



## IMPORTANT DATES

- 05/31/19: Board of Supervisors Meeting
- 06/28/19: Board of Supervisors Meeting
- 07/31/19: Performance Review Due in Workday
- 09/13/19: Board of Supervisors Meeting

## Accounting Services Yearend Preparation

### REMINDERS

- ◆ 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

- ◆ The monthly closeout is scheduled to take place the first working day of the new month.
- ◆ In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved.

#### Month End

April  
May

#### Close Date

Wednesday, May 1  
Monday, June 3

## Property Management 2019 Inventory Dates

- June 30 Location-based inventory complete
- September 16 Targets searches and certificate by Asset Custodians complete
- October 15 Department Head Certification must be complete

## Procurement Yearend Dates

[CLICK HERE](#) for the deadline dates for all Procurement purchases.

## RESIDENTIAL LIFE

### Daily Housing Tours Available

Tours of the residence halls are offered Monday through Friday at 11:30 a.m. and 1:30 p.m. March through July, excluding university holidays and special events. [Guests can register](#) for a 30-60 minute walking tour in preparation for Move-In Day.

### Fall Move-In Days Announced

- ◆ Nicholson Gateway Apartments-**Thursday, August 15, 2019**
- ◆ Residence Halls-**Saturday, August 17, 2019**
- ◆ East Campus Apartments & West Campus Apartments-**Sunday, August 18, 2019**

### Advertising in Campus Communities

Digital signage requests can be sent to this [new form](#). Only full/wide screen, 16:9-ratio size slides will be accepted to play on the TVs.

## AUXILIARY SERVICES

## CAMPUS SUSTAINABILITY

### Late Night Study in the Union

In partnership with LSU Student Government, the LSU Student Union will host Late Night Study! From Sunday, April 28 – Wednesday, May 1<sup>st</sup>, the Magnolia Room will be available from 10:00 p.m. until 2:00 a.m. and filled with study snacks!



### LSU Student Union Encouragement Wall

Please visit the Center Lobby of the LSU Student Union during finals week to leave a note of encouragement for students as they study! The Encouragement Wall will be on display throughout finals week with free coffee and snacks April 29<sup>th</sup> – May 1<sup>st</sup>.

### LSU Student Union Summer Hours

Beginning Sunday, May 5<sup>th</sup>, the LSU Student Union will begin summer hours with the building closing at 8:00 p.m.

## HUMAN RESOURCE MANAGEMENT

### Upcoming Standardized Hiring Dates

May 6, 20; June 3, 17

### Hire Documentation Checklist

The following documentation listed by employee type must be attached:

- ◆ **Faculty:** CV, Offer Letter (when applicable), Contract (PER-25), Official Transcripts, Background Check result email
- ◆ **Other Academic:** CV, Offer Letter (when applicable), Contract (PER-25), Official Transcripts, Background Check result email
- ◆ **Professional/Unclassified:** Resume, Offer Letter (recommended), Contract (PER-40), Official Transcripts, Background Check result email
- ◆ **Classified:** Background Check result email
- ◆ **WAE:** Resume, Contract (PER-40), Official Transcripts, Background Check result email
- ◆ **Transient:** Background Check result email

### Spring Greening Day 2019

A record-setting group of nearly 300 students volunteered at Spring Greening Day on April 11<sup>th</sup>. A total of 10,400 plants, 2 trees and 450 yards of soil and mulch were put down along Tower Drive in front of the Dairy Store and Human Ecology. In addition to LSU faculty, staff and students, Southern University's Urban Forestry Graduate Association came to help "green" LSU. President Alexander and Staff Senate President Tammy Millican opened the event by talking about the importance of sustainability. BASF, Campus Life and Student Government co-sponsored the event again this year. All volunteers were given a t-shirt and a lunch for volunteering their time.



### Zero Waste Event

Campus Sustainability and LSU Dining hosted the first-ever Zero Waste Event at LSU in The Club at Union Square on April 5<sup>th</sup>. No waste was sent to the landfill from this event, as all food scraps, utensils, plates, napkins and cups were composted using the new black soldier fly composting process at LSU. The purpose of the Event was to kick off a Zero Waste program at LSU for campus organizations. Campus Sustainability and LSU Dining will support any LSU organization that wishes to host a zero waste event. Campus Sustainability recently applied for a Keep Louisiana Grant to support this effort. Organizations will be able to certify their event as Zero Waste through this program. Any organization interested in hosting a Zero Waste Event should contact Campus Sustainability at [sustainability@lsu.edu](mailto:sustainability@lsu.edu).



## FACILITY & PROPERTY OVERSIGHT

### Facility Services provides site and assistance for VITA tax preparation

For the eleventh year in a row, LSU Facility Services served as a site and provided assistance to the Volunteer Income Tax Assistance (VITA) program. The program offers free tax help to people who earned \$54,000 or less last year, persons with disabilities, the elderly, and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provided free basic income tax return preparation with electronic filing to qualified individuals. Volunteers prepared 311 returns, surpassing last year's record number of 256 returns. Of this number, 189 of the returns were prepared for LSU students and staff. Facility Services plans to serve as a site next year for the program.

## PROCUREMENT SERVICES

As a reminder, Procurement Services has implemented a project management system to assist in determining the optimum procurement approach for complex procurements. This system will be used to prioritize projects based on key aspects of the procurement. Before requesting a complex procurement project, please exhaust all options through our current strategic partnerships (master contract suppliers).

[CLICK HERE](#) for more information and to complete the documentation. Departments must complete the Complex Procurement Request and email the completed request, along with all supporting documentation, to Stefanie Kirkwood ([skirkwood1@lsu.edu](mailto:skirkwood1@lsu.edu)) in Procurement Services. Departments will be advised of when a Workday requisition is needed in the process. Upon submission of the request and required attachments, a determination will be made by Procurement Services as to the method of procurement and estimated schedule of the request.

*This procedural change applies to all campuses.*

## PARKING & TRANSPORTATION SERVICES

### Parking & Transportation Services has Moved!

Parking & Transportation Services is now located at the Audubon Sugar building on South Stadium Drive.

Have questions or need additional information?

Contact the department at 578-5000.

### Staffing Updates

Laura Foster was recently named Interim Director of Parking & Transportation Services. She has served as the business manager for the department since 2012 prior to the appointment. A national search for a permanent director will launch this summer following the death of Jeff Campbell, the department's director and a 27-year employee of the university.

Laura can be reached via phone at 225-578-8009 or email [lyfoster@lsu.edu](mailto:lyfoster@lsu.edu).

### Parking & Transportation Services Student Worker Kanick Lewis Receives Tiger Athletic Foundation Scholarship!



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