



IMPORTANT DATES

11/15/2022: Open Enrollment Due

12/9/2022: Board of Supervisors Meeting

02/10/2023: Board of Supervisors Meeting

04/21/2023: 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 2023 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, 2022) will be effective January 1, 2023. The elections are completed in Workday.

To review the 2023 benefit highlights and changes, please visit the [website](#) for more information.

During Annual Enrollment, employees are encouraged to:

- Review all communications regarding Annual Enrollment
- Educate themselves on plan offerings
- Ensure changes have been properly submitted by deadline
- Review and update beneficiary information, if applicable
- Confirm your demographic information in Workday, including address and phone number
- Provide proper documentation, where applicable, such as adding dependents or submitting Evidence of Insurability (EOI)
- Verify insurance coverage and premium deductions are correct in December and January

Some things to consider when evaluating your benefit elections:

- Monthly premiums
- Provider networks
- Covered Medical and Prescription Services
- Deductible, Coinsurance and Copays
- Estimated Out-of-Pocket Costs
- Voluntary benefit offerings including Dental, Vision, Life Insurance, Flexible Spending Account(s), and more



ACCOUNTING SERVICES

University Travel Regulations Updated

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective October 1, 2022. There are changes to the mileage rate, reimbursement for lodging, meals and incidental expenses, and reimbursements for single day travel. Please check the [website](#) for more information.

Tentative Account Number

The AS494 Request to Establish Tentative Grant Form was revised on August 31, 2022. Changes include:

- Removal of the 2nd level approver for Industry Sponsors
- Check boxes to indicate Current Significant Financial Interest (SFI) disclosures have been made and no pending compliance issues exist

The Department Head or authorized delegated person must sign the form accepting responsibility for all charges if the agreement is not fully executed or incurred prior to the established begin date. The updated form can be found on the [website](#). Questions can be directed to Jessica LeBlanc at jleblanc2@lsu.edu.

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

AUXILIARY SERVICES

October 31st the LSU Student Union will host the Monster Mash Halloween event. It will be held on the first floor of the Union from 2pm-4pm that includes a costume contest!

November 15th the Joyful Event by LSU Dining will be held on Tower Drive from 11am-1pm. It will be International food themed.

For specific updates on LSU Dining follow @lsu.dining or visit dineoncampus.com/lsu.

INFORMATION TECHNOLOGY SERVICES

Cybersecurity Awareness Month

October is Cybersecurity Awareness Month, a global effort to help everyone stay safe and protected when using technology whenever and however you connect. The theme for the month is 'It's easy to stay safe online'. This month is all about taking action! All month long, LSU Information Technology Services will be promoting these key behaviors to encourage everyone to take control of their online lives. There are all kinds of ways to stay safe and secure online but even just practicing these cybersecurity basics can make a huge difference:

- Multi-factor Authentication (MFA)
- Password Management
- Software Updates
- Phishing

Please visit www.lsu.edu/securityawareness to learn more.

Password Expiration Emails Launching:

Information Technology Services will be updating the password management process to notify users when their password is nearing expiration. Users will now receive an alert email seven (7) days prior to their password expiring letting them know it needs to be changed.

This change is being implemented as a proactive approach to improve the user experience. This notification will allow users to be aware of upcoming password expiration especially when they may not be accessing the myLSU portal on a regular basis. The e-mail will not contain any links to the Password Management application and users will be required to access the Password Management application independently from the e-mail notification.

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