

# Office of Accounting Services

## Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321  
[www.lsu.edu/administration/ofa/oas/](http://www.lsu.edu/administration/ofa/oas/)

January 2025  
Issue 482

### January Business Managers' Meeting

There will be no meeting in January due to the winter holidays.

The next meeting will be held Tuesday, February 11, 9:30 am—11:00 am online via Zoom.



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## Sponsored Program Accounting

### Board of Regents (BOR) Graduate Fellows

Status reports and invoices are due to BOR by January 31, 2025, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Monday, January 6 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](mailto:lfisher@lsu.edu).

### 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).

### Cost Transfers

Cost transfers must be processed within **90 days** from when it was originally recorded. The memo section of the journal lines 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 fields 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 Jennifer Martel at [jmartel@lsu.edu](mailto:jmartel@lsu.edu) or 225-578-2137 with any questions.

## Financial Accounting & Reporting

### December Close

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

- **December 2024 is scheduled to be closed on January 2, 2025.**

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 Dakota Schoenfield in Financial Accounting & Reporting, 204 Thomas Boyd Hall or e-mailed to Dakota at [dschoe5@lsu.edu](mailto:dschoe5@lsu.edu).

### Workday Security Access

Workday Access can be requested through myLSU:

- Financial Services
  - Workday Security Access Request

### 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).

hello  
2025

# Accounts Payable & Travel

## INVOICE PROCESSING

### 1099 and 1042-S reporting

Forms 1099 will be mailed by January 31, 2025, to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Forms 1042-S will be mailed by the University in mid-February 2025, 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 that plan 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 LSUID ("89-" 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 FedEx 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 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.

### Direct Charge:

- 📧 DeanaClement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- 📧 Carly Carpenter 578-7828 or [ccarp32@lsu.edu](mailto:ccarp32@lsu.edu)
- 📧 Dominic "DJ" Morgan 578-7886 or [dmorgan1@lsu.edu](mailto:dmorgan1@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

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 request, 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

**Expense Reports** should be created for LaCarte transactions (not related to travel) 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 privileges.

### 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](mailto:deannal@lsu.edu).

### Delinquent FY24 LaCarte Card Transactions

All delinquent LaCarte card transactions, including those for completed travel, must be reconciled and submitted to AP & Travel as soon as possible to avoid card suspensions. Only LaCarte transactions related to future travel may remain outstanding until the travel is completed. After travel has been completed, an expense report should be submitted. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

### Helpful – Reports!

- ◆ **Find Credit Card Transactions by Employee Cost Center**
  - Provides a list of all employees with credit card transactions for all statuses
- ◆ **Find Outstanding Credit Card Transactions by Employee Cost Center**
  - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- ◆ **Find Expense Report by Worktag**
  - Provides a list of expense reports by employee and/or by a particular worktag
  - Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

**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)
- ☒ DeAnna Landry      578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)



## TRAVEL

**Spend Authorizations** for FY23 have been closed.

**Non-Worker Job Aid** has been updated and separated into three job aids and can be found on the LSU Workday website:

- ◆ Non-Worker – Create, Update, and View External Committee Member
- ◆ Non-Worker – Create Spend Authorization for Non-Worker
- ◆ Non-Worker – Create Expense Report for Non-Worker

**Manual Wire** is now a payment option on the expense report for non-workers with foreign mailing addresses only. The AS300NW form should no longer be used to reimburse non-workers with an international mailing address. The AS493 (Wire Transfer Request) form must be attached to the expense report. The Non-Worker – Create Expense Report for Non-Worker job aid has been updated to reflect the change.

**Christopherson Business Travel (CBT)** training videos have been restored and are now available on the AP & Travel website under Travel Agency Information:

- ◆ Update Profile
- ◆ Book A Car
- ◆ Book a Flight
- ◆ Book a Hotel

**Christopherson Business Travel (CBT)** is the State of Louisiana contracted travel agency. As a reminder, faculty, staff and LSU students are required to use CBT.

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@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 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.

**CBT (Christopherson Business Travel)** migrated to a new ticketing platform Friday, October 18, 2024. As a result of the migration, the “untraveled itineraries” booked in the CBT Online Booking System prior to October 18, 2024, may not be visible online and no changes can be made through the online booking system. ***If a traveler needs to verify, cancel, or make changes to a trip booked prior to October 18, 2024, the traveler will need to contact a CBT advisor.*** After October 18, 2024, all new reservations can be booked and/or managed in the CBT Online Booking System as normal.

**LA Board of Ethics Disclosure 413 Form**

LA Board of Ethics Disclosure 413 form was updated in August 2024. The old form version will no longer be accepted starting January 1, 2025. A link to the Ethics Disclosure 413 form is available on the AP & Travel website under Travel in the Louisiana Ethics Reporting section. Also, as a reminder, a font-style signature is unacceptable by the LA Board of Ethics. For questions, please contact Patrice Gremillion at 578-3366 or [pgremill@lsu.edu](mailto:pgremill@lsu.edu).

