December Close
The monthly closeout is scheduled to take place the first working day of the new month.
* December 2021 is scheduled to be closed on January 4, 2022.

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. 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

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or emailed to Jen Richard at jgendr1@lsu.edu.

Workday Security Access
Workday Access can be requested through myLSU:
* Financial Services
  * Workday Security Access Request
Financial Accounting & Reporting continued...

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

Sponsored Program Accounting

Board of Regents (BOR) Graduate Fellows
Status reports and invoices are due to BOR by January 31, 2022, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Monday, January 10th as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu.

Sponsor Invoices and Source Documents
All invoices and financial reports submitted to sponsors must be prepared by the Sponsored Program Accounting (SPA) office. If a sponsor is requesting an invoice, please contact the Grant Manager assigned to the grant or Award Billing Specialist/Manager assigned to the award. If an award or grant has not been established, please contact Janet Parks at 578-4878 or jparks@lsu.edu.

Invoices to sponsors (especially final invoices) are time sensitive. If you plan to be out of the office, please ensure your Workday inbox is delegated to someone that can approve entries, PAAs, invoices, etc. and there is a point of contact for the billing analysts to consult with if issues arise.

Unallowable Costs
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).

Sponsored Program Accounting continued...

All requests from sponsors for source documents must be routed to the appropriate SPA contact.

The SPA contact can be found in multiple places:

- On the Award, under the Additional Reports tab
  - Award Header Roles tab (listed as Award Billing Specialist/Manager)
  - Grant Roles tab (listed as Grant Manager)
- On the Grant, under the Roles tab (listed as Grant Manager)
- Run Award/Grant Information report (listed as Grant Manager).

Request to Establish Scholarship/Fellowship (AS498)
must be completed for sponsored agreements paying scholarships and/or fellowships. The AS498 form can be found on SPA’s webpage. In order to expedite processing, please ensure that the following criteria information is provided:

- Name of Scholarship/Fellowship
- College and Department
- Student classification and major
- GPA for original award and GPA to be retained
- Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
- Semester(s) awarded
- Other requirements
- Amount

Fellowships
Fellowships that include a future work requirement with a penalty if not fulfilled are taxable and must be paid through payroll. For questions regarding fellowships paid on sponsored agreements, contact Janet Parks at 578-4878 or jparks@lsu.edu.
Cost Transfers
Cost transfers must be processed within **90 days** from when it was originally recorded. The memo section of the journal must include both the **Header Memo** and the **Line Memo** and must reference a **unique identifying number** i.e. supplier invoice #, expense report #, etc. The detail ledger from the Expense by Award report displays these numbers and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. The **SPA Journal Lines** report also displays this information and can be used for backup. If a partial charge is being transferred, it must be noted on the backup documentation. All expenditures must be in **Posted** status in order to be transferred. In addition, an **AS226** Request for Non-Payroll Cost Transfer must be attached (if required). An AS226 must be completed if expenditures are being transferred to a sponsored agreement. An explanation of how the cost benefits the project receiving the charge must be provided. The AS226 is not required if transferring to an expired fixed price, gift, or LSU Foundation account.

**Tentative Account numbers**
When completing an **AS494**: Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Jessica LeBlanc at jleblanc2@lsu.edu or 578-2144 with any questions.

**What’s New? Change in the Special Meal Expense Report Business Purpose**
In an effort to streamline the audit of special meals paid as a direct charge or with LaCarte, the business purpose for special meal expense reports has been changed from “Travel-Special Meals” to “Special Meals”. With this change, the special meal expense reports will route to Catherine Herman. Any associated procurement expenses such as supplies (i.e., disposable utensils, napkins, plates, cups, etc.) should be included on the special meal expense reports.

Special meals occurring while in travel status should be included on the expense report reflecting all travel expenses for that trip and the appropriate travel business purpose should be selected for the expense report to route to the travel auditors.

LaCarte can be used to pay for dine-in restaurant special meals; however, the “Special Meal” business purpose should be selected for the expense report to route to Catherine Herman (and not the LaCarte auditors). As a reminder, the cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the expense report reflecting the transaction.

**AS499, Request for Special Meals form**
Please be advised of the following reminders:

1) AS499 must be fully completed/signed by the requester and approved by the either the Department Head (or his/her designee) or the person with fiscal authority for the event. The form must be fully completed.

2) AS499 form should be completed and approved by the department prior to the event. **The caterer must be selected from the Approved Caterers list that can be found on the Procurement Services website.**

3) Approved AS499 form must be attached to the Expense Report, Supplier Invoice or the America To Go requisition.

4) A guest list including name, organization and affiliation with LSU must be attached to the AS499 for any breakfast, lunch, dinner and buffet reception-dinner events. The invited guest list must be attached to the America To Go requisition if applicable.

5) Special meals charged to sponsored programs must be an allowable expense. Departments are encouraged to make sure the special meal event is allowed on the sponsored program prior to making any arrangements and/or seeking departmental approval.

