



## IMPORTANT DATES

**6/9-10/2022:** Board of Supervisors Meeting

**8/19/2022:** Evaluations Due in Workday

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

## MANDATORY TRAINING ON REPORTING POWER-BASED VIOLENCE

The mandatory training on power-based violence prevention and response is now available. All employees including faculty, staff, and graduate assistants are required to take this online training annually through Moodle. This year's hour-long course was developed by the Board of Regents and the Office of Civil Rights & Title IX, in partnership with the Office of Human Resource Management. You can visit the [mandatory employee training page](#) to view all mandatory trainings.

Louisiana state law now requires all public institutions of higher education to report the number of employees who have completed the training to the Board of Regents and the Louisiana legislature. Since the report is due in early October, to meet this compliance demand please complete the training by midnight on **Sept. 30, 2022.**

For further information or training on power-based violence and sexual misconduct, please contact the Title IX office at [titleix@lsu.edu](mailto:titleix@lsu.edu) or 225-578-9000. For technical questions regarding accessing and completing the modules, please contact [hrmtraining@lsu.edu](mailto:hrmtraining@lsu.edu).

## CHANGES TO CIVIL SERVICE PAY PLAN - WS PAY SCHEDULE

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2022-006](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on February 2, 2022. Employees with a rate of pay below the new WS pay grade minimum for their respective pay grade shall be increased to the minimum, effective March 21, 2022. Employees with a rate of pay above the new minimums will retain their rate of pay in accordance with State Civil Service Rule 6.8.1.

The new WS pay ranges can be found on the website link in the previous paragraph. Departments will be notified if any of their employees are impacted by these pay changes. For any questions regarding, please contact your Compensation Consultant in HRM.

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

## ACCOUNTING SERVICES

### Special Meals

The following is a list of required documentation for special meal events:

- AS499, Request for Approval of Special Meal Form- must be completed in its entirety with a detailed event purpose and approved by either the Dean, Director or Department Head.
- As516 For or Spend Authorization/ECM- must be provided in addition to the AS499 form for special meals for University guests. An AS516 is not required when the guest is not in travel status and there are no travel expenses incurred.
- Retreat or Business Meetings- a copy of the agenda is required.
- Guest List with Affiliations- the guest list should include the guest name, organization, or affiliation for sit-down breakfast, lunch dinner or buffet-dinner receptions.

Reminders:

- Food items are not allowed to be purchased through punch-out suppliers other than America to Go.
- An “open” restaurant setting is not an acceptable venue for a business or staff meeting.
- A guest list is not required for refreshment or reception events.
- Special meals charged to sponsored program accounts should be an allowable expense. Departments are encouraged to contact the account’s Grant Analyst prior to making any arrangements.
- Special meal rates apply for catered events. Departments should refer to the Procurement Services website for additional information related to catering services.
- LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the per person special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.

### Yearend Preparations

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
- Ensure Travel Expense Reports are being created promptly as trips are completed

## INFORMATION TECHNOLOGY SERVICES

### Zoom Cloud Storage

On Thursday, March 24, 2022, Information Technology Services implemented [changes](#) in the Zoom meeting tool. These changes are intended to reduce LSU A&M’s usage of the Zoom Cloud Recording storage. Zoom provides the University with 88TB of cloud storage space and we are currently utilizing 80TB.

The following changes will be made:

- Each user’s Zoom configuration will be updated to the default setting, which is to only record a single view. Users can edit that option in their [settings](#).
- For faculty and staff, all recorded content older than a year will be deleted from the Zoom Cloud Recording storage. Going forward, all recorded content will be kept for a year and then deleted. Faculty and staff can delete [recorded content](#) sooner via the Zoom web portal.
- Students will no longer be able to utilize Zoom Cloud Recording storage.

### ITS Customer Satisfaction Survey

LSU Information Technology Services (ITS) is committed to improving the service we provide to our customers. We are conducting a [customer satisfaction survey](#) and want your input. The anonymous survey should take approximately five minutes to complete, and your honest input will ensure that ITS is investing resources in areas that will most benefit you and your tech experience. The survey will be active until Friday, May 6.

