



## IMPORTANT DATES

- 05/04/18:** Board of Supervisors Meeting
- 06/29/18:** Board of Supervisors Meeting
- 07/31/18:** Performance Review Due in Workday
- 09/07/18:** Board of Supervisors Meeting
- 10/04/18:** Board of Supervisors Meeting

## Information Technology Services Modernization Update

Information Technology Services (ITS) is in the midst of an organizational transformation to modernize the information systems used across all of the LSU campuses. The magnitude of this modernization exercise is so great that the work was broken down and grouped into Programs of affiliated projects so the scope is more manageable. We have currently identified 3 work programs that contain 6 or more projects within the scope of each program. The decommissioning of the LSU A&M mainframe is the most critical project that must be completed by 2020. The extensive functionality of the mainframe has resulted in over 30 projects that have been divided into 3 programs.

- ◆ **Student** (examples: Geaux Forward, Constituent Relationship Management (CRM), NCAA Compliance; Identity Provisioning; Cashiering implementation, and Business Process Mapping)
- ◆ **Transforming the Architecture and Information Landscape** (examples include: Document Management, Electronic Research Application, Enterprise Data Repository)
- ◆ **Hybrid Cloud** (examples include: New Firewalls, Cloud Archive Storage, Upgrade Performance Storage and Various Fiber Projects)

Many of these projects are in the beginning or planning phases of the project lifecycle. The Student Business Processing Mapping project is underway. Geaux Forward (the implementation of Workday Student) has met with stakeholders from all 4 campuses in the functional areas to determine the scope of work and timeline for the Workday implementation.

### Identity and Access Management Project

LSU is embarking on an enterprise project to modernize the Identity and Access Management (IAM) processes and technology for the University. This project is in support of the Student Modernization and Transforming and Architecting the Information Landscape (TAIL) programs and will enable LSU A&M to migrate IAM functionalities from the legacy environment (Mainframe) to a modern platform, while also creating a single solution for A&M and the other LSU campuses to leverage and migrate their IAM functionality to. The project will result in a single identity management solution providing an immutable unique identifier for each user (faculty, staff, student, guests, etc.) within the LSU family. It will also improve the ability for users to move between campuses and still leverage enterprise applications (e.g., ERP, CRM, SIS, etc.) and the resulting services provided by LSU for the Enterprise. Once completed, the project will enhance collaboration among campuses, as well as improve security for user accounts by leveraging Multi-Factor authentication, role-based access, conditional access, and other access management capabilities. The project is scheduled to begin in 2018 with an expected end date of March 2020.

## HUMAN RESOURCE MANAGEMENT

### Standardized Hiring Dates

Effective September 1, 2017, all new classified, professional, and other academic employees will be hired on the **first and third Monday** of each calendar month. New employees must be officially hired in Workday by these designated time frames. New employee orientation will be held in correspondence with the hire dates. New employees should attend orientation on their first day of employment. In the event the date falls on a holiday, the employee will be hired on the following Tuesday.

**Upcoming Dates:** May 7th and 21st, June 4th and 18th.

### New Hire Reminders

Federal law requires all employees to have evidence of work authorization through a completed Employment Eligibility Verification document (I-9) within a strict time frame. Non-compliance of any part of the requirement can have serious consequences to the University including significant fines. Immigration and Customs Enforcement (ICE) has been increasing investigations so it is more important than ever that we as an LSU community take every precaution necessary to ensure continued compliance.

### The following reminders:

- ◆ **Start Dates:** Orientation and effective hire dates for fiscal year employees are now taking place on the 1st and 3rd Monday of every month to allow for hiring departments to prepare for the first date of employment. Exceptions to these new start dates may be made only in extreme circumstances.
- ◆ **Workday Status:** The "hire" action in Workday must be successfully completed by the Thursday prior to the start date/orientation. Since the hire process can take anywhere from 3 to 10 days depending on the complexity and approve response, the action should be initiated **no later than 7 business** days prior to the effective date.

