IMPORTANT DATES

06/27/2025: Board of Supervisors Meeting

09/05/2025: Board of Supervisors Meeting

YEAREND REMINDERS

Accounting Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget adjustments, cost transfers, and internal billings for services rendered
- Process needed correcting entries and payroll accounting adjustments
- Request inactive worktags to be closed

Monthly Close Dates

Month End	Close Date
April	Thursday, May 1
May	Monday, June 2

In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved.

For the latest updates and information in Accounting Services, review the newsletter.

Procurement Deadlines

- Goods and services must be received and/or rendered by Monday, June 30th. Departments must aggressively track their FY25 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**

- May 16 - Requisitions for goods and operating services < $50,000 requiring a competitive quotation process be completed by Procurement

- May 26 - Requisitions that do not require a competitive bid/quotation process including state contract items (excluding vehicles), university contract items, sole source and professional specialty and consulting services > $2,000

- June 20 - **Department's request to cancel supplier website (punch-out) POs that will not be delivered by June 30th.** *Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered in their system.*

- June 24 - **Deadline to submit and approve Punch-out Requisition/Purchase Orders.**

For a complete list of Procurement-related fiscal year end deadlines & dates, CLICK HERE.

HUMAN RESOURCE MANAGEMENT

Enhanced Change Job Actions
Enhanced Change Job Actions are now active in Workday to be used for "Job Description Update Only." Job Description Update Only & Classified Job Description Update Only will now be initiated through the Enhanced Change Job Action. This streamlines the process and will only route to the HR Comp Partner and HR Department Head now. Actions can be initiated by HR Analysts, HR Originators, Student Employment Partners.

Quickstart Step Update
Effective March 28th, the Quickstart step is replaced with a task to enter the individual's date of birth in Workday. The account (including the email address) will now be created upon completion of the Hire business process. Notifications will be sent to the new employee once their account has been created, providing account and email details.

PROPERTY MANAGEMENT

Immediately Report Stolen University Property
The safeguarding of university property is vital to maintaining a productive and efficient environment for students, faculty, and staff. In the event of the theft of any university property, action must be taken immediately as outlined below.
1.   **Report to Law Enforcement**: Notify the appropriate law enforcement agency to make a formal report and initiate the investigation process (LSUPD for incidents occurring on campus).
2.   **Inform LSU Property Management**: After reporting to law enforcement, immediately notify LSU Property Management by emailing **property@lsu.edu**. Property Management will provide instructions on next steps.

Timely reporting helps us protect LSU's assets, recover stolen items, and take necessary steps to prevent future incidents. Thank you for your proactive cooperation in safeguarding university resources.

INFORMATION TECHNOLOGY SERVICES

Single Sign-On Update
As part of ongoing modernization efforts with Single Sign-On (SSO) and Identity Access Management (IAM), LSUAM's IT support and service request solutions, TeamDynamix (TDX) and PCR-360, are being migrated to leverage an upgraded SSO process. The result will be an improved login process to these applications for LSU faculty and staff from non-LSUAM campuses. Effective **April 1, 2025**, employees from non-LSUAM campuses will be able to access TDX and PCR-360 (AgCenter only) utilizing their respective campus credentials. For example:
- **LSU AgCenter employees** will log in using their AgCenter accounts (@agcenter.lsu.edu)
- **LSUE employees** will log in using their LSUE accounts (@lsue.edu)
- **LSUAM users** will continue to utilize their @lsu.edu accounts.

For any questions or issues accessing TDX or PCR-360, please contact the LSUAM ITS Service Desk at servicedesk@lsu.edu or 225-578-3375

Identity and Access Management Modernization
LSU is undertaking the modernization of our Identity and Access Management (IAM) system with the implementation of Okta as LSU's new IAM platform. IAM services provide person identities (LSU IDs) and accounts (myLSU accounts), identity lifecycle management (including account creation and removal), authentication, and authorization. IAM plays a major role in securing University data, applications, and IT assets. As an employee some enhancements you can expect will be less frequent password changes and updated account recovery methods. We are also developing a process to ensure departmental and functional accounts are transferred upon employee departure to ensure business continuity. Additional communication and documentation will be provided in the coming weeks as we get closer to go-live 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.

FACILITY AND PROPERTY OVERSIGHT

Campus Sustainability Hosts Keep Louisiana Beautiful Love the Boot Event

On April 13, LSU Campus Sustainability joined forces with the Osprey Initiative, Scotlandville Banks Alliance, and BREC for a successful cleanup of Monte Sano Bayou as part of the Keep Louisiana Beautiful statewide Love the Boot Week initiative. From 9 a.m. to noon, volunteers from LSU and the surrounding community gathered to remove litter and debris from the bayou, helping to preserve local wildlife habitats and beautify the area.

Love the Boot Week, organized annually by Keep Louisiana Beautiful, rallies communities across Louisiana to take part in litter removal and beautification projects. The Monte Sano Bayou cleanup was one of many events held throughout the state aimed at promoting environmental stewardship and civic pride.

A total of 11 volunteers representing LSU Campus Sustainability, and the Scotlandville Banks Alliance worked together to clean approximately 1.15 acres of bayou terrain. Their efforts resulted in the collection of:

- 157.56 pounds of trash totaling 16 bags
- 149 pounds of large debris
- 2.27 pounds of recycling including:
  - 11 #1 plastic bottles
  - 13 aluminum cans

LSU Campus Sustainability continues to encourage students, faculty, and community members to get involved in future cleanups and sustainability efforts. These hands-on experiences not only improve the local environment but also empower participants to become lifelong environmental stewards.

For more information on how to get involved with LSU Campus Sustainability or future Love the Boot events, visit **lsu.edusustainability** or **keeplouisianabeautiful.org**.

AUXILIARY SERVICES

The LSU Student Union opened its doors in January of 1964. To celebrate 60 years of this historic building on campus, LSU Auxiliary Services held a building anniversary event last spring and collected items from the past several months to be placed into a time capsule. This time capsule is not to be opened until 50 years in the future. This is the second LSU Student Union time capsule. The first one was buried in May of 1967 and is to be opened in 100 years in 2067.
The time capsule burial took place on April 24, 2025 in Free Speech Alley.

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