

Deadlines for Purchasing and Other Financial Transactions, Human Resources, Payroll, and Financial Aid (Student Payroll)

Louisiana Tech is transitioning from our legacy mainframe system to the Workday ERP system for human resources, payroll, and finance functions effective January 2021. We are asking for your assistance as we prepare for the transition to Workday in the upcoming months. The following information has been prepared to guide the processing of purchasing and other financial transactions, as well as personnel transactions, additional compensation, and position advertisements through January 2021. Adherence to these deadlines is critical to the success of the implementation and will help to ensure the integrity and accuracy of the financial, human resource, and payroll records for the University.

PURCHASING AND OTHER FINANCIAL TRANSACTIONS

Petty Cash, Direct Charge Requisitions, Purchase Requisitions, and Purchase Orders:

The cutoff date for processing requisitions and petty cash for December will be Monday, December 7, 2020. Please allow sufficient time for bids and quotations to be obtained and purchase orders to be issued. The Purchasing Office will not process purchase requisitions after December 7 except in unusual circumstances. Purchase Orders issued after November 1, 2020 will not be entered into the mainframe system unless the purchases are received prior to December 18, 2020. Outstanding purchase orders as of January 4, 2021 will be entered into Workday in January.

Intracampus Requisitions, Departmental Bookstore Purchases, Motor Pool, Postal Services:

The closing date for processing intracampus requisitions, departmental bookstore purchases, motor pool, and postal services will be Friday, December 11. Transactions after this time will be processed in January 2021.

Travel Authorizations:

Effective January 4, 2021, all spend authorizations (formerly known as travel authorizations) will be entered into Workday. Training regarding spend authorizations will be provided in the upcoming weeks.

Travel Expense Accounts:

Expense accounts for travel ending on or prior to Friday, December 4 must be submitted to the Comptroller's Office no later than the close of business on Monday, December 7. All other travel expense accounts will be processed in January 2021.

Purchasing Card:

Additional information regarding the Purchasing Card deadline will be available in the next few weeks.

Grant Accounts:

The project director for any grant or contract expiring in December 2020 is responsible for adhering to the above cutoff dates and should allow ample lead time to encumber funds and process charges prior to the termination of the grant or contract.

For any unanticipated transactions that occur after the above deadlines, please contact the following individuals as soon as possible for further instructions:

- Purchasing: Melissa Hughes, mhughes@latech.edu
- Travel: Stephen Johnson, sjohnson@latech.edu

- Grants: Courtney Jarrell, cjarrell@latech.edu
- Other: Dow Eldridge, eldridge@latech.edu; Cristy Martin, clmartin@latech.edu; or Lisa Cole, lcole@latech.edu

HUMAN RESOURCES, PAYROLL, AND FINANCIAL AID (STUDENT PAYROLL)

Advertising:

Advertisements for faculty, unclassified staff, and classified staff positions will be posted to the University's webpage through November 20. All open positions not filled by December 7 will be transferred to the Workday job posting site in January by Human Resources. All new job advertisements will be posted in Workday beginning January 4.

Hiring:

A freeze will be enacted to ensure the proper conversion of data and to verify accuracy during the transition.

- Faculty and Staff: There will be no new hires with an effective employment start date between December 5 and December 31. Effective start date for new hires will be January 1.
- Graduate Assistants: Appointment request forms for Winter Quarter must be received by Human Resources by November 16. Appointment request forms for employment beginning January 1 must be received by Human Resources by December 7.
- Adjuncts and Temporary Positions: Appointment request forms for Winter Quarter must be received by Human Resources by November 16. Appointment request forms for employment beginning January 1 must be received by Human Resources by December 7.
- Student Workers: All paperwork for new hires for Winter Quarter must be received by the Office of Financial Aid by December 7. There will be no new hires with an effective employment start date between December 5 and December 31.

Compensation for Additional Duties:

Overload forms for additional compensation for Winter Quarter or the month of December must be received by Human Resources by November 16. Overload forms for additional compensation effective January 1 must be received by Human Resources by December 7.

For any unanticipated transactions that occur during the freeze periods, please contact the following individuals as soon as possible for further instructions:

- Classified Civil Service: Alicia Foster, afoster@latech.edu
- Faculty/Unclassified Staff/Graduate Assistants: Ashley Jackson, jjackson@latech.edu
- Student Workers: Carol Clements, carol@latech.edu