- ◆ **Deadlines:** Each employee must complete Section 1 on or before DAY ONE of employment and the hiring department must complete the second section by DAY THREE of employment. These timelines cannot be extended since they are defined by federal law. Employees who do not have the I-9 form completed within the three day time frame do not have proper authorization to work **which could result in the termination of your new employee.**

### Tools For Compliance:

- ◆ **Incomplete I-9 Alert:** Employees and Hiring Managers will receive a daily alert via email when an I-9 is still in incomplete status after three business days. This will prompt the Employee and Hiring Manager to ensure all steps are taken to complete the I-9 as soon as possible.
- ◆ **Monitor the Status through Reports:** Type "Complete I-9 In Progress" in the search field within Workday which will show the status of all I-9s within your organization(s). This will allow you to check the status by the new employees as well as see if there are I-9s that were not completed within the required time that still need attention.

## ACCOUNTING SERVICES

### 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 as needed
- ◆ Process correcting entries and payroll accounting adjustments needed
- ◆ Request for inactive worktags to be closed

## INFORMATION TECHNOLOGY SERVICES

### Service Desk

- ◆ Starting May 17, 2018, the options available to callers of the ITS Help Desk (8-3375) will change so that whom you talk to will be based on who you are or what you are calling for. This is part of an ongoing effort to improve the service we provide to the LSU community. As the majority of our calls are from people needing assistance with passwords and log ins, that will now be Option 1. For all other issues, we ask that you press the number that reflects your role (faculty = 2; staff = 3; students = 4) and then any other calls will be option 5. Faculty calls will be directed to the Faculty Technology Center for assistance and staff calls will be directed to a Service Desk analyst.
- ◆ Software license management has moved to the Service Desk and under the leadership of Matt Caprio. Software requests may be directed to him via [helpdesk@lsu.edu](mailto:helpdesk@lsu.edu) or via the software request form in myLSU.

### Portfolio Management Office

- ◆ The Portfolio Management Office just reached its 6<sup>th</sup> month milestone of existence at ITS. In that short time, the team has created many processes and templates to be used in an effort to standardize its approach to projects. Several of the major projects already underway include the Geaux Forward project (Student Information System), Constituent Relationship Management (CRM), Identity and Access Management, Parking System, and Electronic Research Administration System. The development of the PMO is being guided with the assistance of TSI (Transforming Solutions, Inc.) a consulting firm that has a wealth of experience to share on project management and business process improvement.

- ◆ Business Process Mapping (BPM) is another activity in which the PMO is heavily engaged. Mapping sessions are being conducted with functional stakeholders to document the current state of their processes and analysis of those processes, culminating in a proposed future state. This commitment to process improvement represents a pivotal element necessary for transforming information technology at LSU. Together, the PMO and the BPM initiative help position ITS to meet the needs of the LSU Community in accordance with LSU Strategic goals in the spirit of Operational Excellence.

### Business Office

- ◆ We welcome Carrie-Anne Slaton, who comes from FETI and is now our new Business Manager for ITS. Her team is extremely busy, working on budget close-outs, renewing LOTS of contracts and gearing up for fiscal year end.
- ◆ We'd like to recognize Gwen Dodge, for celebrating 15 years with LSU! Geaux Gwen! We thank you for your dedication and are so thankful for your knowledge.

## AUXILIARY SERVICES

- ◆ **Attention All Faculty & Staff Artists!** The 2018 LSU Faculty & Staff Art Show in the LSU Student Union Art Gallery will be May 7 – June 25, 2018. Registration for interested faculty and staff artists will be open until May 3 at [unionartgallery.lsu.edu](http://unionartgallery.lsu.edu).
- ◆ **LSU Dining**
  - ◇ City Pork Deli & Charcuterie is opening for business at the LSU Design Building in late April, and Panera Bread is coming to Patrick F. Taylor Hall in Summer 2018!
  - ◇ The LSU Catering Office has relocated to The Club at Union Square. Please continue to contact them at (225) 578-6656 and [catering@lsu.edu](mailto:catering@lsu.edu).
- ◆ The **LSU Student Union** is excited to be hosting a large number of exciting University events!

## FACILITY SERVICES

### Spring Greening Day 2018

Spring Greening Day is an annual half-day service project for students, faculty, and staff to beautify and green the LSU campus. On April 19<sup>th</sup>, a record total of 280 volunteers working with Landscape Services staff, planted 18,369 new plants in Memorial Oak Grove! Funding for the plants was donated to the university by BASF and Student Government, providing a creative and low-cost way for LSU to enhance



campus beauty and stretch labor resources. BASF also supplied lunch and Campus Sustainability provided t-shirts for all volunteers. KLSU set up at the site and played music for volunteers to enjoy as they were planting.