6) For University guests, only one special meal can be reimbursed at the special meal allowance. If multiple meals must be provided for a guest, the subsequent meals will be reimbursed at the per diem rate for the guest only and there is no reimbursement provision for employees attending the subsequent meal, including the host employee. Multiple special meals are allowed for an Interview candidate.
7) In no case will the University bear a “per person” cost in excess of the special meal rates.

**Disallowed Special Meal Events**

The following event types are disallowed special meal events (list is not all inclusive):

- a. Parties
- b. Memorial Services
- c. Scholarship events
- d. Employee Recognition/Appreciation/Honor
- e. Fundraising/Development/Alumni events
- f. Events including employee’s family
- g. Hospitality refreshments
- h. Break room refreshments
- i. Benefactor/Donor Recognition/Appreciation
- j. Fall Fest
- k. Bayou Country Superfest
- l. Ribbon Cutting Ceremonies
- m. Morale Boosting Events

Any questions related to special meal events, please contact Catherine Herman at cherman@lsu.edu or 578-1549.

**Direct Charge Worksheet (AS580)** requires an authorized signature. The authorized signature indicates that the department certifies the goods/services billed adhere to PRO-U525.A, Exceptions to the Competitive Solicitation Process and that the invoice can be processed as a direct charge. For questions, please contact Catherine Herman at cherman@lsu.edu or 578-1549.

**AS Forms**

As a reminder, please use the current versions of Accounting Services (AS) forms. Some of the AS forms were updated in recent months with improvements and additional information. Use of the current versions will streamline department processes and avoid processing delays. The current versions of the AS forms can be found on the Accounts Payable & Travel website.

**Direct charge supplier invoice related questions, please contact a member of the DC staff:**

- Jessica Morris 578-1536 or imor116@lsu.edu
- Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- Catherine Herman 578-1549 or cherman@lsu.edu

**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 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 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.

**Purchase order/supplier invoice related questions, please contact a member of the PO staff:**

- Maci Jones 578-1620 or macijones1@lsu.edu
- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

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Special Handling Form (AS209) must be attached to the top of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Catherine Herman at cherman@lsu.edu or 578-1549.

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**Accounts Payable & Travel continued...**
Effective Jan. 1, 2022, international travel approvals will revert back to the standard process in accordance with FASOP AS-18, High Risk Travel to Restricted Regions.

The following is important information regarding international travel:

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

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

**Travel Approvals:**

**Domestic Travel (In-state & Out-of-State):**
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

**International Travel (Out of the U.S.):**
- Essential international travel should be requested
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

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

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**LaCarte Card Distribution**
The distribution of LaCarte cards is being handled by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

**Safeguard LaCarte cards**
LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation, communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

**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
- DeAnna Landry 578-8593 or deannal@lsu.edu

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**TRAVEL**

**International Travel Approvals**
The special approval process initiated due to COVID-19 for international travel, using the TEMP2 form, Request for International Travel during COVID-19 Outbreak, expired on Dec. 31, 2021; however, in the event of a resurgence in cases, the special approval process may be reinstated.
Office of Academic Affairs will make the final decision upon the ITOC’s recommendation and inform the traveler/requesting department of the decision.

Spend Authorization must be completed and approved prior to making travel arrangements (i.e., booking air fare, securing lodging, paying conference registration, etc.). The approved high risk travel form must be attached.

**Travel Arrangements:**
As travel arrangements are made for approved business travel, the following conditions must be met:

1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel’s cancellation policy)
2) Conference registration must be refundable.

The link to the document, “Important Information Regarding International Travel” along with FASOP AS-18 and the related high risk travel forms can be found on the AP & Travel website. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

**Travel Agency**
Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New 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@CBBTravel.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**.
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 for limited to true emergencies. Airfare bookings should be made during normal business hours.

**CBT Concur Online Booking System is available on myLSU!**
The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, *Book a Trip* on the left-hand side of the screen to be taken into the Concur site. The online booking fee is **$7**.

**Bus Charter Services**
Christopherson has partnered with Short’s Travel Management to continue the State of LA and LSU’s business relationship with STM Ground Inc. - STM Driven for providing bus charter services. The contact information is as follows:

**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

**Safeguard Payment Information**
Travelers should always remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

**Unused Tickets Update**
American Airlines has acknowledged State Travel’s refund request. At this time, we are in the process of accounting for the eligible unused tickets and will process a journal entry to credit the original accounts once the refund is received. Questions regarding unused tickets, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

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

- Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- Andrea Chu 578-3698 or andreachu@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu
Annual PCI training
The annual PCI training course is still available online through CampusGuard. The training is required for any employee or student worker that is involved in processing or managing payment card transactions. Reminder e-mails are sent from CampusGuard each week.

