

# 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 2026  
Issue 494

### January Business Managers' Meeting

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

The next meeting will be held Tuesday, February 10, from 9:30—11:00 am online via Teams.



### Financial Accounting & Reporting

#### December Close

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

- **December 2025 is scheduled to be closed on January 5, 2026.**

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

### WHAT'S NEW?

#### AP & Travel

- ~ Baton Rouge Parking
- ~ Spend Authorization
- ~ International Travel Webpage
- ~ AS516 Form
- ~ TSA Fee

See page 4 for details

#### Payroll

- ~ Tax Reporting for Overtime

See page 7 for details

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## 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).

## Credit Card Reconciliation Process

Departments who have been assigned a Merchant account to accept credit card payments must timely (daily or weekly) create CARD2.0 transactions to record the revenue received. FAR monitors the credit card merchant activity to ensure there are no errors in reconciliation and may reach out to resolve any discrepancies. As a reminder, please ensure that your CST number on your CARD 2.0 entry matches the activity for the Merchant ID you are recording.

Departments should follow the steps below to reconcile credit card revenue

- Run a trial balance on ledger 1004:Cash Clearing - TransAct/CARD with your Customer number (CST-#####). Ledger 1004 is the clearing ledger where bank deposits post for each credit card merchant.
- This trial balance displays:
  - **Debit Amount** - CARD2.0 entries that have already been recorded.
  - **Credit Amount** - Credit card transaction bank deposits that have posted to your CST.
- Interpreting the ending balance:
  - **Zero balance** - Reconciled, all credit card deposits have an associated CARD2.0 entry.
  - **Negative (credit) balance**—CARD 2.0 entries should be processed to recognize credit card revenue.
  - **Positive debit balance**—CARD 2.0 entries are greater than credit card bank deposits. Following these steps may help investigate the balance:
    1. Make sure the point-of-sale system has been settled.
    2. Verify any refunds have been recorded.
    3. Check for CARD2.0 entries that may have been duplicated or recorded in error.

If you have any additional questions or would like a more detailed explanation, feel free to contact Jen Richard ([jgendr1@lsu.edu](mailto:jgendr1@lsu.edu)) or Christopher Poore ([cpoore1@lsu.edu](mailto:cpoore1@lsu.edu)).



# Bursar Operations

## Important Deadlines

### Spring 2026

- ◆ LSU Grad & Undergrad
  - **January 5:** Charge Due Date for Online 1st Spring
  - **January 12:** First Day of Classes for Undergraduate, Graduate, and Online
  - **January 14:** Final Day to Drop without Record End for First Spring Courses
- ◆ LSU Law – Spring 2026
  - **January 7:** Charge Due Date for Spring Law
  - **January 12:** First Day of Classes for Law
  - **January 20:** Final Day to Drop without Record End for Spring Law Courses
- ◆ LSU Vet Med – Spring 2026
  - **January 2:** Charge Due Date for Spring Vet Med
  - **January 5:** First Day of Classes for Vet Med
  - **January 21:** Final Day to Drop without Record End for Spring Vet Med Courses

## Reminders

### CARD Entries

CARD entries are no longer manually scanned into [CARDOBO@lsu.edu](mailto:CARDOBO@lsu.edu). The system now automatically routes non-cash entries to FAR. It is recommended that you retain supporting documentation in your files for audit purposes. Cash CARD entries (including Cash, Checks, and Money Orders) must be **hand-delivered to the University Cashier**, and the carrier is required to **wait until the entry is confirmed** before leaving. All CARD entries must be **approved, signed, and submitted with the proper supporting documentation** to be accepted for processing. For questions about CARD entries or procedures, you may contact [CARDOBO@lsu.edu](mailto:CARDOBO@lsu.edu).

### University Cashier

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

## Foreign Source Reporting

Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2025, and is due by January 31, 2026. 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).

## Credit Card Merchants

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).

## 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) or Matthew Nelson at [mnelson1@lsu.edu](mailto:mnelson1@lsu.edu).

## International Payment

Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.



