



IMPORTANT DATES

11/15/2020: Annual Benefits Enrollment Due

12/04/2020: Board of Supervisors Meeting

01/15/2021: Board of Supervisors Meeting

03/05/2021: Board of Supervisors Meeting

04/30/2021: Board of Supervisors Meeting

ROADMAP TO FALL

For comprehensive information on our guiding principles as LSU returns to campus as well as our plans to keep everyone safe and healthy, including specific guides for students and employees, please follow the [Roadmap to Fall website](#).

ANNUAL ENROLLMENT

Annual Enrollment is held from October 1st through November 15th, 2020. During this time, employees have the opportunity to enroll, cancel or make changes to their health insurance and voluntary benefit plans. Employees are encouraged to review their current benefit elections and make selections or changes consistent with their individual needs. If no action is taken, all benefits will roll over for the next plan year, with the exception of Flexible Spending Account(s) (FSA) and Health Savings Account (HSA) contributions. These contributions must be re-elected each year. All elections made during Annual Enrollment will be effective during the plan year of January 1, 2021 - December 31, 2021.

For more information on Annual Enrollment, please see the [Benefits Buzz](#).

NEW TO LSU

Information Technology Services

Craig Woolley joined LSU in August as the new Chief Information Officer. Craig brings a wealth of experience to the table and will be able to successfully lead IT at LSU forward through the many related opportunities and challenges we face both now and in the future. Craig can be reached at 225/578-3375.

Finance and Administration

Donna Torres is currently serving as the Interim Executive Vice President for Finance and Administration & CFO. Donna can be reached at 225/578-3386.

Accounting Services

Elahe Russell is currently serving as the Interim Associate Vice President for Accounting Services. Elahe can be reached at 225/578-3321.

HUMAN RESOURCE MANAGEMENT

Expanded Sick Leave Policy

Effective June 11, 2020, the Louisiana State Legislature passed SB437 which was signed by the Governor and became Act No. 241. The legislation expands the use of accrued sick leave by Unclassified (Professional, Academic, Other Academic, and Professional Hourly) employees as follows:

-Sick leave may be used to care for an immediate family member who is ill or injured or to accompany an immediate family member to a medical, dental, or optical consultation or treatment. An immediate family member is defined as a spouse, parent, or child of an employee.

-The Louisiana Department of State Civil Service adopted changes to Chapters 1 and 11 of the Civil Service Handbook effective May 7, 2020, allowing the expanded use of sick leave by classified employees to care for an immediate family member who is ill or injured or who requires medical, dental or optical treatment when it is not possible to arrange such appointments for non-duty hours.

LSU leave policies [PS-12](#) and [PM-20](#) are currently under revision to reflect the expanded use of sick leave. In accordance with the Protocol for Development, Approval, Revision & Rescindment of Permanent Memoranda, the portions of the policies that conflict with new Act 241 and Chapters 1 and 11 of the Civil Service Rules are invalid, and provisions contained within the new rules will supersede. The remainder of the policies that are unaffected will remain valid and in effect.

ACCOUNTING SERVICES

LaCarte Card Distribution Resumes by Appointment

Ordering and distribution of LaCarte cards has resumed, and the distribution of LaCarte cards will be by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training) and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. Please note, cardholders should not come to Accounts Payable for LaCarte card pick up. For cardholder questions and/or special requests, please contact DeAnna Landry at deanna@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

Travel Restrictions Continue

-All international travel remains prohibited at this time.

-Domestic out-of-state travel requires all appropriate approvals via the Temp1 and Request for Domestic Travel Due to Covid-19 Outbreak forms. The forms can be found on the [AP & Travel website](#) under important travel updates. The Temp1 form must be attached to the Spend Authorization. In-state travel does not require the Temp1 form, however the Spend Authorization is required to be fully approved prior to travel.

Events/Special Meals Update

All meetings and events over 10 in-person attendees will require Emergency Operations Center (EOC) written approval. The written approval must be attached to the expense report or invoice. Registered Student Organizations should obtain approval through the existing TigerLink event approval process. Departments and off-campus organizations will have a separate EOC approval form. All information about the process can be found on the Roadmap to Fall website. For questions, please contact EOC at EOCevents@lsu.edu.

PROCUREMENT SERVICES

Policy Changes to POL-U501.A: Methods and Thresholds for Procuring Goods and Services with Federal Funds

The Federal Funds Policy ([POL-U501.A: Methods and Thresholds for Procuring Goods and Services with Federal Funds](#)) has been revised in accordance with the Federal Procurement rules of the Uniform Guidance, increased authority approved by the Department of Health and Human Services, and the University Procurement Code.

The following changes have been made:

- The Single Procurement Threshold for Formal Competition of Information Technology has been decreased from \$100,000 to \$50,000 or greater
- Any Exceptions to Competitive Solicitations in this policy herein shall not exceed \$50,000 per transaction
- Sole Source Procurement categories allowable for use of federal funds is limited to: Patented Technology; Proprietary Technology or as required and approved in a grant. *Continuity of Research; Compatibility with Existing Goods/Services are no longer allowable justifications.*

Policy changes are effective October 1, 2020.

INFORMATION TECHNOLOGY SERVICES

In an effort to provide continuous improvement and a high quality of services regarding all of LSU's IT needs, Information Technology Services at LSU is rolling out a new Information Technology Service Management (ITSM) System this Fall. The tool being implemented is called TeamDynamix and will serve as your one-stop shop for most IT, human resource, and finance support needs.

This new system will allow users access to a customer self-service portal via Single Sign On which will allow you to use your myLSU username and password to submit an incident, search our knowledge base for solutions to common issues, or contact the Service Desk for additional support.

Below are some important dates to keep in mind for the launch of this new system:

- **Nov. 7:** TeamDynamix goes live. The customer self-service portal will be accessed at itservice.lsu.edu. This page currently displays additional information about the transition.
- **May 2021:** The current ITSM system, Cherwell, will be retired. Cherwell will no longer be actively utilized after Nov. 7, 2020, but this is when it will be officially discontinued.

For additional information, please visit lsu.edu/its.

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