## FACILITY AND PROPERTY OVERSIGHT

### Major Capital Projects Completed

This year is eventful in terms of completion of several major capital projects on campus.

- The William A. Brookshire LSU Military Museum was formally opened in April following a complete renovation and restoration of Memorial Tower.
- The Stephenson Pet Clinic at the Vet School is nearing completion, with a ribbon cutting planned for May.
- The Barnes Ogden Studio Arts Complex renovations, originally planned for completion late this year, is on target for completion this fall.
- The Huey P. Long Fieldhouse renovations, originally planned for completion late this year, is on target for completion as well.

These critical projects not only represent much needed improvements on the campus, but are also great examples of alignment with the Campus Master Plan and Strategic Capital Plan. All four of these projects were made possible through contributions from donors, LSU, and the State of Louisiana.

### New Assistant Director of Landscape Services Hired

Facility & Property Oversight recently welcomed Jeff Brocato, Assistant Director of Landscape Services, to the F&PO team. Jeff is an LSU graduate with a Bachelor of Science degree in Horticulture (Turf Grass Management emphasis). He brings more than 25 years of experience in golf course and landscape management, including five years at LSU UREC. Jeff also holds numerous golf course and landscape management-related certifications and professional affiliations.



Jeff can be contacted at 578-8857 or [jbrocato1@lsu.edu](mailto:jbrocato1@lsu.edu)

### Facility Services Hosts Free Tax Service

LSU Facility Services once again provided a facility and computers for the Volunteer Income Tax Assistance (VITA) and Tax Counseling program. VITA offers free basic tax return preparation to qualified individuals and free tax help to people who need assistance in preparing their own tax returns, including:

- People who generally make \$58,000 or less
- Persons with disabilities; and
- Limited English-speaking taxpayers

This year, VITA volunteers completed 332 tax returns, including 236 for LSU students and employees. Many of the students who scheduled an appointment to have their tax returns done were international students with no other option for free tax preparation.

### LifeShare Blood Drive May 5

Facility Services will hold a LifeShare Blood Drive on Thursday, May 5 from 12:00-4:00 p.m. in the Landscape Services building on Skip Bertman Drive.

Not only is there a national blood shortage, but there is also a local blood shortage. At this time, all blood donated to local LifeShare Blood Centers is distributed within 24 hours of donation to local area hospitals.

The upcoming summer months are the most difficult times to collect, since schools are out of session and normally play a large part in helping restock hospital shelves with blood products.

LifeShare will also offer a free blood typing service at the blood drive. Some blood types are absolutely critical right now as newborns, cancer patients, sickle cell patients, etc. can only use a certain type of blood.

Remember: Your donation may save the life of someone you know.

Click here to sign up or just show up at the blood drive: [https://donor.lifeshare.org/donor/schedules/drive\\_schedule/237477](https://donor.lifeshare.org/donor/schedules/drive_schedule/237477)

## HUMAN RESOURCE MANAGEMENT

### Workday Updates and Changes

#### -Candidate Job Application Notes:

Candidate Notes will be used for the TA Partners and HR Analysts to make comments on the progression of a specific candidate. Both the HR Analysts and TA Partners have access to add, edit and delete comments, but only the Hiring Manager, HR Analyst, and HR Originator assigned to the Requisition have access to view the notes on the specific application. Current communication practices between TA partners and departments should remain in place, but the notes will allow an easier way to track candidate progression. Please review the job aid for [Creating and Viewing Candidate Notes](#) for more information.

#### -Requisition Notes:

Requisition Notes will be used for TA Partners and HR Analysts to make comments on the progression of a Requisition and if there are any concerns on the recruiting efforts. Both the HR Analysts and TA Partners have access to add, edit and delete comments, but only the Hiring Manager, HR Analyst, and HR Originator assigned to the Requisition have access to view the Requisition Notes. Current communication practices between TA partners and departments should remain in place, but the notes will allow an easier way to track the requisition progression. Please review the job aid for [Creating and Viewing Requisition Notes](#) for more information.

### Annual Evaluations

Annual performance evaluations will be initiated by HRM in Workday starting July 1, 2022. Managers will receive a Workday inbox action item that will provide 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](#).