CAMPUS CORRESPONDENCE

Date: October 6, 2015

To: Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice President for Accounting Services

Subject: Mandatory Student Payroll Training Course

In a continued effort to ensure compliance with University policies and procedures related to student employment Accounting Services implemented FASOP: AS-25 "Student Employment Best Practices" in January 2015. In addition, an online student payroll training course has been developed. The purpose of the course is to provide training and guidance to staff that supervise student employees so that they are fully aware of the policies and procedures related to student employment, as well as the internal controls that must be in place.

The training course focuses on compliance with PS-33, Student Employment; FASOP: AS-25, Student Employment Best Practices; and the Department of Labor Fair Labor Standards Act (FLSA). All personnel that supervise student employees are required to complete the training by December 31, 2015.

The course can be accessed from the Payroll home page, or the following web address: http://www.lsu.edu/administration/ofa/oas/pay/index.php. The course is Moodle based and completion will be monitored. Please forward this email to all personnel in your unit that supervise student employees and advise them that they must complete the training.

Please remember that in your position as the head of your unit you have the ultimate responsibility to ensure that the recommended internal controls are in place. Please work with the administrative staff in your unit to be sure there is a culture of compliance and control, including development of departmental policies and procedures that are clearly communicated and enforced. In the event that policies and procedures are breached, the consequences should be known and action quickly taken.

The employment process and environment for student employees should be consistent and mirror the process and environment of faculty and administrative employees. If you have questions or concerns, please contact me or any member of the Payroll staff at (225) 578-3321.

C: Daniel T. Layzell
Donna Dewailly
Chad Brackin