Office of Accounting Services Newsletter

August 2026 Edition

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AP & Travel

INVOICE PROCESSING

Supplier Invoices
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 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

Special Handling
As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via UPS overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

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 in 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 <u>not</u> 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 supplier invoices, please contact a member of the Invoice Processing staff:

Direct Charge:
- Deana Clement-Delage, 578-1539 or dcleme2@lsu.edu
- Carly Carpenter, 578-7828 or ccarp32@lsu.edu
- Anna Le, 578-8911 or ale29@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

Purchase Order:
- Maci Jones, 578-1620 or macijones1@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

SPECIAL MEALS

Special Meal Clarification
Special meal events are subject to the requirements of PM-13, University Travel Regulations. The policy is intended to ensure that special meal events meet one or more of the allowable criteria established in PM-13 and that the associated expenses are reasonable, properly documented, and within the established meal allowances.

The special meal audit relies on the AS499 form as the primary source document for determining the allowability of a special meal event. The purpose/justification section should be completed with sufficient detail to support an appropriate evaluation during the initial review. Providing clear, complete, and descriptive information helps minimize follow-up questions and avoid delays in the approval process.

Helpful Guidelines
- When planning a special meal event, departments should consider the scheduled time of the event and select menu options that are appropriate for the meal type. Before making any commitments, departments should ensure the estimated cost per attendee is within the applicable meal allowance.
- Departments are encouraged to obtain vendor quotes that identify costs by meal type, including beverages, before finalizing arrangements. This practice helps ensure the proposed expense is reasonable, appropriately classified, and within the established meal allowance.
- Complete the AS499 form with sufficient detail in the Purpose/Justification section to clearly explain the business purpose of the event and support the allowability of the expense during the audit review.

Types of Meals & Allowances:

- **Breakfast** (7:00 a.m. – 10:30 a.m.) – **$18.00 per person**, including beverages
  Typical breakfast items may include pastries, fresh fruit, breakfast sandwiches, coffee, juice, and other breakfast selections.
- **Lunch** (11:00 a.m. – 3:00 p.m.) – **$25.00 per person**, including beverages
  Typical lunch options may include boxed lunches, buffets, or plated meals.
- **Dinner** (5:00 p.m. – 9:00 p.m.) – **$45.00 per person**, including beverages
  Dinner service typically consists of a plated meal; however, a reception ($8.00 per person, including beverage) may also be appropriate depending on the nature and setting of the event.
- **Refreshments – $5.50 per person**
  Refreshments consist of light snacks and beverages (e.g., coffee, water, cookies, fruit, chips, or similar items).
- **Reception – $8.00 per person**, including beverages
  Reception menus may be scheduled at any time and typically feature light hors d'oeuvres or other easy-to-eat items appropriate for a standing or networking event.

To facilitate the special meal audit and minimize processing delays, departments should work with the vendor before the event to ensure the final invoice includes a detailed breakdown of charges by meal type (e.g., breakfast, lunch, dinner, refreshments, or reception), including beverages, as applicable. For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- Maci Jones, 578-1620 or macijones@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu
- Valery Sonnier, 578-1531 or vsonnier@lsu.edu.

Travel-related Special Meals:

- DeAnna Landry, 578-8593 or deannal@lsu.edu
- Jennifer Driggers, 578-1538 or jdrigg@lsu.edu

LACARTE

We appreciate your continued support of the LaCarte Card Program, especially during the fiscal year-end closeout process. As we begin the new fiscal year, we are following up on the remaining FY26 transactions that were not reconciled by the established deadline.

In accordance with the LaCarte Card Program Policy (PM-78), cardholders with outstanding FY26 transactions are at risk of having their card privileges suspended. Immediate action is required to reconcile any delinquent transactions that are not associated with future travel. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Supporting Cost Documentation

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

- LaCarte cardholders will be held responsible for all transactions on their card. Cardholders should not share their card with anyone.
- LSU is a tax-exempt entity. Cardholders should always make sure sales tax is not charged when using the LaCarte card.
- LaCarte cards should be safeguarded in a secure location. Cardholders should not allow credit card merchants to keep their cards on file. Also, account numbers should not be included in e-mails under any circumstances.

- Items purchased for the University should be shipped to a departmental address and not the cardholder's home address.
- All appropriate approvals for LaCarte entries should be obtained before the LaCarte entry is routed to AP.

