



IMPORTANT DATES

10/28-29/2021: Board of Supervisors Meeting

11/15/2021: Annual Enrollment Due

12/9-10/2021: Board of Supervisors Meeting

POWER-BASED VIOLENCE PREVENTION TRAINING

On October 1st, the university rolled out a new Power-Based Violence Prevention & Response Training. This replaces the former Preventing Sexual Misconduct Training for LSU Employees and must be completed by Dec. 31, 2021. If you already have completed the Preventing Sexual Misconduct Training for 2021 and have your certificate, you do not need to take this course, but you must complete the Mandatory Reporting mini-course which presents current information about employee legal responsibilities.

Power-based violence and other forms of sex- and gender-based harassment and discrimination are problems that permeate our society. These acts of sexual misconduct do irreparable harm to individual survivors and to the culture of our community.

As an institution of higher education, we understand that knowledge is key to changing behavior. This two-hour course is designed to give you information about power-based violence and its impact on survivors, and ensure you understand your responsibilities while in the workplace. For convenience, there are five modules that can be done in one sitting or over multiple sessions.

This course is one of the three mandatory trainings that LSU requires each employee complete by December 31 (the other two trainings include the Louisiana Code of Governmental Ethics training and the Digital Resource and Content Accessibility training). To access the trainings and additional information, visit the [Mandatory Employee Training page](#).

For any questions about these trainings, please contact hrmtraining@lsu.edu. Please also visit the [LSU Office of Civil Rights](#) for related information.

ANNUAL ENROLLMENT

Annual Enrollment is currently underway. As a benefits eligible LSU employee, you have a wide variety of benefit options available to you and your eligible dependents. During Annual Enrollment, you have the opportunity to enroll, make changes to, or cancel current benefit elections.

If no action is taken, all benefits will roll over for the next plan year, except for Flexible Spending Account(s) (FSA) and Health Savings Account (HSA) contributions. These contributions must be re-elected each year. All elections made during the Annual Enrollment period (October 1 - November 15, 2021) will be effective January 1, 2022. For additional information, visit the [website](#).

REMINDER: Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.

ACCOUNTING SERVICES

Travel - Parking at the New Orleans Airport

Effective immediately, travelers will now have the option to park at New Orleans Airport Parking and are no longer required to use US Park due to limited availability and hours of operation. The reimbursable options are listed below for a maximum of \$18 per day. (This does not include the short-term or long-term garages.)

Options:

- **Surface Parking Lot**—\$18.00/day located on airport property
- **Economy Parking Garage**—\$12.00/day located off property and is credit card only

Requests for New Workday Dimensions

Departments that need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage:

- AS502: Request for Agency/Clearing
- AS505: Request for Program
- AS509: Request to Establish Endowed Scholarship
- AS551: Request for Project
- AS600: FDM Request Form - Expense Items, Ledger Accounts, Revenue or Spend Categories
- AS600-A: FDM Request Form - Cost Center
- AS600-B: FDM Request Form - Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

LaCarte Card Distribution

LaCarte card distribution is being handled by appointment only. Cardholders will be notified by e-mail of available dates, times, and location to pick up the card. It is imperative that cardholders take the correct training prior to card distribution. For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at deanna@lsu.edu.

HUMAN RESOURCE MANAGEMENT

Louisiana Revised Statute (R.S.) 42:31 Certification

Louisiana Revised Statute (R.S.) [42:31](#) outlines general provisions and eligibility requirements for unclassified employees who earn an annual salary of \$100,000 or greater. Faculty and staff who meet the \$100,000 threshold have previously been asked to present documents showing proof of their Louisiana driver's license and that all vehicles registered in their name are registered in the state of Louisiana.

To suffice the provision that *"the public employer shall verify the employee meets this requirement for the duration of this person's employment,"* all faculty and staff who meet the provisions stated hereto will attest annually via a [myLSU](#) application that they remain in compliance with R.S. 42:31.

This annual certification will be distributed **each October**. Those faculty and staff who are impacted by this statute will receive an email which is similar to the email faculty and staff receive each month to certify their leave as per Revised Statute 17:3311. You will not have to provide physical proof again, but simply attest that you have previously provided the required information to your employer and continue to be in compliance.

AUXILIARY SERVICES

-The LSU Student Union and Union Theater are accepting reservation requests for events being held thru June 30, 2022. Please complete the appropriate reservation forms at www.lsu.edu/as to kick off the event planning process. If you have any specific questions, please reach out to unionem@lsu.edu.

-The LSU Student Art Show exhibit is open and available for viewing during building hours throughout the semester.



INFORMATION TECHNOLOGY SERVICES

Cybersecurity

October is National Cybersecurity Awareness Month. It is recommended that users take advantage of this opportunity to learn more about cybersecurity and precautions that should be taken in today's modern world. For more information on cybersecurity, visit lsu.edu/securityawareness.

Multi-Factor Authentication (MFA)

LSU Information Technology Services (ITS) has implemented Multi-Factor Authentication (MFA) for cloud applications and services like LSUMail, OneDrive for Business, Microsoft Teams, Box, Workday, and Zoom. Multi-factor authentication provides an extra layer of security to your account by ensuring only you can approve valid log in attempts to your account. Multi-factor authentication pairs something you know (like your password) with something you have (like a cell phone, phone number, or other device that can verify you) to ensure that an attacker cannot login to your account without access to both methods.

It is recommended to use the Microsoft Authenticator app as your primary MFA verification method, but you should have additional, alternate verification methods like a phone number or verification code generator on another device enrolled to ensure you always have access to your account.

SUPPLIER DIVERSITY

LSU Supplier Diversity has rejoined Procurement Services with Tiffany N. Robinson as the Manager.

Diverse Supplier database clean-up efforts will begin November 1st to ensure suppliers classified in Workday are certified with current documentation on file. Questions regarding database clean-up can be directed to Supplier Diversity at suppdiversity@lsu.edu.