



## IMPORTANT DATES

**02/10/2023:** Board of Supervisors Meeting

**04/21/2023:** Board of Supervisors Meeting

**06/15/2023:** Board of Supervisors Meeting

**09/08/2023:** Board of Supervisors Meeting

## REMINDERS

### Business Managers' Meeting

The next meeting will be held Tuesday, February 14 from 9:30am-11:00am online via Zoom.

### 2022 W-2's Delivered Through Workday

The 2022 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.

## DIVERSE CONSTRUCTION CONTRACTORS FORUM

The LSU Office of Procurement Services and Supplier Diversity will host the Diverse Construction Contractors Forum on Wednesday, March 1, 2023. This networking and educational event will be from 9:00 a.m. to 2:00 p.m. at the Lod Cook Conference Center on LSU's main campus in Baton Rouge. This event will feature a panel discussion and information sessions to educate diverse contractors in the construction and maintenance industry on services and best practices to gain subcontracting contracts.

The University remains committed to fostering innovation and entrepreneurship through the use of diverse suppliers by connecting Louisiana's diverse enterprises with the LSU purchasers, other system campuses and affiliates. We will also have in attendance resource partners who provide services to assist contractors, other higher education and state agencies seeking diverse contractors as LSU top General Contractors looking to forge new partnerships with diverse contractors.

Additional commodity specific events such as these will be planned in the near future.



## ACCOUNTING SERVICES

### Expense Reports

Expense reports should be created for LaCarte transactions not related to travel and CBA transactions with complete post documentation and submitted for approval no later than 30 days from the date of purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privileges.

### W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at [bwright4@lsu.edu](mailto:bwright4@lsu.edu) or Desiree Esnault at [desnault@lsu.edu](mailto:desnault@lsu.edu). This document must be signed by Associate Vice President Elahe Russell on behalf of the university.

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

## HUMAN RESOURCE MANAGEMENT

### New Employee Workbooks

New Employee Workbooks have been developed for three employment types. These include Unclassified/ Other Academic/Faculty, Classified, and Temporary employees. This workbook guides the new employee through the onboarding process in Workday and includes information about benefits, retirement, parking, mandatory trainings, and more. Please see the workbook links for each employee type below.

[Unclassified Workbook](#)

[Classified Workbook](#)

[Temporary Workbook](#)

Communication with new employees about their start date and onboarding should include the appropriate workbook for employee type. For questions, please email [HRMTraining@lsu.edu](mailto:HRMTraining@lsu.edu).

## INFORMATION TECHNOLOGY SERVICES

### Cofense Reporter

Cofense Reporter enables you to quickly report suspicious emails to IT Security. Phishing emails can be reported directly from Outlook on your desktop, the Outlook Web Application, and Outlook Mobile on Android and IOS. Use the Cofense Reporter to submit any messages to IT Security that may be malicious or seem suspicious for review.

For more information please visit the [website](#).

### ITS Computer Store

The ITS Computer Store program is a new resource available to all LSU departments. Utilizing the purchasing power and technical expertise of Information Technology Services, staff will provide the best solution for each department at a competitive price point.

The store plans to keep a few different laptop and desktop configurations in stock to allow for quick and easy purchasing. If there are specific configurations needed, ITS staff will work to create a custom quote for the department.

In-stock items may be picked up at the storefront in the Union, and pickup is typically available the next business day. The store is located on the first floor of the Student Union Building, room 160A. Hours of operation are Monday - Friday, 8:00 am - 4:30 pm. The store can be reached at 225-578-7771 or [computerstore@lsu.edu](mailto:computerstore@lsu.edu).

**REMINDER:** Email any information for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).