

Zimbra

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**Updated withholding calculator, new purchasing form and rates for special meals, volunteer for a University committee**

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**From :** University Announcement <communications@louisiana.edu> Tue, Mar 13, 2018 05:08 PM  
**Sender :** employee-announce-list-bounces@lists.louisiana.edu  
**Subject :** Updated withholding calculator, new purchasing form and rates for special meals, volunteer for a University committee  
**To :** employee-announce-list@louisiana.edu

**Updated withholding calculator now available**

The IRS has released an updated withholding calculator and encourages employees to do a "paycheck checkup." Use the calculator at <https://www.irs.gov/individuals/irs-withholding-calculator> to protect against having too little or too much tax withheld.

Employees with more complicated financial situations might need to revise their W-4. Visit <https://payroll.louisiana.edu/news-events/news/20180306/withholding-calculator> to see if you should check your withholding amount. Contact the Office of Payroll Services with questions at [payroll@louisiana.edu](mailto:payroll@louisiana.edu).

**New rates and procedure announced for special meals**

The State of Louisiana has approved the following per person rates for special meals: breakfast, \$10; lunch, \$15; dinner, \$30; and refreshments, \$4.50. A 20-percent gratuity is allowed.

Special meals ordered through Sodexo must be paid with a LaCarte card. When ordering from Sodexo, provide the approved special meal request number and your LaCarte card number.

For more information and steps to request approval for special meals, visit <https://purchasing.louisiana.edu/travel/meals/special-meals>. Contact the Office of Purchasing with questions at 482-5396.

**Volunteer for a University committee**

Full- and part-time faculty and staff are encouraged to volunteer to serve on a University committee for the 2018-2019 school year. Interested employees should complete the annual University Committee Survey between Wednesday, March 14, and midnight Thursday, March 29.

The survey will list each committee and indicate which ones have vacancies. Take the survey at <https://www.surveymonkey.com/r/UniversityCommitteeSurvey2018-2019>.

View the committee list and learn more at <https://academicaffairs.louisiana.edu/governance/university-committees>. Contact Academic Affairs with questions at [apfd@louisiana.edu](mailto:apfd@louisiana.edu).

**Parking closures for Bourgeois Hall announced**

A portion of general parking at Bourgeois Hall will be closed all day Thursday, March 15, for a Louisiana Ragin' Cajuns softball game at 6 p.m. at Lamson Park. The softball parking lot section will also be closed. You may not park along the curbs.

Alternate parking will be available at Cajun Field. A bus and shuttle will run the regular schedule. For more information on the bus schedule, visit <http://park.louisiana.edu/transit-information>.

Students attending classes at Bourgeois Hall and individuals going to the Rec Center are encouraged to plan additional travel time. Bourgeois Hall faculty, staff and student workers may park as usual and will not be affected by the closures.

Visit <https://park.louisiana.edu/news-events/news/20180313/bourgeois-hall-parking-announcement> for more information. Call the Office of Transportation Services with questions at 482-6858.

### **New fillable form available on the Office of Purchasing's website**

The Partial Delivery Receiving Report form (PUR-200) is available online as a fillable PDF. Access the form at <https://purchasing.louisiana.edu/sites/purchasing/files/Partial%20Receiving%20Report%20fillable%20v2.pdf>.

Complete the form and submit to the Office of Administrative Services in Martin Hall, Room 178, for payment. Contact the Office of Purchasing with questions at 482-5396.

### **Learn how to handle an active threat on campus**

The University Police Department will hold a presentation regarding active threats on campus from 3-4:30 p.m. on Tuesday, March 27, in Moody Hall, Room 103. Acadian Ambulance will also give a presentation on emergency medical aid.

This event is open to students, faculty, and staff. Contact Lt. Billy Abrams with questions at 482-6450.

