



IMPORTANT DATES

02/24/2024: Board of Supervisors Meeting

04/26/2024: Board of Supervisors Meeting

06/28/2024: Board of Supervisors Meeting

09/06/2024: Board of Supervisors Meeting

REMINDERS

Business Managers' Meeting

The next meeting will be held Tuesday, February 6 from 9:30am-11:00am online via Zoom.

Supplier Engagement Event

LSU Supplier Engagement will host a supplier event on Wednesday, May 8, 2024. This educational and networking event will be held at the Lod Cook Alumni Center on LSU's main campus in Baton Rouge.

The University remains committed to fostering innovation, entrepreneurship and growing the Louisiana economy through the use of Historically Underutilized Businesses (HUBs) for University contracting and procurement opportunities. Our mission is to connect Louisiana's HUB suppliers with the LSU purchasers, other system campuses and affiliates.

More information coming soon and will be posted at lsu.edu/supplier-engagement.

2023 W-2's Delivered Through Workday

The 2023 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.



ACCOUNTING SERVICES

Mileage Rate Increase

Effective January 1, 2024, the IRS mileage rate has increased from .655 per mile to .67 per mile. All travel occurring prior to January 1, 2024, should use the rate in effect at the time of travel.

Christopherson Business Travel (CBT)

The booking tool was updated to change e-mail addresses which will allow employees from other campuses access to the booking tool using their campus e-mail address (i.e., @LSUA.edu, @LSUE.edu, etc.).

FASOP AS-38 (Moveable Property Leases)

[FASOP: AS-38 "Movable Property Leases"](#) has been published on the Finance & Administration website. If considering leasing movable property, please refer to the new operating procedure.

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

HUMAN RESOURCE MANAGEMENT

Geaux Gold Program

The Office of Human Resource Management will be hosting the Geaux Gold Program. This event was designed to help new hires discover the golden gems of LSU: learn about the history, culture and traditions of our university, the perks of being an LSU employee, ways to get involved on campus, and the ins-and-outs of what it means to work at our university. The two upcoming dates for the program are March 22, 2024 and May 24, 2024 from 9:00am to 1:00pm. [Click here](#) to sign up.

INFORMATION TECHNOLOGY SERVICES

Identity and Access Management Modernization

LSU is currently embarking on the modernization of several legacy applications and infrastructure including the student information system and identity and access management system.

Identity and Access Management (IAM) is a vitally important combination of processes, policies and technology that aims to enable individuals to access required digital and/or network resources while simultaneously preventing unauthorized access. IAM impacts everyone and enables individuals to access the correct resources at the correct time for the correct reasons. IAM Services provide person and identity accounts, identity lifecycle management (including account creation and removal), authentication, and authorization.

It resides within the realm of IT Security and plays a major role in securing University data, applications, and IT assets.

Additional communication will be provided via email in the coming weeks outlining a timeline of activities and their impact on university functions.

If you have any questions or concerns, please contact the IT Security and Policy team at iam@lsu.edu.

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