 AM - 3:00 PM**

The Lod Cook Alumni Center
3838 W. Lakeshore Dr
Baton Rouge, LA 70808

[**CLICK HERE TO REGISTER FOR THE EVENT**](#)