### **Attend Spring Honors Convocation**

Employees are invited to attend the annual Spring Honors Convocation at 7 p.m. on Tuesday, March 27, at the Cajundome. A reception will follow in the Mardi Gras Ballroom.

Joshua Hyles, executive program director of the Eugene Scassa Mock OAS Program, will give the convocation address titled, "Ensuring a Future of Dignity." Students involved in the ESMOAS Program study Central and South American political science issues and debate policy and proposals.

Spring Honors Convocation recognizes students who have distinguished themselves through academic excellence. Contact the University Honors Program with questions at 482-6700.

### **Alumni Association offers discount for Spring Gala tickets**

The UL Lafayette Alumni Association's annual Spring Gala will be held from 6-10 p.m. on Saturday, April 7, at the Alumni Center. The Association is offering discounted tickets of \$75 for faculty and staff. Also, each employee may purchase a discounted ticket for one guest. Tickets are regularly \$100 per person.

Buy tickets at the Alumni Center or at <http://bit.ly/AlumniSpringGala2018>. Enter the code "ECGala18" as the Employee/Committee Code. You are encouraged to purchase tickets by Tuesday, March 27. Contact the Alumni Association with questions at 482-0900 or [alumni@louisiana.edu](mailto:alumni@louisiana.edu).

### **Library accepting proposals for exhibits**

Edith Garland Dupré Library has floor space and nine glass display cases available for exhibitions in its Grand Hall. Any material displayed in the library should be relevant to the University, and its educational and philosophical mission.

Exhibits in the Grand Hall are featured for one month. Space is limited. Interested employees and students should email the following information to Tiffany Ellis at [tjellis@louisiana.edu](mailto:tjellis@louisiana.edu):

- a brief description of the display;
- the amount of space needed;
- the month you would like to reserve space; and
- contact information.

Visit <http://library.louisiana.edu/node/486> for more information.

### **Upcoming events**

Visit <http://calendar.louisiana.edu> to view upcoming events.

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Please do not reply to this email.

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**University Announcements**

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**From :** University Announcement  
<communications@louisiana.edu>

Tue, Apr 09, 2019 04:57 PM

**Sender :** employee-announce-list-bounces@lists.louisiana.edu

**Subject :** University Announcements

**To :** employee-announce-list@louisiana.edu

**Areas of campus may expect brief telephone outages**

The following buildings may experience brief telephone outages because of voice system equipment failure: Abdalla Hall, Cecil J. Picard Center for Child Development and Lifelong Learning, LITE Center, and the Early Childhood Laboratory. The Office of Network Services is working to resolve the issue.

**Attend Campus Cupboard's grand opening**

You are invited to attend the University's grand opening of its Campus Cupboard at 2 p.m. on Thursday, April 11, at 413 Brook Ave. Campus Cupboard is a free resource for students and staff who require short-term help to meet food needs. The pantry began operating in November, but will celebrate a ribbon cutting on Thursday.

Campus Cupboard is a collaboration between the Student Government Association, Graduate School, the Division of Student Affairs, the Community Service and Sustainability offices, and other administrative units and academic departments. Community partners include Second Harvest Food Bank, the Church of Jesus Christ of Latter Day Saints, Sodexo and United Way of Acadiana.

Learn more at <https://studentaffairs.louisiana.edu/services/campus-cupboard>. Contact Dr. Pearson Cross with questions at [pearson@louisiana.edu](mailto:pearson@louisiana.edu) or (337) 482-6162.

**Attend the Wally Pontiff Jr. Classic**

The Louisiana Ragin' Cajuns baseball team is headed back to the Shrine on Airline to face the LSU Tigers at the annual Wally Pontiff Jr. Classic. The first pitch is at 7 p.m. on Tuesday, April 16. Fans and alumni are invited to tailgate with the Alumni Association and Coaches Caravan prior to the game from 4-6:30 p.m.