# Accounts Payable & Travel



## Baton Rouge Parking

**Effective December 3, 2025,** the Baton Rouge Airport Parking Facility now offers a new ticketless express pay, which allows travelers to sign up to be charged automatically (using a personal credit card) when exiting through the ticketless booth.

## Spend Authorization

**Effective January 1, 2026,** the Spend Authorization Questionnaire (SAQ) has been enhanced to include questions related to travel outside of the 50 United States.

**International Travel Webpage** is now available under Travel on the AP & Travel website.

## AS516 Form

**Effective January 1, 2026,** the AS516 form (Request for Authorization to Travel for a Non-Worker) will be discontinued.

## TSA Fee

**Effective February 1, 2026,** the TSA will charge a \$45.00 non-refundable fee for travelers who do not present an acceptable form of identification, such as a **Real ID** or **valid passport**.

## INVOICE PROCESSING

### 1099 and 1042-S reporting

Forms 1099 will be mailed by January 31, 2026, 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 March 2026, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients.

## 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 UPS 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 in the report:

- Search by worktag or multiple worktags
- Search for 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.

**For questions concerning supplier invoices, please contact a member of the Invoice Processing staff:**

### Direct Charge:

☎ Deana Clement-Delage	578-1539 or <a href="mailto:dcleme2@lsu.edu">dcleme2@lsu.edu</a>
☎ Carly Carpenter	578-7828 or <a href="mailto:ccarp32@lsu.edu">ccarp32@lsu.edu</a>
☎ Jessica Hodgkins	578-1541 or <a href="mailto:jhodgkins1@lsu.edu">jhodgkins1@lsu.edu</a>

**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 invoice, 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 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 privileges.

### LaCarte Card Security Reminders

- Always safeguard your LaCarte card in a secure location to prevent unauthorized use. 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.

- LaCarte cards may not be shared or loaned to another employee. The cardholder is responsible for all charges. Violating this policy may result in the loss of LaCarte card privileges.
- LaCarte cardholders should not allow any vendor to store card information "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).

**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)
- Peyton Delatte 578-1406 or [pdelatte@lsu.edu](mailto:pdelatte@lsu.edu)
- DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)



### Baton Rouge Airport Parking

**Effective 12/3/2025**, the Baton Rouge Airport parking facility will offer a new ticketless express pay, which allows travelers to sign up to be charged automatically when exiting through the ticketless booth. Please be advised that ***University travelers who use this parking method will be required to use a personal credit card, and their reimbursement will be limited to the State's discount rate of \$8.00/day.*** As a reminder, LaCarte cards should not be stored on vendor's websites, and therefore is not an acceptable form of payment if this method is used.

University travelers are encouraged to exit the facility in the lane marked "**State Government**" to receive the State's discount rate. The traveler will be required to provide the Baton Rouge Parking certificate (coupon) that is available on the AP & Travel website along with their LSU Employee ID. Since students do not have an LSU Employee ID, they will need to provide a statement on department letterhead signed by the Dean/Director or Department Head/Chair that states the student's name and that the student is traveling on university business. Please see grid below. As a reminder, the discount rate should be for LSU business

## AP & Travel continued...

only and not for personal travel. For questions, please contact Jennifer Driggers at 578-1538 or [jdrigg1@lsu.edu](mailto:jdrigg1@lsu.edu).

Traveler Type	Parking Certificate	LSU Employee ID	Signed Travel Memo on Department Letterhead
Employee	✓	✓	
Student	✓		✓

### Spend Authorization Questionnaire (SAQ)

**Effective January 1, 2026**, the spend authorization questionnaire has been significantly enhanced to capture additional information needed to comply with university policies and reporting requirements for travel outside the 50 United States.

All travelers are required to complete the initial spend authorization questionnaire when creating a spend authorization. **Travelers who indicate that their trip includes travel outside the 50 United States will be prompted to complete a second questionnaire.** This additional questionnaire collects international-specific information that will assist with rapid location and communication to the travelers in the event of a crisis (e.g., mandatory evacuations, natural disasters, civil unrest).

