



IMPORTANT DATES

02/21/2025: Board of Supervisors Meeting

04/25/2025: Board of Supervisors Meeting

06/27/2025: Board of Supervisors Meeting

09/05/2025: Board of Supervisors Meeting

REMINDERS

Business Managers' Meeting

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

2024 W-2's Delivered Through Workday

The 2024 W-2 forms are delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's are 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.

Insurance

It is important for employees to review their pay slips to ensure the coverage options elected during Annual Enrollment are reflected. If there is a discrepancy, it should be reported to Human Resources (HR).

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.

IDENTITY AND ACCESS MANAGEMENT MODERNIZATION

LSU is undertaking the modernization of our Identity and Access Management (IAM) system with the implementation of Okta as LSU's new IAM platform. IAM services provide person identities (LSU IDs) and accounts (myLSU accounts), identity lifecycle management (including account creation and removal), authentication, and authorization. IAM plays a major role in securing university data, applications, and IT assets. As an employee some enhancements you can expect will be less frequent password changes and updated account recovery methods. Additionally, we are developing a process to ensure departmental and functional accounts are transferred upon employee departure to ensure business continuity.

Additional communication and documentation will be provided in the coming weeks as we get closer to go-live of activities and their impact on university functions. For questions or concerns, contact the IT Security and Policy team at iam@lsu.edu.

ACCOUNTING SERVICES

Non-Worker Job Aid

The Non-Worker job aid has been updated and separated into 3 job aids and can be found on the LSU Workday website. The job aids are as follows:

- 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

Christopherson Business Travel (CBT) Concur 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.

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 effective 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.

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

INFORMATION TECHNOLOGY SERVICES

ITS has added in BrainStorm Quickhelp, an online application for all things Microsoft. The resource platform has training videos, refresher course, and tip and tricks to increase your productivity and workflow. Additional information is located [online](#).

HUMAN RESOURCE MANAGEMENT

Management Foundation Series

Whether you are a new manager or a seasoned supervisor wanting to boost your skillset, this series is for you! With five unique courses that focus on the essential knowledge and skills for managing people, conflict, performance, projects, and teams. Employees can take the workshops in any order. After completing all the courses, test your knowledge of all the management skills in the Capstone course to receive a certificate of completion. Each workshop has a participant fee which covers lunch, refreshments, and class materials.

To register for any or all of the Management Foundation Series, please visit the [training and event website](#).

MOU Templates for Allowance Plans

New MOU templates have been created for allowance plans. The MOU is used when adding an allowance plan for Faculty Administrative Allowances, Interim/Acting Allowances and Temporary Duties. The templates are found in the LSU HRM Digital Resource Library, Compensation/Compensation Forms. The Draft MOU should be approved by the Compensation Partner, and the Signed MOU is attached to the action in Workday.

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