



IMPORTANT DATES

8/2/2022: Board of Supervisors Meeting

8/19/2022: Evaluations Due in Workday

9/8-9/2022: Board of Supervisors Meeting

10/21/2022: Board of Supervisors Meeting

LEAVE CERTIFICATION REQUIREMENT

Louisiana Revised Statute 17:3311 A (3), along with PM-20 and PS-12, requires unclassified and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be completed and reported monthly. Each month, employees in these employment categories receive an email to respond to the requirements of the statute by certifying their attendance. The email is sent from hr@lsu.edu with the subject: **LSU Leave Certification Required**. In order to certify attendance, employees will login to myLSU, expand the 'Employee Resources' section of the myLSU menu, and click on 'Workday Leave Certification'. If all leave has been certified, the Workday Leave Certification will state "There are no pending items."

MANDATORY EMPLOYEE TRAINING

In order to remain knowledgeable about important policies and procedures, and to stay in compliance to state and federal regulations, all LSU employees are required to complete the following mandatory training e-courses. Course descriptions and instructions for registration are outlined below. The courses are:

- Cybersecurity Awareness Training (required upon employment only)
- The Louisiana Code of Governmental Ethics
- Power-based Violence Prevention and Response
- Digital Resource and Content Accessibility Awareness

You can track the training completion for all training, except the Ethics training, in Workday using the Mandatory Training report. Please refer to the [Mandatory Training Report job aid](#) for step-by-step instructions on how to access the report.

Visit the [website](#) for additional information on the trainings.

Leave certification monitoring by HR Analysts, HR Department Heads, Department HR, and Managers should be established within the department/college. The Leave Certification Report is available in myLSU, expand the 'Financial Services' section, click on 'Reporting Tools', and scroll to the 'Leave Tracking' Category. HRM encourages departments to monitor the report throughout the year. All leave certifications will need to be verified for completed status when conducting annual evaluations.

9-month faculty will continue to complete the leave certification during the summer months as they are still employees of the university.



ACCOUNTING SERVICES

Civil Service Market Adjustments

The Civil Service Market Adjustments are effective 07/15/2022. The 07/22/2022 wage checks will reflect the increase for 07/15/2022 only. The wage checks on 08/05/2022 for the period ending 07/29/2022 will be the first checks to reflect the increase for the full pay period. Any questions related to the Market Adjustments should be directed to HR at 578-8200 or hr@lsu.edu

University Travel Regulations Updated

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2022. PM-13 includes Appendices to better serve the travelers and departments of all LSU institutions. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of the Approval Authority specific to each institution for certain travel expenses.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Elahe Russell on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

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

HUMAN RESOURCE MANAGEMENT

Annual Evaluations

Annual performance evaluations were initiated by HRM in Workday July 1, 2022. Managers received a Workday inbox action item that provides step-by-step instructions on how to complete the annual review. Evaluations should be completed by August 19, 2022. For additional information, job aids and training videos, visit the [website](#).

New Workday Job Aids Available

Updated job aids for Understanding/Creating Position: Contingent (Non-Employee) and Creating Position: WAE and Transients are now available on the [HRM website](#).

The [Contingent Guide](#) provides definitions and procedure practices for the new sub-types that are available in Workday. The new sub-categories are: Gratis Faculty, Vendor/Independent Contractor, Non-Academic Affiliate, Intern, Emeritus, Fellow and Athletic Affiliate. This job aid also walks through the Create Job requisition business process.

The [WAE and Transient job aid](#) has been updated to highlight the new business process routing for these types.

For questions reach out to the [Compensation division](#).

AUXILIARY SERVICES

LSU and Chartwells Higher Ed have partnered to unveil two new concepts for the campus. SONIC is slated to open in the LSU Student Union, and Popeyes Louisiana Kitchen is slated to open inside The 5 residential dining hall. Both are aiming to be open late 2022. SONIC will be the first on a college campus, and Popeyes is the first one on a college campus within the Southeastern Conference.

For specific updates follow [@lsu.dining](#) or visit dineoncampus.com/lsu.

INFORMATION TECHNOLOGY SERVICES

ITS Computer Sales

Owned and operated by Louisiana State University, the ITS Computer Sales program is a new resource available to all LSU departments. Utilizing the purchase power and technical expertise of Information Technology Services, staff will provide the best solution for each department at a competitive price point. The Computer Sales store is located on the first floor of the Student Union Building in room 160A.

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.

Location: 160A Student Union Building, first floor
 Phone: 225.578.7771
 Email: computerstore@lsu.edu

Stay Updated on Outages and Service Interruptions

Make sure you are subscribed to ITS Notifications so you're updated when there are outages, service issues, etc. You can subscribe by following these steps: myLSU > Computing Services > LSU-ITInfo Listserv.

EMERGENCY PREPAREDNESS

The new director for LSU's Office of Emergency Preparedness, Michael Antoine started at LSU on July 1. Antoine has more than 20 years of hands-on experience in the field of emergency preparedness, most recently serving as director of public safety & emergency preparedness at the Tulane Health System. In his new role, Antoine will monitor conditions that could impact university operations, run the Emergency Operations Center, and serve as LSU's point person in times of crisis.

FACILITY AND PROPERTY OVERSIGHT

Facility and Property Oversight Welcomes New Staff

Facility & Property Oversight recently welcomed Lisa Mahoney, Campus Sustainability Program Manager to the F&PO team.

Lisa worked in municipal government for more than 10 years and began her public sector career as the first Utilities Conservation Specialist for Lafayette Utilities System (LUS) before moving on to become the Recycling Supervisor for Lafayette. In 2018, she became the Recycling Manager for the City of Baton Rouge/East Baton Rouge Parish and managed waste reduction programs for Baton Rouge residents while also collaborating and attaining public-private partnerships to promote recycling participation.



She is a graduate of the University of Louisiana-Lafayette with a Bachelor of Science degree in Environmental & Sustainable Resources. She served two years in AmeriCorps, and then studied at the Gaylord Nelson Institute for Environmental Studies at the University of Wisconsin-Madison. Lisa currently serves as the board president for two non-profit organizations: Louisiana Earth Day and the Louisiana Recycling Coalition.

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