The spend authorization questionnaire must be fully completed for the Spend Authorization to route for approvals. As a reminder, the Spend Authorization must be fully approved prior to making any travel arrangements. Spend Authorizations created prior to January 1, 2026, will not include the new questions and no edits to the Spend Authorization are required. For questions, please contact the Travel office at 578-1550 or [aptravel@lsu.edu](mailto:aptravel@lsu.edu).

### International Travel Webpage

A new International Travel webpage is now available, providing a comprehensive overview of requirements, procedures, and support resources for faculty, staff, students, guests, and other affiliates traveling abroad in an official university capacity. The webpage is located under Travel on the AP & Travel website.

### AS516 Form

**Effective January 1, 2026**, the AS516 form (Request for Authorization to Travel for a Non-Worker) will be discontinued. The student list of names should be attached to the Faculty/Staff lead's Spend Authorization.

If the list of names changes at the time of travel, a revised student list may be attached to the Expense Report.

### TSA Fee

Effective February 1, 2026, the TSA will charge a \$45.00 non-refundable fee for travelers who do not present an acceptable form of identification, such as a **Real ID** or **valid passport**. The fee will be the responsibility of the traveler and not subject to reimbursement. University travelers are encouraged to have the acceptable form of identification to avoid delays, identity verification or boarding issues. Please refer to the TSA's website for additional information on acceptable forms of identification.

**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 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.

### International Travel

Departments/employees should contact a CBT agent for assistance with booking international travel as the online booking system has limited search capabilities for international travel destinations.

## Unused Tickets

Departments should have a business process in place to monitor unused tickets and reuse them when applicable.

- For unused tickets where the original traveler will not travel before the ticket expiration date, departments are strongly encouraged to apply the eligible unused ticket to another traveler's airfare.
- It is **not recommended** to use the online booking system to book airfare if an unused ticket must be applied.
- Call an agent for assistance in booking airfare when an unused ticket must be applied.
- A summary of the unused tickets is published monthly on the AP & Travel website.

For unused ticket questions, please contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu) or 578-1538.

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

✉ Jonathan Fresina	578-3672 or <a href="mailto:jfresi1@lsu.edu">jfresi1@lsu.edu</a>
✉ Henry Woodard	578-8928 or <a href="mailto:hwooda4@lsu.edu">hwooda4@lsu.edu</a>
✉ Kalyn Lewis	578-2007 or <a href="mailto:mayfield1@lsu.edu">mayfield1@lsu.edu</a>
✉ Julian White	578-2780 or <a href="mailto:jwhite22@lsu.edu">jwhite22@lsu.edu</a>
✉ DeAnna Landry	578-8593 or <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a>

# Payroll

## **Tax Reporting for Overtime**

**NEW!** In 2025, Congress passed the One Big Beautiful Bill. A key part of this bill was to exempt overtime premiums (thresholds do apply depending on overall income) from being included in taxable income.

**For 2025 tax year, the W-2 form will remain unchanged.**

- Overtime premium earnings will be reported as a separate line item in box 14 of the W-2 as other information

- To take advantage of the tax exemption in the tax year 2025, employees will include overtime premiums paid to them when filing their individual income tax returns.
- This tax exemption does apply to any Student that received overtime premium pay in the 2025 tax year
- For more information, see the IRS website: [Guidance for Individual Taxpayers who received Qualified Tips or Qualified Overtime Compensation in 2025](#)

**Example of Overtime Premium Reported in Box 14 on W-2 form and on the 12/19/2025 Payslip**

<b>COPY B—To Be Filed With Employee's FEDERAL Tax Return.</b>		OMB No. 1545-0029
<b>a</b> Employee's soc. sec. no.	1 Wages, tips, other comp. <b>54137.50</b>	2 Federal income tax withheld <b>5287.62</b>
	3 Social security wages	4 Social security tax withheld
<b>b</b> Employer ID number (EIN)  <b>72-6000848</b>	5 Medicare wages and tips <b>59437.36</b>	6 Medicare tax withheld <b>861.84</b>
<b>c</b> Employer's name, address, and ZIP code  Louisiana State University Office of Accounting Services Baton Rouge, LA 70803		
<b>d</b> Control number  <b>c. 70806-3009</b>		
Name, address, and ZIP code  [REDACTED]		
7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 E 220.00
13 Statutory employee	14 Other: INS 2828.20 MED 833.20 DFLSSAFAFM <b>5801.25</b> RET 3099.86	12b Code DD 6973.20 12c Code [REDACTED]
Retirement plan X		12d Code
Third-party sick pay		
LA	0163071001	54137.50
15 State	Employee's state ID number	16 State wages, tips, etc.
18 Local wages, tips, etc.	19 Local income tax	20 Locality name
<b>Form W-2 Wage and Tax Statement</b>		<b>2025</b>
		Dept. of the Treasury - IRS

Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Annual Time Pay	10/04/2025 - 10/17/2025	13.25	23.91	316.81	134.75	3,181.63
Base Pay - Hourly	10/04/2025 - 10/17/2025	66.75	23.91	1,596.00	1,352.25	31,684.47
Holiday Pay					96.00	2,233.76
Holiday Worked Pay (FLSA Premium)					15.25	183.78
Holiday Worked Pay					15.25	353.96
Overtime (FLSA Premium)	10/04/2025 - 10/10/2025	3.00	11.95	35.85		
Overtime (FLSA Premium)	10/11/2025 - 10/17/2025	13.25	12.28	162.71	481.00	5,801.25
Overtime	10/04/2025 - 10/17/2025	16.25	23.91	388.54	481.00	11,275.94
Overtime Straight	10/04/2025 - 10/17/2025	13.25	23.91	316.81	129.50	3,039.69
Paid Time Off - Other					24.00	557.04
Shift Pay-Night						302.75
Shift Pay-Weekend	10/11/2025 - 10/17/2025	17.25	2.00	34.50	273.25	546.50
Sick Time Pay					152.00	3,555.92
Uniform Allowance					0.00	130.00
				Total:	2,851.22	63,149.44

## Insurance

Faculty and staff are encouraged to check their December and January pay slips in order to verify that the coverage choices made during Annual Enrollment appear as you would expect. Should there be a discrepancy, please contact HR right away to report the discrepancy. Workers can also contact HR if they have not yet gotten ID cards for newly elected coverage. This helps to make benefits accessible when employees need them.

## 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.***

## 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 [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 [EmploymentOfMinorsTips.pdf](#). You may also visit the U.S. Department of Labor website [YouthRules.gov](#) 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.

## 2025 W-2's Delivered Through Workday

The 2025 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

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 Workday, please have the employee contact [payroll@lsu.edu](mailto:payroll@lsu.edu) with their legal name and the last 4 digits of their SSN or their LSU ID to request a duplicate W-2.

## Tax Forms and Instructions Available on Internet [Federal](#)

### [State](#)

## 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 in the [Global Engagement Social Security Guide](#).

**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 Student Services | LSU Global Engagement](#).

### 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.

## Sponsored Program Accounting

### Board of Regents (BOR) Graduate Fellows

Status reports and invoices are due to BOR by January 31, 2026, 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).

### 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.

# TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Payroll 101	Payroll	Tues, 1/27	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 2/4	10:00 am—11:30 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD 2.0)	Bursar Operations	Wed, 2/4	10:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 2/4	1:30 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 2/10	9:30 am—11:00 am	Online via Teams
Professional, Specialty & Consulting Services	Procurement	Tues, 2/10	2:00 pm—3:00 pm	Online via Zoom
Intro to Post Award	SPA	Wed, 2/11	9:00 am—11:00 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 2/12	1:00 pm—2:30 pm	Online via Zoom
Specs and More Specs	Procurement	Wed, 2/18	10:00 am—11:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/19	9:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 2/19	1:00 pm—2:30 pm	Online via Zoom
Payroll 101	Payroll	Tues, 2/24	9:00 am—11:00 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 2/24	9:30 am—11:00 am	Online via Zoom
Strategic Sourcing	Procurement	Tues, 2/24	2:00 pm—3:00 pm	Online via Zoom
Participant Support & Fellowships / Subawards	SPA	Wed, 2/25	9:00 am—11:00 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 2/25	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