Register at <https://www.eventbrite.com/e/wally-pontiff-jr-classic-alumni-tailgate-coaches-caravan-registration-57807213933> by Friday, April 12 to enjoy crawfish, hotdogs, and beverages.

Packages available for purchase are:

- Buy a Bus Package for \$80 and receive a seat on the bus, 4 pounds of crawfish and one game ticket.

- The Crawfish Package is \$35 and includes 4 pounds of crawfish and drinks at the tailgate.
- The Tailgate Package is \$10 and includes one hot dog and drinks at the tailgate.

Individual game tickets can be purchased at <https://groupmatics.events/event/ULalumni0416> for a seat in the Ragin' Cajuns section. Learn more at <https://www.eventbrite.com/e/wally-pontiff-jr-classic-alumni-tailgate-coaches-caravan-registration-57807213933>.

### **Attend the Night of Remembrance ceremony**

The UL Lafayette family is invited to a Night of Remembrance to honor the memory of faculty, staff, and students who died in the past year. The ceremony will be held at 7 p.m. on Wednesday, April 24, at the Alumni Center at 600 E. St. Mary Blvd. Call Jennifer LeMeunier with questions at (337) 482-0900.

### **Reminder: Join the University in Baton Rouge this Wednesday, April 10**

Only 19 seats remain on the bus to Baton Rouge for University of Louisiana System Day at the State Capitol this Wednesday, April 10. Register at <https://ulsystemday.eventbrite.com> to participate and indicate whether you would like to reserve a spot on a bus.

As the largest institution in the system, we want to have a good show of support. We are asking for at least another 100 students, faculty, staff, and alumni from UL Lafayette to attend.

Wear red and join us on the Capitol lawn to promote the UL System and request legislative support for its nine member universities. The day's activities will include:

- **ULS Day Lunch:** 11 a.m. to 12:30 p.m., Capitol lawn – lunch will be provided at no cost by Nicholls State University's Chef John Folse Culinary Institute and will feature a spirit competition, academic program displays, and musical and dance performances from each institution.
- **ULS Day Program:** 12:30 p.m. - featuring Gov. John Bel Edwards, UL System President Dr. Jim Henderson, and Board of Supervisors chair Mark Romero
- **ULS Day Group Photo:** 1:30 p.m., State Capitol steps
- **ULS Day Recognition:** 2 p.m., House of Representatives and Senate chambers

Learn more about the importance of ULS Day at <https://www.louisiana.edu/news-events/news/20190408/geaux-baton-rouge-cajuns-turn-state-capitol-red-ul-system-day>.

### **Reminder: Learn how Social Security affects your state retirement**

Employees are invited to attend a Social Security workshop to learn how it affects state retirement. A guest speaker from the Social Security Administration will explain windfall elimination and government pension offset.

The workshops will be held at 10 a.m. and 2 p.m. on Wednesday, April 10, in the Oliver Hall auditorium. The workshops will be hosted by Simone Bauer, an investment advisor representative with Voya Financial Advisors. Contact the Office of Human Resources with questions at [HRreply@louisiana.edu](mailto:HRreply@louisiana.edu).

**Reminder: Volunteer for a University committee by April 12**

Full- and part-time faculty and staff are encouraged to volunteer to serve on a University committee for the 2019-2020 school year. Interested employees should complete the annual University Committee Survey by Friday, April 12.

The survey will list each committee and indicate which ones have vacancies. Take the survey at <https://www.surveymonkey.com/r/27HY8TB>.

View the committee list and learn more at

[https://academicaffairs.louisiana.edu/sites/academicaffairs/files/UnivComm-MASTER%20LIST%20%282019-2020%29\\_READY\\_0.xlsx](https://academicaffairs.louisiana.edu/sites/academicaffairs/files/UnivComm-MASTER%20LIST%20%282019-2020%29_READY_0.xlsx). Email Brock Guidry with questions at [brock.guidry@louisiana.edu](mailto:brock.guidry@louisiana.edu).

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