**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 578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- ✦ Kalya Lewis 578-8928 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)

# Bursar Operations

**Important Deadlines**

- **Winter Intersession 2024 (1T/2025)**
  - **January 2:** Last Day to Drop without “W” (Deadline 4:30 PM CST)
  - **January 6:** Final Day of Classes

**Semester Deadlines**

- **Spring 2025 (2S/2025)**
  - **January 3:** Financial Aid Disbursement for All Semester Sessions
  - **January 10:** First No Pay Purge
  - **January 10:** End of 100% Refund Period for Semester Session A & B
  - **January 13:** First Day of Classes for Semester Sessions A & B
  - **January 15:** End of 90% Refund Period for Semester Session B
  - **January 15:** Last Day to Drop without “W” for Semester Session B (Deadline 4:30 PM CST)

- **January 17:** End of 50% Refund Period for Semester Session B
- **January 17:** Last Day to Add Classes via myLSU for Semester Session B (Deadline 4:30 PM CST)
- **January 21:** End of 90% Refund Period for Semester Session A
- **January 22:** Last Day to Drop without “W” for Semester Session A (Deadline 4:30 PM CST)
- **January 23:** Last Day to Add Classes via myLSU for Semester Session A (Deadline 4:30 PM CST)
- **January 31:** End of 50% Refund Period for Semester Session A

### Semester Deadlines – Law Campus

#### ► Spring 2025 (2S/2025)

- **January 8:** Registration Payment Due Date
- **January 10:** First No Pay Purge
- **January 12:** End of 100% Refund Period
- **January 13:** First Day of Classes
- **January 13:** Financial Aid Disbursement
- **January 21:** End of 90% Refund Period
- **January 21:** Last Day to Drop without “W” (Deadline 4:30 PM CST)
- **January 21:** Last Day to Add Classes via myLSU (Deadline 4:30 PM CST)
- **January 31:** Second No Pay Purge
- **January 31:** End of 50% Refund Period

### Online Module Deadlines

#### ► First Spring Module (2D/2025)

- **January 6:** Registration Payment Due Date
- **January 10:** First No Pay Purge
- **January 10:** End of 100% Refund Period
- **January 13:** First Day of Classes
- **January 13:** Financial Aid Disbursement
- **January 14:** End of 90% Refund Period
- **January 15:** Last Day to Drop without “W” (Deadline 4:30 PM CST)
- **January 17:** End of 50% Refund Period
- **January 17:** Last Day to Add Classes via myLSU (Deadline 4:30 PM CST)
- **January 21:** Second No Pay Purge

### Reminders

#### CampusGuard

Please complete PCI DSS Training by January 31, 2025. Any questions regarding the training or merchant survey can be sent to John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

#### 1098-T forms

2024 1098-T forms will be mailed by January 31, 2025 and will be available on myLSU in mid-February. Previous year’s forms can be found at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to [bursar@lsu.edu](mailto:bursar@lsu.edu).

### Foreign Source Reporting

Federal and state requirements require LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the respective agencies semi-annually. The report date is December 31, 2024 and is due by January 31, 2025. 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 Mary Catherine Gillespie Smiley at [mgille7@lsu.edu](mailto:mgille7@lsu.edu).

### International Payment

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

### Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants should no longer use the American Express MOP on their CARD entries, as those MOP codes have been deactivated. 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).



## Payroll

### 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).

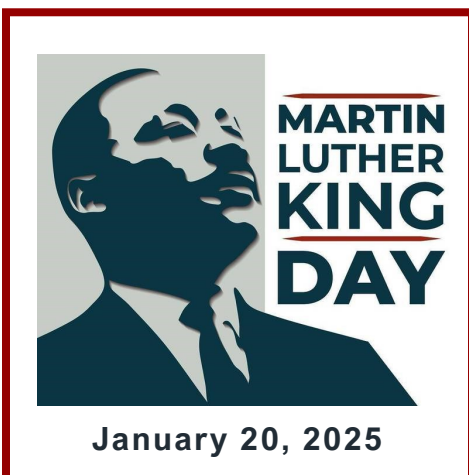
### Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to [cardobo@lsu.edu](mailto: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 clearly visible signatures.
- 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.

### University Cashier

Departmental deposits can be dropped off in-person between 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.



### Insurance

It is important for employees to review their December and January payslips 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.

### 2024 W-2's Delivered Through Workday

The 2024 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 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31.

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 - 2022, 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](mailto: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 **05/17/2025** 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 **05/17/2025**—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

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

#### 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 on-line 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 [jpilgrim1@lsu.edu](mailto:jpilgrim1@lsu.edu).

#### Minor Employment Compliance

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

Louisiana guidelines, including limitation for minors under age 17 can be found at [Louisiana Workforce Commission](#). You may also visit the U.S. Department of Labor website, [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 on 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.

## TRAININGS

Description	Division	Date	Time	Location
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 1/29	10:00 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