



IMPORTANT DATES

12/5/2024: Board of Supervisors Meeting

02/21/2025: Board of Supervisors Meeting

04/25/2025: Board of Supervisors Meeting

06/27/2025: Board of Supervisors Meeting

ANNUAL OPEN ENROLLMENT

As a benefits eligible LSU employee, you have a wide variety of benefit options available to you and your eligible dependents. During Annual Enrollment, you have the opportunity to enroll, make changes to, or cancel current benefit elections.

If no action is taken, all benefits will roll over to the 2025 Plan Year, except for Flexible Spending Account(s) (FSA) and Health Savings Account (HSA) contributions. These contributions must be re-elected each year. All elections made during the Annual Enrollment period (October 1 - November 15, 2024) will be effective January 1, 2025. The elections are completed in Workday.

To review the 2025 benefit highlights and changes, please visit the [website](#) for more information.

REMINDERS

Annual Evaluations

The Annual Evaluations for both Classified and Unclassified/Other Academic employees are approaching. The evaluation process will be November 1 through December 13.

Fair Labor Standards Act (FLSA)

There are upcoming changes to the federal Fair Labor Standards Act that will impact salaried LSU employees making under a certain annual amount. These changes aim to ensure that salaried employees earning under the stated threshold are eligible for overtime compensation for any additional hours worked over 40 per week. Additional information is available on the [website](#) about FLSA and the upcoming changes.

For questions, reach out to hr@lsu.edu.

Procurement Roundtable

The next Procurement Roundtable is scheduled for November 20, 2024 from 2:00pm-3:00pm. The meeting is for LSU Campuses Faculty and Staff. Please check the Procurement [website](#) for registration details.

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



ACCOUNTING SERVICES

Special Meals Update

Effective July 1, 2024, special meals should not be served at brief meetings, particularly meetings that could be scheduled at times other than mealtimes. This change is reflected in [PM-13 University Travel Regulations](#), in alignment with the Louisiana Division of Administration's State Travel Policy, PPM-49. Questions related to special meals can be directed to Jennifer Driggers at 225-578-1538 or jdriegg@lsu.edu, or Patrice Gremillion at 225-578-3366 or pgremill@lsu.edu.

Reports

A list of commonly used reports in Workday are below and can be accessed by typing the report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

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

INFORMATION TECHNOLOGY SERVICES

Cybersecurity Awareness

The following are key topics and practices to encourage good and safe cybersecurity:

- Multi-factor authentication (MFA)
- Password management
- Software updates
- Phishing
- AI best Practices

For additional information, visit the [website](#).

AUXILIARY SERVICES

- LSU Auxiliary Services offers reservable spaces in the **LSU Student Union** for **departmental meetings** and events, complete with **in-room A/V technology at no extra cost**. Explore your options and [Book Our Spaces!](#)
- While visiting the **LSU Student Union**, enjoy new dining options: **Sushi Nori** serves fresh, handcrafted sushi, and **Golden Vegan** offers flavorful, plant-based dishes. During renovations at **Julian T. White Hall**, **City Pork** is temporarily serving its classic, vibrant dishes in **Foster Hall**. To stay up to date on LSU Dining services, visit [Dine on Campus LSU](#).
- The **Tiger Card Office** offers **MyPhoto**, an online platform where new employees can submit their photo and signature at myphoto.lsu.edu. Once approved, Tiger Cards are available for pickup between **9 a.m. – 3 p.m.** For more details, visit [Tiger Card Services](#).

PROCUREMENT SERVICES

Requisition/Purchase Order Types Update

Effective October 21, 2024, Requisition/Purchase Order Types have been updated in Workday.

Requisition (RQ) Type being Removed/Inactivated

- Purchase Services/Goods (PSG)

Requisition (RQ) Types being Added

- Purchase Services/Goods-Non-Catalog (PSG-NC)
- Purchase Services/Goods-Punchout Catalog (PSG-B2B)

Notes on RQ Type:

- Corresponding validation messages have been updated to provide guidance for any “hard stop” error messages (red errors) that may appear on any Requisition in “Draft” or “In Progress” that currently has the inactivated Requisition Type of “Purchase Services/Goods (PSG)” selected.
- The “removed/inactivated” Requisition Type of “Purchase Services/Goods (PSG)” will still populate as a selectable filter on reports and within the report output fields related to Requisition Type.

Purchase Order (PO) Type being Removed/Inactivated

- One-Time Purchase

Purchase Order (PO) Types being Added

- One-Time Purchase-Emergency
- One-Time Purchase-Non-Catalog
- One-Time Purchase-Punchout (B2B) Catalog

Notes on PO Type:

- The “removed/inactivated” Purchase Order Type of “One-Time Purchase” will still populate as a selectable filter on reports and within the report output fields related to Purchase Order Type.
- There is currently a Requisition Type of Emergency Purchase (EP), but not a corresponding Purchase Order Type. The addition of the “One-Time Purchase – Emergency” helps build a more transparent link in reporting between the Requisition and Purchase Order for emergency purchases.
- The splitting of the Requisition Type and Purchase Type related to “Punchout (B2B) Catalog” orders versus “Non-Catalog” orders will help provide streamlined reporting for end users, departments, and university leadership. Additionally, it will help update validations related to Procurement tasks within Workday, thus creating less errors for end users trying to operate within the Procurement module.

The updated job aid for Procurement Requisition Types and their related definitions and uses is posted within the Procurement section of the LSU Workday Finance Training Materials (job aids) at the following URL: https://www.lsu.edu/workday/finance_training.php.