For LaCarte related questions, please contact a member of the LaCarte staff:

- Theresa Oubre, 578-1543 or talber3@lsu.edu
- Christian O'Brien, 578-1544 or cobrien2@lsu.edu
- Peyton Delatte, 578-1406 or pdelatte@lsu.edu
- DeAnna Landry, 578-8593 or deannal@lsu.edu

TRAVEL

International Travel Approval Requirement
Effective July 1, 2026, international travel, as defined in PM-13, requires approval from the **Entity Head (or designee)** prior to travel. This approval has been added as the final approval step in the Spend Authorization business process. Please refer to PM-13, Appendix B for the designated Entity Head designee for your respective campus.

To help avoid delays in the approval process, travelers are encouraged to attach supporting documentation (e.g., invitation letters, conference information, or other documentation) that provides the purpose and justification for the travel.

High Risk and Foreign Adversary Travel Approval
International travel to a high-risk country or foreign adversary country is subject to prior approval by the Office of Academic Affairs, as referenced in PS-17, International Travel. This approval is in addition to final approval by the Entity Head designee.

Because high-risk travel requires review by the International Travel Oversight Committee (ITOC), Export Control, and the Office of Academic Affairs, requests should be submitted as early as possible to allow sufficient time for the required reviews and approvals before travel arrangements are made or travel begins.

Once the high-risk travel request (AS295/AS296 form) has been approved, the Spend Authorization should be created, and a copy of the approved high-risk travel form should be attached to assist in expediting final approval by the Entity Head designee.

Complimentary Travel Expenses, Honoraria, or Other Travel-Related Benefits
If an employee receives complimentary travel expenses in connection with official University travel, those expenses may be subject to disclosure under the Louisiana Board of Ethics. For additional information regarding the Louisiana Board of Ethics disclosure requirements, please visit the AP & Travel website or contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Additionally, if an employee receives an honorarium or other travel-related benefits that may be subject to reporting under PM-11, please contact the Office of Research and Economic Development (ORED) for guidance regarding the applicable reporting requirements.

Spend Authorization Clarification
All official University travel requires an approved Spend Authorization before any travel arrangements are made or travel begins, regardless of the funding source, whether there is a cost to the University, or whether travel expenses are paid through complimentary travel, third-party support, or other external funding.

This has been an existing University policy and remains a requirement for all official University business travel.

Failure to comply with this requirement may result in travel-related expenses being deemed personal expenses and becoming the responsibility of the traveler.

Allow Sufficient Time for Contract Review and Approval
Please allow sufficient processing time for the University's review and approval process when establishing contract deadlines with vendors. Requests requiring an immediate or next-day turnaround are generally not reasonable and may not allow adequate time for the required review and approvals.

Travel-Related Contracts
Departments are to be reminded that they do not have authority to sign any contracts on behalf of the University. Travel-related contracts should be sent to Patrice Gremillion at pgremill@lsu.edu for submission to the Office of General Counsel for review before contract approval. Lod Cook contracts should be sent to Jennifer Driggers at jdrigg@lsu.edu along with the AS540 and all supporting documentation when LSU is responsible for payment.

Travel Summary Information for Contract Review
To assist with the review and approval process contracts, the following **Travel Summary** information should accompany the request for contract approval. This information will help the reviewer and approver better understand the purpose and scope of the travel, facilitate the review process, and support timely approval.

Travel Summary
- Event/Program:
- Term (when applicable):
- Fiscal Year:
- Host/Faculty Member(s):
- Event/Program Dates:
- Destination(s):
- Number of Faculty:
- Number of Students:
- Source of Funds:
- Supplier:
- Currency:
- Signature Deadline:

Travel May Not Proceed Without an Executed Contract
When student group travel (e.g., study abroad, domestic travel, or field trips requiring an overnight stay) requires a contract, the contract must be fully reviewed, approved, and executed by all parties before travel may proceed.

If the contract is under review by the Office of General Counsel and revisions are required from the vendor, departments should not authorize or allow travel to occur until the revised contract has been reviewed, approved, and fully executed.

Proceeding with travel before the contract is fully executed may expose the University and the department to unnecessary financial, legal, and operational risks. Expenses incurred without an executed agreement may also be subject to review and may not be reimbursable or allowable.

Hotel Cancellation Policy
When negotiating with hotels, please review the hotel's cancellation policy before requesting a contract to ensure it aligns with the University's cancellation guidelines. Identifying and addressing any discrepancies during the negotiation process can help avoid delays in contract review and approval.

