

Business Continuity - COVID-19

March 17, 2020

Accounting Services will strive to provide the same level of service while working remotely. Staff should be contacted by email, but will be available for phone calls and virtual meetings as needed. 204 Thomas Boyd Hall will be open from 10 am to 4 pm Tuesdays and Thursdays in order for staff to print checks and process and distribute incoming mail. Instructions for CARD entries can be found in the Bursar Operations section of this document. All Accounting Services employees will be checking emails. All business processes will remain the same – the following is specific information from each section.

Our main priority is the health and safety of our faculty, staff, and students. We will continue to monitor the situation and make adjustments as deemed necessary for the well-being of all.

Payroll

Payroll will maintain the current payroll run calendar and deadlines. Information on these deadlines is posted on the LSU Payroll website.

Student and Hourly employees must enter time and submit time to their supervisors by regularly scheduled deadlines. Supervisors must approve time by the regularly scheduled deadlines in order for employees to continue to be paid. Please refer to the Payroll website for information on payroll run deadlines. Questions regarding guidance on remote work for student employees should be directed to stuemployment@lsu.edu.

Payroll checks for employees with Direct Deposit waivers will be mailed after the payroll run to the address on file in Workday.

Direct Deposit updates and changes should be sent to Payroll office using the secure Files To Geaux through MyLSU or mailed to the Payroll office at: Office of Accounting Services, 204 Thomas Boyd, Baton Rouge, LA 70803

Please Note: Graduate Students will continue to get paid unless departments load a compensation end date or termination. Specific questions on remote work for Graduate Students should be directed to the Grad School or Jane Cassidy.

If you need assistance from the Payroll Office, please refer the Payroll website for a listing of Payroll employee email addresses at <https://www.lsu.edu/administration/ofa/oas/pay/index.php> or email the Payroll office at payroll@lsu.edu

Accounts Payable & Travel

Invoice Processing

Supplier invoices will continue to be processed in Workday, with routing to the Cost Center Manager for approval. Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any

on-demand or special handling requests for extenuating circumstances, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

All settlement runs (i.e., Supplier Invoices, Expense Reports, and Ad Hoc Payments) will continue to be processed daily. Suppliers that have elected electronic payment will continue to receive payments via Paymode or ePayables as supplier invoices are processed. Payments by check will be mailed on Tuesdays and Thursdays.

LaCarte & Travel

Ordering and distribution of LaCarte cards has been temporarily suspended. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

Delivery of purchases to a home address will be allowed during this time period. Purchases related to remote delivery of classes should be approved by a supervisor prior to purchase, which should be included as additional documentation to the Expense Reports.

Expense reports should continue to be submitted for review, approval, and reimbursement of expenses. Please respond to LaCarte and Travel staff e-mails to ensure continuous processing of all transactions/reimbursements.

Bursar Operations

Effective March 18, 2020, Bursar Operations (including the University Cashier/Vault) will be open Tuesdays and Thursdays from 10 am – 2 pm. We strongly encourage all questions to be submitted to bursar@lsu.edu. We will be monitoring and responding to all emails as quickly as possible. We will have voice mail enabled on our main number, (225) 578-3357, and will respond to messages as quickly as possible. Additionally, if a need arises, our team is prepared to schedule virtual office hours with our customers.

CARD

Deposits that **do not** contain cash, checks or money orders can be scanned and emailed to cardobo@lsu.edu. Deposits containing cash, check or money orders can be delivered to 125 Thomas Boyd Hall during our abbreviated business hours - Tuesdays and Thursdays from 10 am – 2pm.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- The approval can be obtained via an email directly from student/faculty/staff. If the authorization is received via email without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary email account.

Sponsored Program Accounting

Sponsor billing for allowable expenses will continue without interruption. SPA Grant Analysts can be contacted by email. Please continue to balance and review grant accounts, (i.e. costing allocations, PAA, journal entries) to ensure they are being charged to the appropriate projects.

COVID-19 has been declared a federal emergency. Public Assistance through FEMA will be available for eligible costs. Grant numbers will be assigned to each college/unit to track costs which may be eligible for reimbursement. Please let Janet Parks (jparks@lsu.edu) in Sponsored Program Accounting know if a COVID-19 grant account is needed for your area. Colleges/units will be responsible for covering the 25% cost share requirement. While the Public Assistance program has made funds available, we cannot guarantee that all expenses incurred will be reimbursed. Colleges/units will be required to cover any expenses that are deemed ineligible from your budget.

Financial Accounting & Reporting (FAR)

All business processes will remain the same, required documentation will not change, and all transactions will be worked in the same manner by the FAR team. The FAR team has made accommodations to check the physical mail twice a week (Tuesdays and Thursdays) to ensure, among other things that returned checks are received and reprocessed.

Monthly close will occur as previously scheduled, which is on the first business day of each month. The month of March will be closed on April 1, 2020. Please monitor email regularly as the FAR team will be contacting departments for various requested information as normal.

Bank Reconciliation

Bank recon activities will continue uninterrupted. We will continue to process stop payments and other services as normally provided. Please continue to contact Stephanie Laquerre (slaquer@lsu.edu) if you are expecting deposits and monitor emails for messages from her regarding recording deposits.

Journal Entries/Internal Billings

Please assist the FAR team in expediting the cost transfer process by attaching the journal line detail showing the original transaction worktags as is normally required. We also recommend for departments to take this opportunity to reconcile their ledgers and execute any cost transfers, PAAs, and/or internal billings as needed in preparation for yearend.

F&A Space Surveys

For those departments and colleges assisting the FAR team with F&A space studies, the Space Survey team leaders will coordinate conducting meetings and surveys electronically and/or via phone. Please continue to work with the Space Survey teams to provide needed information so that the initiative stays on schedule.