

# March 2026



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## Office of Accounting Services Newsletter

### Financial Accounting & Reporting

#### Monthly Close Dates

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

Month End	Close Date
February	Monday, March 2
March	Wednesday, April 1
April	Friday, May 1
May	Monday, June 1

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 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](#) webpage.

## 1099 Tax Forms

1099 forms issued to LSU should be forwarded to Dakota Schoenfield in Financial Accounting & Reporting, 204 Thomas Boyd Hall, or by e-mail at [dschoe5@lsu.edu](mailto:dschoe5@lsu.edu).

## Bank Reconciliation

Contact us at [bankrecon@lsu.edu](mailto: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](mailto: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 work tags. 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 Elavon, please contact Jennifer Richard at [jgendr1@lsu.edu](mailto: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 Stephanie Laquerre at [slaquer@lsu.edu](mailto:slaquer@lsu.edu) and Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) using **Melanie Powell (SPL-44555)** 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 2.0) application to record the deposit of the funds. A job aid is available for the [CARD](#) application.

[Employee reimbursements](#) will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. The [Expense Report for Non-Workers](#) job aid can be found on the Workday Training website.

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# Bursar Operations

## Important Deadlines

### Spring 2026

- LSU Grad & Undergrad
  - **March 2:** Last Day of Classes for Undergraduate, Graduate and Online—1st Spring
  - **March 9:** Charge Due Date for Online - 2nd Spring
  - **March 9–13:** Spring Break
  - **March 16:** First Day of Classes for Undergraduate, Graduate and Online—2nd Spring
  - **March 20:** Final Day to Drop without Record End for Undergraduate, Graduate and Online—2nd Spring
  - **March 20:** Last Add Date for Undergraduate, Graduate and Online—2nd Spring
  - **March 27:** Final Day to Drop with Grade "W" for Undergraduate and Graduate Spring Courses
- LSU Law—Spring 2026
  - **March 27:** Final Day to Drop with Grade "W" for Spring Law Courses
- LSU Vet Med—Spring 2026
  - **March 9–13:** Spring Break

## Reminders

### CARD Entries

CARD entries are no longer manually scanned into [CARDOBO@lsu.edu](mailto: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](mailto:CARDOBO@lsu.edu).

### University Cashier

Departmental deposits can be dropped off in person between 10:00am and 11:30am and 12:30pm and 4:00pm, Monday through 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 June 30, 2026, and it is due by July 31, 2026. 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](mailto:jmilligan@lsu.edu) or Matthew Nelson at [mnelson1@lsu.edu](mailto: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](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto: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](mailto:jmilligan@lsu.edu) or Matthew Nelson at [mnelson1@lsu.edu](mailto: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.

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**Accounts Payable & Travel**

## ***New Information***

### **Bank of America – Step-up Authentication for Ecommerce Purchases**

Bank of America is enhancing security for online purchases made with the LaCarte card. Eligible “card-not-present” transactions (online orders) in North America will require step-up authentication using a One-Time Passcode (OTP). Please see the LaCarte section for more information.

### **Credit Card Transaction Report Updates**

As part of the Workday semi-annual update, several existing custom credit card transaction reports are being replaced due to the retirement of certain reporting fields. Please see the LaCarte section for more information.

## **INVOICE PROCESSING**

### **Non-Resident Alien Tax Form 1042-S**

IRS Form **1042-S**'s distribution deadline is March 16, 2026. The forms will be mailed by the University to all **foreign visitors receiving income**, to all **non-resident foreign students receiving exemptions and cash awards**, and to all **tax treaty benefit recipients**. Internationals planning to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS will not accept tax returns filed under an international student “999” student number.

### **Supplier Invoices**

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto: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](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto: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 for 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 supplier invoices, please contact a member of the Invoice Processing staff:**

## Direct Charge:

- Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- Carly Carpenter 578-7828 or [ccarp32@lsu.edu](mailto:ccarp32@lsu.edu)
- Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

## Purchase Order:

- Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

## SPECIAL MEALS

### AS499, Request for Approval of Special Meal

The AS499 form must be completed in its entirety with a detailed event purpose (especially for student events) and approved by the dean, director, or department head. The AS499 form should be attached to the expense report, Direct Charge invoice, or America-To-Go purchase order.

For questions concerning special meals and/or events, please contact one of the following:

### Special Meals/Events:

- Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)
- Valery Sonnier 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu)

### Travel-related Special Meals:

- DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)
- Jennifer Driggers 578-1538 or [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu)

## LACARTE

### Bank of America – Step-up Authentication for Ecommerce Purchases

Effective March 1, 2026, Bank of America is enhancing security for online LaCarte card purchases. Eligible transactions will require step-up authentication using a One-Time Passcode (OTP).

This added layer of protection will:

- Enable cardholders to make real-time decisions at the point of sale.
- Reduce transaction declines.
- Strengthen cardholder security.