President Alexander kicked off the event in front of Free Speech Circle by

welcoming volunteers and speaking about LSU's commitment to sustainability and natural resource protection. Spring Greening Day 2018 was made possible through the generous support of BASF and Campus Federal Credit Union, and partners included Campus Sustainability, Campus Life, and Student Government. Spring Greening Day 2019 promises to be an even bigger event, so please join us next year to beautify an area of campus!

### Food Waste Diversion Project

In April 2018, LSU began diverting food waste from the landfill as part of a program that sends clean kitchen waste to local farms for animal feed. Food waste from the kitchens in the Student Union, The 459, The 5 and The Club is being collected by LSU Dining Chefs in containers, then picked up weekly by Organix Recycling and transported to farms within a 30 mile radius of LSU.

LSU currently disposes of roughly 150 tons of food waste in the landfill each year, and Campus Sustainability estimates that the university can divert up to 30 tons of food waste annually from the landfill as part of this new program LSU's official goal is to divert 75% of all waste generated from campus from the landfill by 2030.



This goal has been included in the 2017 update of the Comprehensive & Strategic Campus Master Plan update and also LSU's Strategic Plan for Sustainability. This food diversion project is made possible in part through the Student Sustainability Fund, a "green fee," that students pay each semester for sustainability-related projects. For the recent WBRZ story on this project, please visit: <http://www.wbrz.com/news/new-system-at-lsu-hopes-to-combat-food-waste/>

### Staff Congratulations

Congratulations to the following Facility Services staff employees nominated and chosen as outstanding staff for their hard work and dedication to LSU. The employees were recognized during Staff Appreciation week hosted by Staff Senate and Student Government April 9-13.

- ◆ **Roy Favret**, Assistant Director for Facility Services
- ◆ **Nury Menicucci**, Capital Project Manager for Planning Design and Construction
- ◆ **Neal Pendleton**, Manager/Electrical Engineer for Facility Services
- ◆ **Damien Rubin**, Assistant Director for Parking & Transportation Services

## LSU GOLF COURSE

Students not only earn a degree at LSU, they also have an opportunity to gain valuable experience planning and managing events, such as the one held recently at the LSU Golf Course.



The 3<sup>rd</sup> annual Professional Sales Institute golf tournament was held at the course on April 13<sup>th</sup>, but this event was much more than a typical golf tournament. It gave students in the Marketing program concentrating in professional sales a chance to plan, budget, organize, market, and run a golf tournament, and also provided students and companies with an opportunity to network and discuss professional sales careers.

Students were divided into groups prior to the event and tasked with selling tournament sponsorships. They also got to play in the tournament, with each four person team consisting of three sponsors and one student.

The LSU Golf Course is proud to partner with the Marketing department to develop leadership skills in students and support their academic and career success.

## 125 SEASONS



LSU will play its 125th season of football in 2018, and LSU will celebrate the rich tradition and history of the program throughout the year by honoring the great games, moments, teams, players and coaches from the past at each home game.

## PROCUREMENT & PROPERTY MANAGEMENT

- ◆ The Procurement Services requisition deadlines for goods and services purchased with FY2018 funds has been distributed. [CLICK HERE](#) for the deadlines. Departments are encouraged to familiarize themselves with these deadlines to ensure transactions are processed timely and in adherence to the deadlines.
- ◆ Non-Catalog purchases to be made using FY2019 funds can now be submitted in Workday. To ensure the purchase encumbers funds on the correct fiscal year, the 'Create Future FY Requisition Prior to July 1<sup>st</sup>' job aid on the LSU Workday Training Materials webpage should be used to identify requisition changes needed.

### Inventory

The annual inventory for LSU, Ag Center, LSUA and LSUE is underway. We are currently 23% complete. Employees that have the Workday role of Department Head may monitor their unit's progress by navigating to the [Track Progress](#) tab at [myLSU > Financial Services > Inventory Scanning Application](#).

Please note this year's key dates:

- ◆ **March 1** Inventory Kickoff (Phase 1)
- ◆ **June 15** Location-based inventory complete (Phase 2 begins)
- ◆ **September 28** Targeted searches complete, Certification step will be available, Inventory remains editable while certification begins
- ◆ **October 31** Asset Custodian & Department Head Certification must be complete

**REMINDER:** Email any information for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).