



## IMPORTANT DATES

- 07/31/19:** Performance Review Due in Workday
- 09/13/19:** Board of Supervisors Meeting
- 10/25/19:** Board of Supervisors Meeting
- 12/06/19:** Board of Supervisors Meeting

## Data Sanitization Reminder

Due to recent conversations on the LSUAM campus, we felt it prudent to share LSU processes and policies in relation to Data Sanitization of equipment when surplusing and/or disposing of electronic items.

Disposing of any electronic item such as, hard drives, laptops, desktops, tablets, etc., that may contain data introduces significant risk to the University. All electronic media having the ability to store, process or transmit data, which are surplused, transferred, or disposed shall be sanitized in accordance with LSU and state policies. This requirement applies to equipment regardless of whether it is tagged (on inventory) or not. A description of the requirements from Property Management and IT Security can be found online at the following locations:

[Property Management Requirements](#)

[IT Security Requirements](#)

## Procurement Summit

Save the Date for the **2019 Procurement Summit**  
**October 9-10, 2019**  
 Lod Cook Alumni Center  
 3838 W. Lakeshore Dr., Baton Rouge, LA 70808

- Educational Sessions
- Supplier Expo
- Panel Discussions
- Door Prizes
- Giveaways
- Breakfast
- Lunch

and Much More...

## SAVE THE DATE

More Information Coming Soon  
[procurement.lsu.edu](http://procurement.lsu.edu)



## HUMAN RESOURCE MANAGEMENT

### Upcoming Standardized Hiring Dates

August 5 and 19, September 3 and 16,  
October 7 and 21

### Performance Evaluations

The Performance Evaluation period is from July 1 - July 31. The performance evaluation system is designed to ensure that performance is properly defined and evaluated for each employee and feedback is provided year-round. Managing performance is an important year-long collaborative process and is crucial to achieving LSU's Flagship Agenda.

For assistance in processing the evaluations, [CLICK HERE](#) for a Performance Evaluation Job aid.

### Flex Working Agreement

For requests for positions to work remotely including but not limited to: work performed outside the LSU campus, work outside of the state of Louisiana, telecommuting, and/or work from home arrangements, a Flexwork Agreement must be reviewed and pre-approved by Departmental/College leadership, the Office of Human Resource Management, and the Office of the General Counsel prior to work commencing.

Please contact your designated Compensation Consultant to obtain Flexwork Agreement or ask questions on eligibility or the approval process.

### LSU Leave Certification Requirement Reminder

Louisiana Revised Statute: 3311 A (3); along with LSU PM-20 and PS-12 require that any Academic, Research Associate and Professional employees, who earn leave must certify their leave on a monthly basis.

Each month, employees in these employment categories receive an email to respond to the requirements of the Leave Policy by certifying their attendance. In order to certify attendance, employees must log into myLSU, expand the Employee Resources section and click on "Workday Leave Certification."

## PROPERTY MANAGEMENT

### Inventory Certificate is OPEN(LSUAM, LSUA, LSUE)

Inventory Certification is now available in the Inventory Scanning App. As of June 30, wall-to-wall scanning of assets should be complete and Asset Custodians should now be focused on finding and scanning any assets not yet inventoried. Asset Custodians and Department Heads can check the status of their inventories by clicking on the **Track Progress** tab in the app (from a PC, not a mobile device). The app can be accessed by going to myLSU > Financial Services > Inventory Scanning Application.

Certification by Asset Custodians must be completed first, followed by Department Head. The deadline for AC certifications is **September 16**.

After the AC completes certification, the Department Head should review the certification. Department Heads are encouraged to review the results promptly so there is time for any necessary remediation prior to the deadline. If the DH is satisfied with the results, he/she should complete the certification step. If the DH finds the results unsatisfactory and wishes to send back for additional work or information, they should abort the certification process until those concerns are addressed. There is no "send back" mechanism in the app, so those conversations must occur externally.

The final date for certification by Department Heads is **October 15**.

[CLICK HERE](#) for a Certification Job Aid.

Report any issues or questions to [property@lsu.edu](mailto:property@lsu.edu).

## FACILITY AND PROPERTY OVERSIGHT

### WAFB Meteorologist Jay Grymes Discusses Hurricane Preparedness with F&PO Employees

In a bit of irony, the presentation on hurricane preparedness had to be unexpectedly rescheduled from its original date as F&PO employees prepared the campus for Hurricane Barry. That irony was not lost on Jay Grymes, WAFB meteorologist, as he spoke about the storm and shared hurricane history in Louisiana from 1947 to present. He also spoke about the accuracy of storm predictions and the best ways employees can prepare their families for storms, especially if they are essential employees and on campus during weather events. Environmental Health & Safety reached out to Mr. Grymes to set up the two presentations held in Patrick F. Taylor Hall.



A special thanks to WAFB and Jay Grymes for taking the time to share this important information with our staff.

## AUXILIARY SERVICES

### Late Night LSU - August 22

The LSU Student Union is excited to partner with LSU Campus Life to host Late Night LSU on Thursday, August 22<sup>nd</sup>. All new and current LSU students are invited to attend from 9:00 p.m. until midnight! This jam-packed event will be filled with trivia, games, laser tag, live music, a mechanical bull, and all the tasty food LSU Dining can make! If you are interested in learning more or volunteering, please contact Rachel Henry at [rshenry@lsu.edu](mailto:rshenry@lsu.edu).

### Taste of TigerCASH - August 29

LSU Auxiliary Services is excited to host the 3<sup>rd</sup> annual Taste of TigerCASH on Thursday, August 29<sup>th</sup> from 11:00 a.m. – 1:00 p.m. in the Royal Cotillion Ballroom! TigerCASH vendors from both on and off campus will be distributing free food samples and more! If you are interested in learning more, please contact Rachel Henry at [rshenry@lsu.edu](mailto:rshenry@lsu.edu).

### Moscow Ballet Returns to the LSU Student Union Theater

The LSU Student Union Theater is excited to host the Moscow Ballet's Great Russian Nutcracker on Friday, November 15<sup>th</sup>.

Step into a simpler time filled with sweet dreams and Christmas magic. With world-class artists, over 200 dazzling costumes, stunning sets, towering puppets and soaring birds, don't miss your chance to ring in the holidays with this acclaimed Christmas extravaganza. The New York Times, "Hot Ticket!" Celebrate this cherished holiday tradition and relive the dream with Tchaikovsky's timeless score.

Tickets are on sale NOW! Use code TIGERS for 15% off for LSU students/faculty/staff!





## ACCOUNTING SERVICES

### PM-13 University Travel Regulations

The University travel regulations have been updated to reflect several policy changes effective July 1, 2019. Please refer to PM-13 for all of the changes.

### FY 2019-2020 Payroll Schedules

FY 2019-2020 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the [Payroll website](#).

### Business Managers' Meeting

There will be NO meeting held during the month of August. Meetings will resume on September 10 and will be held in the Magnolia Room, 301 LSU Student Union from 9:30am-11:30am.

- To submit an idea for a future topic or specific questions please contact Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu).
- To be added to the Business Managers' Mailing List please contact Danita King at [dcking@lsu.edu](mailto:dcking@lsu.edu).

### Reports

A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the [Workday Training page](#) under Reporting.

## COLLEGE COLORS DAY

The fifteenth annual College Colors Day celebration will take place on Friday, August 30, 2019. College Colors Day is a fun, casual Friday where people are encouraged to wear officially licensed collegiate products of their favorite institution. For additional information on this national collegiate celebration, please visit [www.CollegeColorsDay.com](http://www.CollegeColorsDay.com).



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