Please refer to the University's sliding-scale cancellation guidelines below for reference:
- 1–7 days prior to arrival: 100%
- 8–14 days prior to arrival: 75%
- 15–30 days prior to arrival: 50%
- 31–60 days prior to arrival: 25%
- 61–90 days prior to arrival: 10%

- 91–120 days prior to arrival: 5%
- 121 or more days prior to arrival: No fee

For Travel related questions, please contact a member of the Travel staff:

- Jonathan Fresina, 578-3672 or jfresi1@lsu.edu
- Henry Woodard, 578-8928 or hwooda4@lsu.edu
- Kalyn Lewis, 578-2007 or mayfield1@lsu.edu
- Julian White, 578-2780 or jwhite22@lsu.edu
- DeAnna Landry, 578-8593 or deannal@lsu.edu

Bursar Operations

Important Deadlines
Summer/Fall 2026

- LSU Undergrad & Grad
  - **August 6:** Charge Due Date for Fall
  - **August 10:** Last Day of Classes for Summer
  - **August 10:** Last Day of Classes for 2nd Summer
  - **August 24:** First Day of Classes for Fall
  - **August 24:** First Day of Classes for 1st Fall
  - **August 28:** Final Day for 100% Charge Adjustment for 1st Fall
  - **August 28:** Final Day to Drop without Record End for 1st Fall
  - **August 28:** Last Add Date for 1st Fall

- LSU Online
  - **August 10:** Last Day of Classes for 2nd Summer
  - **August 17:** Charge Due Date for Fall
  - **August 24:** First Day of Classes for 1st Fall
  - **August 28:** Final Day for 100% Charge Adjustment for 1st Fall
  - **August 28:** Final Day to Drop without Record End for 1st Fall
  - **August 28:** Last Add Date for 1st Fall

- LSU Law
  - **August 12:** Charge Due Date for Fall
  - **August 17:** First Day of Classes for Fall
  - **August 24:** Final Day for 100% Charge Adjustment for Fall
  - **August 24:** Final Day to Drop without Record End for Fall
  - **August 24:** Last Add Date for Fall

- LSU Vet Med
  - **August 6:** Charge Due Date for Fall
  - **August 10:** First Day of Classes for Fall
  - **August 21:** Final Day for 100% Charge Adjustment for Fall
  - **August 21:** Final Day to Drop without Record End for Fall
  - **August 21:** Last Add Date for Fall
  - **August 27:** Final Day for 50% Charge Adjustment for Fall

Reminders

CARD Entries

CARD entries are no longer manually scanned into CARDOBO@lsu.edu. The system now automatically routes non-cash entries to FAR. It is recommended that you retain supporting documentation in your files for audit purposes. Cash CARD entries (including Cash, Checks, and Money Orders) must be **hand-delivered to the University Cashier,** and the carrier is required to **wait until the entry is confirmed** before leaving. All CARD entries must be **approved, signed, and submitted with the proper supporting documentation** to be accepted for processing. For questions about CARD entries or procedures, you may contact CARDOBO@lsu.edu.

University Cashier

Departmental deposits can be dropped off in-person between 10:00am – 11:30am and 12:30pm – 4:00pm, Monday – Friday.

Foreign Source Reporting

Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2026, and is due by January 31, 2027. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at FASOP: AS-35 and questions can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

Credit Card Merchants

Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

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 John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

International Payment

Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.

Financial Accounting & Reporting

Service Centers & Recharge Operations

FY 2027 rate sheets were due to Budget and Planning on July 21, 2026. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2027 rates have been approved.

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

Reports

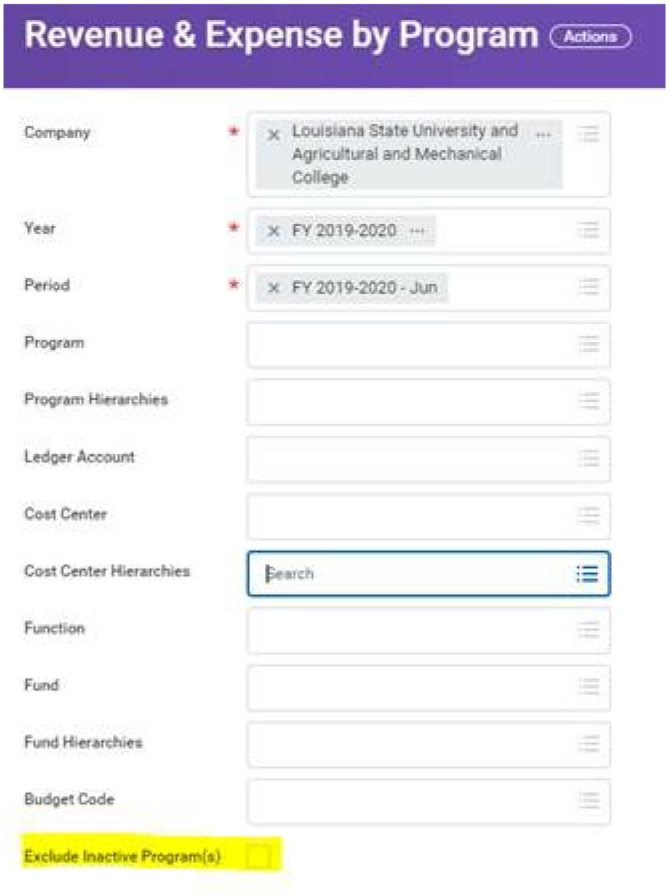
Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, Finance Training, Reporting.