To prepare for this rollout:

- Cardholders should update their contact details via [Global Card Access](#) (GCA) to ensure that Bank of America has a current mobile phone number and e-mail address.
- Contact DeAnna Landry ([deannal@lsu.edu](mailto:deannal@lsu.edu)) with any questions or concerns.

### Credit Card Transaction Report Updates

As part of the Workday semi-annual update, several custom credit card transaction reports are being replaced due to the retirement of certain reporting fields. The impacted report names will be updated to

include (Do Not Use) but will remain available through **March 14, 2026**. After this date, the Do Not Use reports will be permanently deleted.

New, redesigned credit card transaction reports are available now for use. Any saved filters, scheduled reports, or dashboard worklets associated with the expiring reports will need to be manually recreated using the new reports.

A detailed job aid can be found at [Finance Training](#) under the Expenses section.

### **Outstanding FY25 LaCarte Transactions**

In accordance with the LaCarte Card Program policy (PM-78), cardholders with outstanding FY25 transactions are at risk of having their card privileges suspended. **It is imperative that immediate attention be given to reconcile any delinquent transactions.** For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

**LaCarte cards** should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No exceptions!

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

- Theresa Oubre            578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- Christian O'Brien       578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- Peyton Delatte           578-1406 or [pdelatte@lsu.edu](mailto:pdelatte@lsu.edu)
- DeAnna Landry           578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

## **TRAVEL**

**Enterprise, National, and Hertz** are the state-contracted vehicle rental vendors, and their use is mandatory for university employees, students, and/or authorized travelers on official university business. Their use is also encouraged by university guests and contractors. It is at the traveler's discretion which rental company is utilized. Please refer to the Accounts Payable & Travel website for the contract rates and for the vendor's rental reservation links:

- **Enterprise/National:** No corporate discount number is required when using the link provided on the AP & Travel website.
- **Hertz:** A corporate discount number is required. Please contact AP & Travel to obtain the code.

Also, the state rental vehicle contracts are not allowed for personal use.

**The Cook Hotel and Conference Center** should not be booked through a third-party website. Third-party platforms charge additional booking fees and cannot provide the contracted rate, and any extra charges will be considered personal expenses. Please contact The Cook Hotel and Conference Center at 225-383-2665 or [www.thecookhotel.com](http://www.thecookhotel.com).

**Christopherson Business Travel (CBT)** is the State of Louisiana's contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.

### **CBT UNIVERSITY TRAVEL TEAM**

Monday–Friday  
7a.m. – 7p.m. CT

P: 800-961-0720  
E-mail: [Statelauniv@CBTravel.com](mailto: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** for domestic and **\$31** for international.
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 limited to true emergencies. Airfare bookings should be made during normal business hours.

**Bus Charter Services**

Christopherson Bus Charters STM Ground Inc.—STM Driven is required for bus charter services. The contact information is as follows:

**Christopherson Bus Charters 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](mailto:NGyllin@STMDriven.com)

Payment may be made via the direct charge process or with LaCarte. Also, please check with Risk Management for trip insurance.

**For travel-related questions, please contact a member of the travel staff:**

- Jonathan Fresina      578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- Henry Woodard      578-8928 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- Kalyn Lewis      578-2007 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)
- Julian White      578-2780 or [jwhite22@lsu.edu](mailto:jwhite22@lsu.edu)
- DeAnna Landry      578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

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## Sponsored Program Accounting

**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.

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, 2026**:

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 the 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, 2026**

Any requests for rebudgeting and/or no-cost extensions must be submitted to BOR by **April 30, 2026**. 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).

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# **PAYROLL**

### **Early Student Payroll Deadline due to Good Friday Holiday**

<b>Payroll</b>	<b>Period Ending</b>	<b>Time Locked</b>	<b>Pay Date</b>
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Student	Friday, March 27, 2026	Monday, March 30, 2026, at 3:00 pm	Thursday, April 02, 2026
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### **Retroactive Pay Transaction Cutoff for Current Payrolls**

The cutoff 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 transactions runs on the 2nd Thursday of the current pay period. Any retro transactions loaded after the Wednesday cutoff will not be paid until the payroll for the subsequent period.

The cutoff 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 at [Payroll Schedules](#).

### **Costing Allocations**

There are two types of costing allocations. Position restriction costing allocations and worker costing allocations. Position restriction costing allocations follows the position regardless of the worker filling the position.

Position restriction costing allocation is assigned on the Create Position transaction and must have a begin date equal to the date the position is created.

Position restriction cost allocations **should not have an end date**. End dates could cause the position restriction costing allocation to expire, and expired or missing position restriction costing allocations **will prevent payment to an employee**. Funding sources such as grants or other temporary funding sources should not be used on a costing allocation for position restrictions. The position restriction costing allocation should be viewed as the commitment budget for the position and must cover the entire life of the position.