International Payments
International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

University Cashier
Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Social Media
Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- Facebook: LSU Bursar Operations
- Twitter: Isubursar
- Instagram: Isubursar

Did you know some CARD entries can be submitted via e-mail?
CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu. All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user’s authenticated myLSU account, and not a secondary e-mail account.

ChatBot
Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website at LSU Bursar Operations to chat with Nummus.

Cashnet 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 Daniel Butcher (dbutch1@lsu.edu).

Payroll

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage</td>
<td>December 31, 2021</td>
<td>Tuesday, January 04, 2022 at Midnight University Closed on Monday, January 03, 2022 for New Year’s Holiday</td>
</tr>
<tr>
<td>Wage</td>
<td>January 14, 2022</td>
<td>Tuesday, January 18, 2022 at Midnight University Closed on Monday, January 17, 2022 for MLK Holiday</td>
</tr>
</tbody>
</table>

Insurance
It is important for employees to review their December and January pay slips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.
2021 W-2's Delivered Through Workday
The 2021 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's will be generated for current employees who do not have access to a Workday account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31st. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31st.

The W-2 will be located under the Pay Worklet in Workday under My Tax Documents.

Duplicate W-2 Requests
W-2 forms are available on line through myLSU for calendar years 2001—2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2020, 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 myLSU or Workday, requests for duplicate W-2 forms can be made by completing form AS387. There is a $10.00 charge for each duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2.

Employees can access their W-2 form electronically and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal

State

GA & Student Terminations
Please process terminations for any students or graduate assistants who graduated in December or who did not return to work after the semester break. **Note:** The termination date should be the last day worked not the day entered for student employees. Verifications of student employment have shown discrepancies between the dates students indicated worked and the date the system shows worked.

Tips for Processing Work Study (WS) & President’s Student Aid (PSA)

President Student Aid:
Job Profile **must** match award
♦ Costing:
  ◇ Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
  ◇ President Student Aid also **requires** costing allocation of the PSA account to be loaded at the Worker-Position-Earning level
  ◇ Start date of costing should be beginning of pay period
  ◇ Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
  ◇ President Student Aid job **must** be primary if student has multiple jobs.
  ◇ President Student Aid job **must** have an end date on the compensation and costing.
  ◇ Compensation End Date should be **05/20/2022** to reflect updated end of AY
  ◇ Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.

Work Study:
♦ Job Profile **must** match award
♦ Costing Allocations **must** be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit. *(No worker position earnings needed for Work Study)*
♦ Costing should be effective the beginning of a pay period
♦ Work Study job **must** be primary job if the student has multiple jobs
Work Study job must have a compensation end date of 05/20/2022—the updated end of AY.

Compensation End Date based on the Work Study year assigned by Student Aid.

Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.

Reports to Assist in Determining Student Charges

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Audit-Programs-Related Worktag</td>
<td>Report will give PG# needed for each cost center for PSA and WS</td>
<td>Search Field-Type in Report Name</td>
</tr>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field-Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. In Worktag field put employee.</td>
<td>Search Field-Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

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 limitation for minors under age 17 can be found at Louisiana Workforce Commission. You may also visit the U.S. Department of Labor web site Young Workers’ Rights 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 in 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 a SSN can be found at International Services’ Social Security Information webpage.

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 amounts above their assistantship. 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 Services.

Work Authorization for Employment of Minors
For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the Minor Employment Certificate. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor’s employment.

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 jpligrim1@lsu.edu.

Payroll continued...
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>Description</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>
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<tr>
<td>CWSP</td>
<td>College Work Study Program</td>
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<tr>
<td>DT</td>
<td>Departmental Transmittal</td>
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<tr>
<td>EMV</td>
<td>Europay Master Card &amp; Visa</td>
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<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
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<tr>
<td>F&amp;A</td>
<td>Facilities &amp; Administrative Costs</td>
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<tr>
<td>FASOP</td>
<td>Finance and Administration Operating Procedure</td>
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<tr>
<td>FB</td>
<td>Fringe Benefits</td>
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<td>GA</td>
<td>Graduate Assistant</td>
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<tr>
<td>GL</td>
<td>General Ledger</td>
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<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>
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<tr>
<td>NCE</td>
<td>No Cost Extension</td>
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<tr>
<td>OTP</td>
<td>One Time Payment</td>
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<tr>
<td>PAWS</td>
<td>Personal Access Web Service</td>
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<tr>
<td>PCI DSS</td>
<td>Payment Card Industry Data Security Standard</td>
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<td>PI</td>
<td>Principal Investigator</td>
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<td>PM</td>
<td>Permanent Memorandum</td>
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<td>Purchase Order</td>
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<td>PO ALT</td>
<td>Purchase Order Alteration</td>
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<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>
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**Financial Systems**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</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>
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</table>

**Workday Terms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<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>
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<tr>
<td>PAP</td>
<td>Period Activity Pay</td>
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<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>
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</table>

**Departments & Organizations**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</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>
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