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

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

Update to "Revenue & Expense by Program" report

- "Revenue & Expense by Program" report now provides a check box in the report parameters to exclude inactive worktags.



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 <u>rendering</u> the service or sale.

A step-by-step job aid and how-to video can be found on the [Workday Training]() webpage at

- Financial Accounting
  - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College
- Verify Additional Worktags on each line. For example, if budget code or funding source is listed, verify budget code or funding source is appropriate on the given line.

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

**** Unclaimed Deposits/Wire Transfers ****
Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Jen Richard at 578-1454 or bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount. If you wish to be added to the monthly unclaimed deposit notifications that are emailed, please e-mail your name and contact information to bankrecon@lsu.edu.

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

Payroll

Academic Dates
All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

Academic Year	08/15 – 05/14
Fall Semester	08/15 – 12/14
Spring Semester	01/15 – 05/14

Effective Dates and Compensation End Dates for Academic GAs
The effective date and **compensation** end date on academic GA hires and continuations determine the length of time and thus the total amount the GA is to earn for the period. Please note the end employment date does not stop compensation.

Initiators and approvers of these transactions should review these dates carefully before submitting as approved. Also, note that when entering a transaction, if no effective date is entered in the system, the date defaults to the date the transaction was added. If the transaction is for a fall academic appointment, the fall effective date of 08/15/2026 must be entered in the system.

Compensation End Dates

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

Departments should run the **Employee Compensation Status** report to catch employees with compensation end dates that need to be continued. This helps avoid surprises on payday by ensuring employees know in advance if they will not be receiving a paycheck.

Issuance of Minor Employment Certificates

Minor work certificates are issued in the Payroll office. In order to obtain a work permit, students will need to make an appointment with John Pilgrim at jpilgrim1@lsu.edu.

Minor Employment Compliance

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

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

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

SSA Requirements for International Students

Any F-1 or J-1 student who will be employed by LSU must apply for a Social Security number (SSN) if they have not received one previously. Detailed instructions and documents required for applying for an SSN can be found at Applying for A Social Security Number.

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

Overpayment FASOP

All departments should review the Salary and Wage Overpayment Prevention and Recoupment Policy to ensure compliance with the procedure. This policy establishes the procedures for preventing salary and wage overpayments and for recouping any overpayments that occur. Its purpose is to ensure compliance with the Louisiana Constitution and applicable Louisiana laws.

Late Time Submission

Late time submissions must be made through Time Tracking in Workday. Late time submissions will be paid on the next regular payroll run. The permanent Close Time Entry date is 90 days from the payment date, so late time submissions must be done within these 90 days. The 90 days will coincide with the cost transfer timeline for sponsored agreements.

Requests for time adjustments to be processed beyond 90 days must be submitted using the AS420: Supplemental Timesheet and must include an explanation of the extenuating circumstances that prevented the time being entered or adjusted within the 90 days.

Manage Payment Elections (Direct Deposit)
Setting up a Payment Election involves first setting up bank accounts for direct deposit and then distributing particular pay types to these accounts. This function can be managed in Workday for all employees since all campuses have implemented multi-factor authentication. The job aid, Manage Payment Elections, provides additional details. **Please note: if elections are changed/updated in Workday, a paper form does not need to be forwarded to Payroll.**

This function can also be managed in Workday for all students. The Manage Payment Elections job aid providing more details for students only. Please note that these are two different job aids.

Notice of Change to Payment Elections
Employees and students receive a Workday notice when a change to their payment election has been submitted. If the employee did not initiate the change, the notice informs them to contact Direct Deposit immediately.