Worker costing allocations are assigned in the hire process and can be updated as needed.

When adding a new costing allocation on an existing worker, 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. HR partners, cost center managers, and student employment partners must perform ongoing audits of costing allocation expiration dates and initiate timely changes prior to payroll run dates. The report **Costing Allocations Ending Within Prompt Date** will help identify employees with expiring worker costing allocations. 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.

### **Duplicate W-2 Requests**

For 2016-2024, the W-2 forms are available through Workday. To access prior W-2s in Workday, see [Accessing Your W-2 Form](#).

Should a W-2 not be accessible through Workday, please have the employee contact [payroll@lsu.edu](mailto:payroll@lsu.edu) with their legal name and the last 4 digits of their SSN or their LSU ID to request a duplicate W-2.

## 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.

#### **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). **Important: If the US TIN on your 1042-S begins with a 999#, you need to apply for an Individual Taxpayer ID.** 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 must make an appointment with Katie Maglone, [kmaglone1@lsu.edu](mailto:kmaglone1@lsu.edu), in the Payroll office. The ITIN application must be submitted with the applicant's 2025 tax return, so bring your 2025 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 2025** will receive a 1042-S form no later than March 16, 2026. Both the W-2 form and 1042-S forms are needed before tax returns can be filed. Questions may be directed to Katie Maglone at [kmaglone1@lsu.edu](mailto:kmaglone1@lsu.edu).

**International employees** who are considered **non-resident aliens** should complete federal forms 1040NR or 1040REZ 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 ends with 9999, 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 Assistance and Tax Software for Non Resident Aliens**

There are also 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 software for this group of taxpayers can be found at [Sprintax](#). Sprintax does offer state tax returns, whereas Arctic does not.

#### **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 an hourly plan. The mismatch between employee types will result in incorrect payments.

Primary Job Type	Primary Job Compensation Plan	Correct Add Job Type	Correct Add Job Compensation Plan	Incorrect Add Job Type	Incorrect Add Job Compensation Plan
GA	Academic Salary	GA	Academic Salary	Student	Hourly Plan
Professional	Salary Plan	Professional	Salary Plan	Academic	Academic Salary

## Business Managers' Meeting Topic

- *Workday Updates*

## AS Calendar

 <b>ACCOUNTING SERVICES SCHEDULE</b> <b>March 2026</b> 				
Monday	Tuesday	Wednesday	Thursday	Friday
2 GLS o/o 10 am	3 Student time for period ending 2/27/26 locked @ 11:59 am Access Online Ledgers	4	5	6 Student Payday period ending 2/27/26
9	10 Wage time for period ending 3/8/26 locked @ 11:59 am	11	12	13 Wage Payday period ending 3/8/26
16	17 Student time for period ending 3/13/26 locked @ 11:59 am  St. Patrick's Day 	18	19	20 Student Payday period ending 3/13/26 Academic Payday period ending 3/14/26 Spring begins 
23	24 Wage time for period ending 3/20/26 locked @ 11:59 am	25	26	27 Wage Payday period ending 3/20/26
30 Student time for period ending 3/27/26 locked @ 3:00 pm	31 Professional Payday period ending 3/31/26			

TRAINING OPPORTUNITIES				
Description	Division	Date	Time	Location
Department Solicitations	Procurement	Wed, 3/4	10:00 am - 11:00 am	Online via Zoom
Intro to Post Awards	SPA	Thurs, 3/5	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	--	Tues, 3/10	9:30 am - 11:00 am	Online via Teams
Budget Instructor Led	Budget & Planning	Wed, 3/11	10:00 am - 11:30 am	Online via Zoom
Cost Transfers	SPA	Thurs, 3/12	9:00 am - 11:00 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 3/12	9:30 am - 11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 3/13	10:00 am - 11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 3/17	1:30 pm - 3:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 3/18	9:00 am - 11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 3/24	9:00 am - 11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 3/26	9:00 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 3/26	9:30 am - 11:00 am	Online via Zoom

To register, go to the Training website [training.lsu.edu](http://training.lsu.edu)

# Trainings

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.

Description	Division	Date	Time	Location
Department Solicitations	Procurement	Wed, 3/4	10:00 am—11:00 am	Online via Zoom
Intro to Post Award	SPA	Thurs, 3/5	9:00 am—11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 3/10	9:30 am—11:00 am	Online via Teams
Budget Instructor-Led	Budget & Planning	Wed, 3/11	10:00 am—11:30 am	Online via Zoom
Cost Transfers	SPA	Thurs, 3/12	9:00 am—11:00 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 3/12	9:30 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 3/13	10:00—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 3/17	1:30 pm—3:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 3/18	9:00—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 3/24	9:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 3/26	9:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 3/26	9:30 am—11:00 am	Online via Zoom

## 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	Christopherson 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
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
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
GG	GeauxGrants
SAE	Student Award Entry System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

### 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 & 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 Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture