Financial Accounting & Reporting

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

<table>
<thead>
<tr>
<th>Month End</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Wednesday, April 1</td>
</tr>
<tr>
<td>April</td>
<td>Friday, May 1</td>
</tr>
<tr>
<td>May</td>
<td>Monday, June 1</td>
</tr>
</tbody>
</table>

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

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

- Track entries by following the Find Journal job aid posted on the Workday Training page to find “In Progress” entries.
- 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.
Important Reminders

- **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.

- **Payroll Accounting Adjustments (PAA)**
  The following are some tips when preparing a Payroll Accounting Adjustment:
  - Multiple periods can be adjusted at one time
  - Please remove any “current journal lines” that are not being corrected
  - Verify that correct worktags are populated on the proposed journal lines
  - Attach supporting documentation needed
  - Job aid: [Payroll Accounting Adjustment]

- **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 rendering the service or sale.

  A step-by-step Job Aid can be found on the [Workday Training] webpage.
  - Financial Accounting
    - Create Journal Entry: Internal Billing

**Credit Card Merchant Procedures**

- **ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.**
  - CARD entries should be completed each day for the previous day’s activity.
  - If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
  - Departments should only record what the Bank of America report shows as being received.
  - American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
  - The total amount of each method of payment (MOP) should be calculated and written on the documentation.
  - A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
  - There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS.

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.

*In accordance with the Governor’s Executive Order, Bursar Operations will no longer be open for face-to-face transactions. We have partnered with Campus Federal Credit Union to provide a secure depository for funds.*

Students are encouraged to make payments electronically through myLSU.

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

- Financial Accounting
  - Create Journal Entry: Internal Billing
Financial Accounting & Reporting continued...

Campus Federal Credit Union
Perkins Road Branch ONLY
6230 Perkins Road
Night Deposit Box – Drive Thru – Lane 1 (photo below)

* Please ensure the most recent version is used when requesting information and ALL check information is provided along with department contact name and number. Forms can be found at Financial Accounting and Reporting Forms and may be scanned and e-mailed to bankrecon@lsu.edu.

Space Surveys
FAR has initiated the federally-regulated Facilities and Administration rate negotiation process. If your department conducts sponsored research, you may be contacted by someone from the FAR team to participate in the University’s space survey. Space surveys are conducted to document the amount of space used for sponsored research or other sponsored activities. This information is used to calculate the Facilities and Administration rate (also known as the indirect cost rate) charged to grants. Please click here to see a video created by the University of Idaho for more information on the F&A rate and how it is calculated.

Accounts Payable & Travel

Special Handling Check Distribution Suspended
Due to the University closure, special handling request for in-person check pick up in Accounting Services, 204 Thomas Boyd, has been suspended. All checks will be mailed. If a check is to be mailed to an address that is not the supplier address on file in Workday, the Special Handling Form (AS209) must include an alternate mailing address that is not a departmental address since the University is closed to only essential personnel.

As a reminder, the AS209 form should be placed on top of the invoice or miscellaneous check request (AS02) in order for the request to be processed timely and properly. Please make sure the Due Date is specified in the Priority Handling section of the form or indicate if an Enclosure must be mailed with the payment. For questions, please contact Valery Sonnier at vsonnier@lsu.edu.

Invoice Processing
Supplier invoices will continue to be processed in Workday, with routing to the Cost Center Manager for approval. 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 questions, please contact Valery Sonnier at vsonnier@lsu.edu.

Bank Reconciliation
Contact us at bankrecon@lsu.edu for questions/requests related to the following:
- Stop payment requests AS32 *
- Check copy requests AS500 *
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

Card entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All deposits must be in a sealed envelope with your initial or signature along the seal for tamper proofing. The envelope should clearly and legibly have LSU Bursar Operations written on the front. Student deposits must include the 89# to ensure they are recorded properly. Envelopes thicker than .75” can be placed in the commercial slot. A commercial key will be in the lock for envelopes up to 6” in thickness.

Accounts Payable & Travel
Accounts Payable & Travel continued...

**Settlement runs** (i.e., Supplier Invoices, Expense Reports, and Ad Hoc Payments) will continue to be processed daily. Suppliers that have elected electronic payment will continue to receive payments via Paymode or ePayables as supplier invoices are processed. Payments by check will be mailed on Tuesdays and Thursdays.

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

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

**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.

**Aged Listing of Outstanding Encumbrances Report**

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the Aged Listing of Outstanding Encumbrances Report:

- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

- Amber Tran  atran17@lsu.edu
- Maci Jones  macijones1@lsu.edu
- Jessica Hodgkins  jhodgkins1@lsu.edu

**LaCarte Cards**

Ordering and distribution of LaCarte cards has been temporarily suspended. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

**Home Deliveries**

Delivery of purchases to a home address will be allowed during this time period. Purchases related to remote delivery of classes should be approved by a supervisor prior to purchase, and that approval should be included as additional documentation to the Expense Reports.

**Expense Reports** should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder’s privilege. Also, as a reminder, please respond timely to the LaCarte staff e-mails to ensure continuous processing of all transactions/reimbursements.

**Itemized receipts** must be attached on LaCarte Expense Reports. All receipts should be loaded into one PDF document, preferably in the order of the expense lines, and attached on the Attachment tab. As a reminder, receipts should not be attached at the expense lines. The default sorting of expense lines is by the expense lines date.

**Safeguard LaCarte cards**

LaCarte cards should be safeguarded in a safe place at all times. The following should be executed on a regular basis to ensure LaCarte cards are being properly safeguarded:

1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
2) Monitor purchase orders, make sure the items are received and Receipts have been created in Workday.
3) Monitor e-mail requests to create receipts for purchase order supplier invoices.
4) Review the Aged Listings of Outstanding Encumbrances to ensure payments have been processed.
5) Monitor LaCarte & CBA transactions as they are loaded into Workday. Create Expense Reports to reconcile transactions in a timely manner.
6) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte/CBA transactions requiring additional information.
7) Run the LaCarte reports periodically to monitor for any outstanding LaCarte/CBA transactions not reconciled.
8) Ensure Travel Expense Reports are being created promptly with the appropriate receipts as travelers return from their trips.

It’s spring time! This is a helpful checklist to assist in the preparation for fiscal yearend:

1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
2) Monitor purchase orders, make sure the items are received and Receipts have been created in Workday.
3) Monitor e-mail requests to create receipts for purchase order supplier invoices.
LaCarte cardholders are to be reminded that their LaCarte card 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  
  talber3@lsu.edu
- Sierra Mouton  
  smouton1@lsu.edu
- DeAnna Landry  
  deannal@lsu.edu

#### TRAVEL

Effective March 12, 2020, all international travel was prohibited due to COVID-19. For all international travel that occurred between March 6, 2020 and March 11, 2020, the approved High Risk Travel forms must be attached to the Expense Report.

Effective March 12, 2020, all domestic travel was limited to only essential travel for the fundamental academic and research functions at LSU and must be approved by Academic Affairs. The Temp1, Request for Domestic Travel Due to COVID-19 Outbreak form can be found on the AP & Travel website under Travel’s section, Important Travel Updates.

Travel Cancelled Due to COVID-19

Travelers and/or Travel Coordinators/Arrangers are reminded to do the following:

1) **Cancel airfare:** Short’s Travel Management should be contacted at 1-888-846-6810 to cancel airfare booked through them. Short’s Travel has been working diligently with the airlines to secure penalty waivers that can be used when the airfare is rebooked. There is no guarantee since it is an airline decision.

2) **Cancel hotel arrangements:** As a minimum, only first night lodging can be paid to secure the reservation, when required. **No one should be paying for the total lodging cost in advance.** If the trip is cancelled, only the first night lodging will be reimbursed, all other days will be a personal expense to the traveler.

3) **Cancel any other travel arrangements:** Reservations for other expenses such as, rental vehicle, etc. should be cancelled.

**Travel Expense Reports** should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. For cancelled trips, it is recommended that Expense Reports be created promptly to ensure all travel transactions are expensed/charged in this fiscal year. The Expense Report should include all expenses, refunds, etc. related to the trip. A justification as to the reason the trip was cancelled should be stated in the Justification and/or included in the supporting documentation. If the trip was cancelled by a host/organizer, documentation from the host/organizer must be attached to the Expense Report. Also, as a reminder, please respond timely to the Travel staff e-mails to ensure continuous processing of all transactions/reimbursements.

**Unused Tickets**

Travelers/departments should always monitor unused tickets and take them into consideration when making future travel arrangements.

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

- Arianna Elwell  
  acreech@lsu.edu
- Doris Lee  
  dorislee@lsu.edu
- Kalyn Mayfield  
  mayfield1@lsu.edu
- Kathleen Patrick  
  kelder1@lsu.edu
Sponsored Program Accounting

Business Continuity – COVID-19
Sponsor billing for allowable expenses will continue without interruption. SPA Grant Analysts can be contacted by e-mail. Please continue to balance and review grant accounts, (i.e. costing allocations, PAA, journal entries) to ensure they are being charged to the appropriate projects.

COVID-19 has been declared a federal emergency. Public Assistance through FEMA will be available for eligible costs. Grant numbers will be assigned to each college/unit to track costs which may be eligible for reimbursement. Please let Janet Parks (jparks@lsu.edu) in Sponsored Program Accounting know if a COVID-19 grant account is needed for your area. Colleges/units will be responsible for covering the 25% cost share requirement. While the Public Assistance program has made funds available, we cannot guarantee that all expenses incurred will be reimbursed. Colleges/units will be required to cover any expenses that are deemed ineligible from their budget.

COVID-19 Resources for Research can be found on ORED’s website, COVID-19 Research Resources. This page includes a FAQ regarding LSU’s research operations and links to sponsor guidance related to COVID-19.

Tentative Account Number
A tentative account number should be requested when a PI has received notice that an award will be issued, but an official contract has not been processed.

- A tentative account number should only be established when a PI is sure of funding.
- AS494/AS496 Tentative Account Number Request - Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award and costing allocations can be established.
- The tentative account number will be the account number of the agreement when it is received.
- The Request Form must be approved by the PI’s department chair/director, and OSP.
- The Department that certifies the form will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

The AS494/AS496 forms can be found on the SPA website, Forms page.

If your department has a tentative account number with a state sponsor (FD 250) and expenditures have been incurred in FY 20, please check with the sponsor or PI on the status of the agreement. Normally FY 20 expenditures for state accounts must be billed by the state deadline of July 15. Please route fully executed agreements through the appropriate channels so that these accounts may be billed to the state sponsors in a timely manner. Questions can be directed to Jennifer Maillet at jmaillet1@lsu.edu.

Effort
Please ensure everyone paid on sponsored agreements (FD250, FD251, FD252) are reviewing their effort certification for accuracy before approving it.

Note effort certifications:
- Are an after-the-fact reflection of what was displayed on the ledger.
- If an effort certification is incorrect, please e-mail effortassistance@lsu.edu to cancel the pending effort certification. Once the department has completed the PAA to correct the payroll, SPA will regenerate the effort certification.

National Science Foundation (NSF)
NSF normally limits salary compensation for senior project personnel on awards made with NSF funds. Please note the following:

- The limit only allows LSU to bill two months of the senior project personnel salary in an annual time period.
- The limit is based on a fiscal year and includes salary received from all NSF funded grants including NSF pass through funds.
- Salary is to be paid at a monthly rate not in excess of the base salary divided by the number of months in the period for which the base salary is paid.
- Any compensation for such personnel in excess of two months must be approved internally. Requests for approval should be submitted in GeauxGrants.
**Sponsored Program Accounting continued...**

**LA Board of Regents (BOR) Graduate Fellowships**
Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 15, 2020. SPA will attach the report to the annual financial status reports and forward to BOR. Questions can be directed to Lakedra Fisher at lfisher@lsu.edu or Falynn Rivere at frivere1@lsu.edu.

**LA Board of Regents (BOR) Contracts**
Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2020 must be received by BOR no later than April 30, 2020. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

**Industrial Match commitment letters**
- Due to BOR on March 31, 2020.
- PIs should have forwarded the original Industrial Match letters directly to BOR with a copy to SPA as long as there are no changes to the sponsor, amount or terms.
- If changes are necessary, the PI must contact their respective Sponsored Program Office.

**Fixed Price Agreements**
Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through the PI’s respective Sponsored Programs Office to the sponsor.

Normally, a fixed price agreement should have a **10% or less unexpended balance** when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

**Progress Reports**
Any financial information included in progress reports to sponsors must be reviewed by SPA. Please allow sufficient time for SPA personnel to review this information before it is submitted to the sponsor. If possible, financial information should not be included in progress reports.

**Invention Statements**
LSU is required to report inventions to sponsors. In order to ensure inventions are accurately reported, Invention Statements must be certified by the PI and forwarded to their respective Intellectual Property office. If there are no inventions on a particular project, PIs must certify “NONE” on the Invention Statement.

**Proposal Costs**
Individuals working on proposal preparation should **not** be appointed 100% to sponsored agreements.

**Maintenance/Repair Costs**
Equipment maintenance/repair costs are not allowable as a direct charge to **federally funded** projects, to include federal pass through. There is one exception – maintenance/repair costs for equipment dedicated to the project through which the equipment was **acquired** are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on **non-federal agreements** when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The PI must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

**Mobile Devices**
Mobile devices and data plans will only be approved on sponsored agreements for which the service is an allowable charge.

- If the employee requires a mobile device to perform their job duties, they will be paid a monthly stipend. Once the award is completed, the service will no longer be reimbursed.
- Once it is determined that the sponsored agreement will support the mobile device, a request for an exception should be sent to Dan Layzell, Vice President for Finance and Administration/CFO.
- For new proposals, the monthly stipend should be clearly stated in the budget justification. For existing awards that support mobile devices, sponsor approval should be obtained to charge the monthly cell phone stipend.
Payroll

Direct Deposit Changes
Direct Deposit updates and changes should be sent to the Payroll e-mail payroll@lsu.edu using the secure Files To Geaux through myLSU or mailed to the Payroll office at: Office of Accounting Services, 204 Thomas Boyd, Baton Rouge, LA 70803. The job aid, Files to Geaux, which provides more details on using files to geaux to submit the direct deposit form can be found on the Workday Finance Training webpage.

Review Employee Rosters
HR Analyst and Student Employment Partners should review department employee rosters and load termination forms as needed for student, transient and graduate assistant employees that are no longer working.

President’s Student Aid/Work Study Accounts
The last day for student employee earnings to be charged to such accounts is May 15, 2020. The final student pay period for time associated with PSA & WS accounts is the period ending May 15, 2020 for payment on May 22, 2020. Departments should run the Payroll Work Study and President Aid Charges report to reconcile charges to the special funding accounts.

Amounts posted to the Base Hourly Earning cannot be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment cannot be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid Funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact Angie Ogle at aoogle@lsu.edu or John Pilgrim at jpilgrim1@lsu.edu for further assistance.

Students Must be Paid for All Hours Worked
PS-33 states that students should not be allowed to work more than 20 hours a week during the fall and spring semesters. However, if the student actually works over 20 hours per week, per the FLSA (Fair Labor Standards Act) the student must be paid for all hours worked. Managers and Timekeepers should ensure students enter time actually worked each pay period.

Unallowable Costs
The following expenditures are normally not allowable on federal or federal pass-through sponsored agreements as a direct cost. They are part of facilities and administrative (F&A) costs and are considered indirect costs.

- General Office Supplies (including toner cartridges)
- Postage (excluding Federal Express)
- Subscriptions
- Memberships
- Maintenance/Repair Costs
- Monthly Telephone Line Charges
- General Purpose Equipment (e.g. PCs, printers, etc.)

Checks Received for Sponsored Agreements
Payments received for sponsored agreements and gifts payable to LSU should be forwarded to Sponsored Program Accounting (SPA) for deposit. Any associated backup should also be forwarded along with the check. SPA will deposit the payment and prepare a budget entry to increase the budget if it is necessary. Please contact Henri Smith at henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Subrecipient Invoices for Grants
Subrecipient invoices should be forwarded to SPA as soon as they are received. Please ensure the PO# and grant ID are included on the invoice. SPA will forward the invoice to AP who will load in Workday. The invoice will route in Workday to the PI for approval. Please refer to the PI Checklist for Subcontractor Invoices in the Post Award Manual on the SPA website.

Sponsored Program Accounting continued...

- For new proposals, the monthly stipend should be clearly stated in the budget justification. For existing awards that support mobile devices, sponsor approval should be obtained to charge the monthly cell phone stipend.
- Expired fixed price accounts cannot be used to pay for mobile devices or data plans. Stipends can be paid from expired fixed price accounts.
Payroll continued...

Employee Time Certification
Louisiana Revised Statue 3311 A(3) requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be performed monthly.

Civil Service Rule 15.2 requires classified employees and their supervisor to certify the number of hours of attendance or absence from duty on the time and attendance records.

University Policy Statement 33 requires that time be certified by the student employee and their supervisor.

Certification procedures should be performed with each payroll for student and classified employees and on a monthly basis for administrative, professional and academic personnel. Time off should be requested and approved as the time off is taken.

Ensuring proper controls are in place is the first step to preventing payroll fraud. Each department should have payroll processing procedures that cover student employment eligibility and completion, processing, approval and submittal of employee time. Additional tips for preventing payroll fraud are listed below:

- **Employee time** should be entered for hours actually worked, including dates and times of work.
- **Supervisors** should monitor employee work hours and ensure that the time reported is accurate before approving the employee’s time.
- **Never** enter time worked in a previous pay period in the current time period.
- **Process** termination forms immediately for terminated employees so they can not access time calendars past the termination date.
- **Investigate** unexplained variances in pay such as a large increase in total pay for an employee or an employee working on non-scheduled work days.
- **Reconcile** University records such as ledgers and effort certifications on a timely basis and investigate questionable items immediately.
- **Call Payroll** immediately for instructions regarding a current appointment transaction, if a new employee does not show up to work.

Academic Payment Dates
Please ensure the correct dates are used to separate and/or hire an academic employee at the end of the fall semester or the beginning of the spring semester. 12/14/20XX should be used when an employee separates at the end of the fall semester and 01/15/20XX should be used when an employee is hired at the beginning of the spring semester. Deviating from these dates will pay the employee more or less than the employee is due to receive.

Review Tax Withholding Amounts to Prepare for 2020 Taxes
It’s important to check your paycheck withholding every year, but it’s especially important in 2020 if you:

- Had too much or too little withheld from your paycheck in 2019 and had an unexpected result when you filed your 2019 taxes in early 2020.
- Performed a “Paycheck Checkup” and adjusted your withholding in 2019. Recheck your withholding for 2020 to make sure you’re having the right amount withheld.

Please Note Changes to 2020 W-4
The 2020 Form W-4, *Employee’s Withholding Certificate*, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) is not requiring all employees to complete the revised form and has designed the withholding tables so that they will work with both the new and prior year forms. However, certain employees will be required to use the new form: employees hired in 2020 and anyone who makes withholding changes during 2020. Workday has been updated to reflect the new form with changes effective January 1, 2020.

Even though the IRS does not require all employees to complete the revised form and even if an employee’s tax situation has not changed, we recommend that employee’s perform a “paycheck checkup” to see if adjustments are needed to their current withholding. To conduct the checkup, employees can use the IRS’s *Tax Withholding Estimator*. To effectively use the estimator, it is helpful to have a copy of the most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2020 tax tables in early January.
Before completing the 2020 Form W-4, please read the instructions that are included with the form. Employees must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that an employee’s federal income tax withholding will more accurately match their tax liability. Step 1 is for personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where the form is signed.

The IRS takes employees’ privacy seriously and suggests that, if employees are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, employees can use the withholding estimator.

The IRS has also published Frequently Asked Questions that employees may find helpful as you complete the form.

You can update your withholdings in Workday at any time
Please refer to the Withholding Elections job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 forms and L-4E forms are also available online on the Payroll web site.

Academic Insurance Premium Changes
Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2020. Questions may be directed to Rhett Sabadie at rsabadie1@lsu.edu.

Leaving the University?
Faculty, staff and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the Personal Information worklet.
   > Click to view current Contact Information
   > Click the Edit icon in upper left corner to make any needed changes
2. E-mail Payroll at payroll@lsu.edu.
3. Complete and submit to the Payroll Office, a Change of Address form located on the Payroll website, AS Forms page.

Administration

Business Continuity—COVID-19
Accounting Services will strive to provide the same level of service while working remotely. Staff should be contacted by e-mail, but will be available for phone calls and virtual meetings as needed. 204 Thomas Boyd Hall will be open from 10 am to 4 pm Tuesdays and Thursdays in order for staff to print checks and process and distribute incoming mail. All Accounting Services employees will be checking e-mails. All business processes will remain the same.
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
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF</td>
<td>Award &amp; Award Modification Approval Form</td>
</tr>
<tr>
<td>CBA</td>
<td>Central Billed Account</td>
</tr>
<tr>
<td>CR</td>
<td>Cost Reimbursable</td>
</tr>
<tr>
<td>CSWS</td>
<td>Community Service Work Study</td>
</tr>
<tr>
<td>CWSP</td>
<td>College Work Study Program</td>
</tr>
<tr>
<td>DT</td>
<td>Departmental Transmittal</td>
</tr>
<tr>
<td>EMV</td>
<td>Europay Master Card &amp; Visa</td>
</tr>
<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Facilities &amp; Administrative Costs</td>
</tr>
<tr>
<td>FASOP</td>
<td>Finance and Administration Operating Procedure</td>
</tr>
<tr>
<td>FB</td>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>FP</td>
<td>Fixed Price</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>GL</td>
<td>General Ledger</td>
</tr>
<tr>
<td>IPARF</td>
<td>Internal Prior Approval Request Form</td>
</tr>
<tr>
<td>ITIN</td>
<td>Individual Taxpayer Identification Number</td>
</tr>
<tr>
<td>LSUID</td>
<td>LSU’s Identification Number (replaces SSN in LSU’s computer systems)</td>
</tr>
<tr>
<td>NCE</td>
<td>No Cost Extension</td>
</tr>
<tr>
<td>OTP</td>
<td>One Time Payment</td>
</tr>
<tr>
<td>PAWS</td>
<td>Personal Access Web Service</td>
</tr>
<tr>
<td>PCI DSS</td>
<td>Payment Card Industry Data Security Standard</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>PM</td>
<td>Permanent Memorandum</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>PO ALT</td>
<td>Purchase Order Alteration</td>
</tr>
<tr>
<td>PPCS</td>
<td>Personal, Professional &amp; Consulting Services</td>
</tr>
<tr>
<td>PRAF</td>
<td>Proposal Routing &amp; Approval Form</td>
</tr>
<tr>
<td>PS</td>
<td>Policy Statement</td>
</tr>
<tr>
<td>PSAP</td>
<td>President Student Aid Program</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>RFQ</td>
<td>Request for Quote</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>STO</td>
<td>Short’s Travel Online</td>
</tr>
<tr>
<td>WAE</td>
<td>Wages As Earned</td>
</tr>
</tbody>
</table>

### Financial Systems
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Advanced Billing System</td>
</tr>
<tr>
<td>CARD</td>
<td>Customer Accounts Receivable &amp; Deposit</td>
</tr>
<tr>
<td>DIR</td>
<td>Directory System</td>
</tr>
<tr>
<td>FAMIS</td>
<td>Facility Services’ Computerized Maintenance Management System</td>
</tr>
<tr>
<td>FMS</td>
<td>File Management System</td>
</tr>
<tr>
<td>SAE</td>
<td>Student Award Entry System</td>
</tr>
<tr>
<td>SPS</td>
<td>Sponsored Program System</td>
</tr>
<tr>
<td>SWC</td>
<td>Workers’ Compensation System</td>
</tr>
<tr>
<td>TIS</td>
<td>Treasurer Information System</td>
</tr>
<tr>
<td>WD</td>
<td>Workday</td>
</tr>
</tbody>
</table>

### Workday Terms
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>Agency Clearing</td>
</tr>
<tr>
<td>AJ</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>AWD</td>
<td>Award</td>
</tr>
<tr>
<td>AWDC</td>
<td>Award Conversion</td>
</tr>
<tr>
<td>BG</td>
<td>Basic Gift</td>
</tr>
<tr>
<td>BP</td>
<td>Business Process</td>
</tr>
<tr>
<td>CC</td>
<td>Cost Center</td>
</tr>
<tr>
<td>CCH</td>
<td>Cost Center Hierarchy</td>
</tr>
<tr>
<td>CCM</td>
<td>Cost Center Manager</td>
</tr>
<tr>
<td>CI</td>
<td>Customer Invoice</td>
</tr>
<tr>
<td>CO</td>
<td>Change Order</td>
</tr>
<tr>
<td>EG</td>
<td>Endowed Gift</td>
</tr>
<tr>
<td>FD</td>
<td>Fund</td>
</tr>
<tr>
<td>FDM</td>
<td>Financial Data Model</td>
</tr>
<tr>
<td>FN</td>
<td>Function</td>
</tr>
<tr>
<td>FS</td>
<td>Funding Source</td>
</tr>
<tr>
<td>GR</td>
<td>Grant</td>
</tr>
<tr>
<td>GRC</td>
<td>Grant Conversion</td>
</tr>
<tr>
<td>PAP</td>
<td>Period Activity Pay</td>
</tr>
<tr>
<td>PG</td>
<td>Program</td>
</tr>
<tr>
<td>PJ</td>
<td>Project</td>
</tr>
<tr>
<td>SO</td>
<td>Supervisory Organization</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Company</td>
</tr>
</tbody>
</table>

### Departments & Organizations
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Accounts Payable &amp; Travel</td>
</tr>
<tr>
<td>AS</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>BOS</td>
<td>Board of Supervisors</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Energy</td>
</tr>
<tr>
<td>FAR</td>
<td>Financial Accounting &amp; Reporting</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
</tr>
<tr>
<td>FDN</td>
<td>LSU Foundation</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>NIH</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>NSF</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>ORED</td>
<td>Office of Research and Economic Development</td>
</tr>
<tr>
<td>OSP</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>OBO</td>
<td>Office of Bursar Operations</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll</td>
</tr>
<tr>
<td>PROC</td>
<td>Procurement</td>
</tr>
<tr>
<td>PROP</td>
<td>Property Management</td>
</tr>
<tr>
<td>SACS-COC</td>
<td>Southern Association of Colleges and Schools Commission on Colleges</td>
</tr>
<tr>
<td>SPA</td>
<td>Sponsored Program Accounting</td>
</tr>
<tr>
<td>SSA</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>TAF</td>
<td>Tiger Athletic Foundation</td>
</tr>
<tr>
<td>UAS</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
</tr>
</tbody>
</table>