Employees and students are encouraged to monitor their Payment Elections via the Pay Worklet in Workday regularly and always just before a payday or student refund.

Sponsored Program Accounting

Key Personnel on federal and federal pass-thru awards,

- SPA must be notified if key personnel will be disengaged from the project for more than three months, or if there will be a 25 percent reduction in time devoted to the project.
- Key Personnel is tracked on the **Key Personnel Commitments** tab located on the award under the **Additional Data** tab. Please note, the "Documented" column is manually updated by the SPA Analyst so be aware of the date in the "Last Updated" column to ensure the amounts listed are current.
- Departments should run the **"Award Key Personnel Commitments"** report to monitor key personnel. This report can be prompted by cost center, award, worker and date range.
- Workday notifications are sent to PIs and CCSPMs for key personnel that are not on track to meet their committed effort for the current project year.

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

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

LA Board of Regents (BOR) graduate fellowship status reports and invoices are due to BOR by October 1, 2026, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to SPA by September 15, 2026 for review as they are required for the invoice preparation. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu.

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

Lump Sum Payments

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

Sponsor Checks

If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd,** to be logged in. Please include a note with the check or make a notation on the check stub, identifying as much information as available, such as the LSU award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Travel on Sponsored Agreements

Cancelled airline tickets should not be charged to sponsored agreements. The unused tickets should be charged to state funds, rebate accounts, gift accounts or expired fixed price accounts. The only time a cancelled airline ticket should be charged to a sponsored agreement is when the ticket is reissued on the same sponsored agreement. Exceptions may be granted for extenuating circumstances and will be reviewed on a case-by-case basis.

ACCOUNTING SERVICES SCHEDULE

AUGUST 2026

Monday	Tuesday	Wednesday	Thursday	Friday
3 GLS c/o 10 am	4 Student time for period ending 7/31/26 locked @ 11:59 am Access Online Ledgers	5	6	7 Student Payday period ending 7/31/26
10	11 Wage time for period ending 8/7/26 locked @ 11:59 am Summer School - Full Session & Second Summer Payday	12	13	14 Wage Payday period ending 8/7/26
17	18 Student time for period ending 8/14/26 locked @ 11:59 am	19	20	21 Student Payday period ending 8/14/26 Summer Research Payday period ending 8/14/26
24 Classes begin	25 Wage time for period ending 8/21/26 locked @ 11:59 am	26	27	28 Wage Payday period ending 8/21/26
31 Professional Payday period ending 8/31/26				

TRAINING OPPURTUNITIES

Description	Division	Date	Time	Location
Payroll 101	Payroll	Tues, 8/18	9:30 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 8/26	10:00 am - 11:30 am	Online via Zoom

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COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents	
ASP	Administrators of Sponsored Programs
CBA	Central Billed Account
CBT	pherson Business Travel
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
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
MyLSU	Personalized online resource center for LSU Faculty, Students, and Staff
NCE	No Cost Extension
OTP	One-Time Payment
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

Workday Terms	
AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
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
PAA	Payroll Accounting Adjustment
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company

Departments & Organizations	
AP	Accounts Payable

PS	Policy Statement	AS	Accounting Services
PSAP	President Student Aid Program	BOR	Board of Regents
RFP	Request for Proposal	BOS	Board of Supervisors
RFQ	Request for Quote	DOE	Department of Energy
SSN	Social Security Number	FAR	Financial Accounting & Reporting
WAE	Wages As Earned	FBI	Federal Bureau of Investigation
		FDN	Foundation
		FEMA	Federal Emergency Management Agency
Financial Systems		NIH	National Institutes of Health
ABS	Advanced Billing System	NSF	National Science Foundation
CARD	Customer Accounts Receivable & Deposit	ORED	Office of Research and Economic Development
DIR	Directory System	OSP	Office of Sponsored Programs
FAMIS	Facility Services' Computerized Maintenance Management System	OBO	Office of Bursar Operations
FMS	File Management System	Pay	Payroll
GG	GeauxGrants	Proc	Procurement
SAE	Student Award Entry System	PROP	Property Management
SWC	Workers' Compensation System	SACS-COC	Southern Association of Colleges and Schools Commission Colleges
TIS	Treasurer Information System	SPA	Sponsored Program Accounting
WD	Workday	SSA	Social Security Administration
		TAF	Tiger Athletic Foundation
		UAS	Auxiliary Services
		USDA	United States Department of Agriculture

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