



MONTHLY BUSINESS MANAGERS' MEETING

“MOBILE DEVICE POLICY, SEXUAL MISCONDUCT & TITLE IX,
SUPPLEMENTAL RETIREMENT AT LSU”

Tuesday, December 9, 2014

9:30 am – 11:00 am

LSU Student Union – Atchafalaya Room

Presented by Accounting Services & HRM

Announcements

- ❑ *Office Depot Vendor Expo*
 - ✓ *Thursday, January 15th from 10:00 am to 2:00 pm*
 - ✓ *Royal Cotillion Ballroom, LSU Student Union*

- ❑ *Final APS Check Run for AP & Travel*
 - ✓ *Requests due to AP on Friday, Dec 19th*

- ❑ *Unused Tickets on Short's Travel Online*
 - ✓ *Available Tuesday, December 9th*

February Meeting & Topic

When: Tuesday, February 10th at 9:30 am

Where: LSU Student Union – Atchafalaya Room

What: *Risk Management Autonomy Transition*
Student Employment Best Practices & FASOP
Demo of Applying Unused Tickets on STO

Suggestions for future topics or specific questions regarding the referenced topic should be sent in advance to Maria Cazes at mcazes@lsu.edu.

Mobile Device Policy

- FASOP: AS-24 “Mobile Device Policy”
 - Implements monthly stipends effective April 1, 2015 in lieu of paying for the mobile device and related services.
- Forms
 - Mobile Device Stipend Request
 - Mobile Device Employee Agreement

Monthly Stipend Amounts



\$20 Monthly Stipend – Wireless Cellular Service

and/or

\$20 Monthly Stipend – Data Plan

The employee's supervisor is responsible for determining and recommending the stipend amount for an employee. The monthly stipend amount should be based on job responsibilities – not job title or position.

Q & A

