

Monday Message

July 1, 2024



Dear all,

Have a safe and happy Fourth of July!



Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through the [Campus Calendar](#).

- **July 17 – Summer Concert Series** – The Summer Concert Series is returning! Come over to the SUB Amphitheatre from noon-1 p.m. on the following dates for a lunch time filled with awesome music, delicious food, and conversation with your friends and colleagues. Chili Blues and We All Scream Ice Cream will be on campus for employees to purchase lunch and ice cream during all three performances.
 - July 17 – TJ Richardson
 - Aug. 7 – Rewind Rock Band

Announcements

- **Calendars:** The Graphic Communication Printshop will again have the 24-25 Fiscal Year Calendars for purchase this year. The calendars will be \$3.50 apiece. Please send an IDP to the printshop for purchase. For questions call x2252
- **Fire Alarm Testing:** Annual fire alarm testing and inspections will take place July 1-12 ([schedule](#)). During testing you will likely hear intermittent bells and alarms. If you have any questions or concerns please contact Physical Plant at x2247.
- **Parking Permits:** 2024-2025 Parking Permits are now available. [Register and pay online](#). Permits must be picked up in the Public Safety office located in MLH, Room 110. Prices have changed.
 - Annual Permit - \$80
 - Semester Permit - \$60
 - Additional Permit - \$25
 - Replacement Permit - \$25
 - 30-day Pass - \$25
- **Purchasing/Fiscal Updates:**
 - **New expense object codes and travel updates:** Please join the Controller's Office for a PDT training on July 9 at 2 p.m. in SAC 112 to go over new expense objects and for travel process updates. Anyone who is responsible for making purchases and/or processing travel requests is encouraged to attend. We will go over new legislation as of July 1, 2024, that requires LC State's President to approve non-governmental sponsorships and donations in addition to new expense objects for IT software and equipment to meet IT audit and financial statement requirements.
 - **P-Card Shut Off:** P-Cards were shut off on June 18 to facilitate year-end closing procedures. If you have an extenuating circumstance and need to use your P-Card after this date, please contact Purchasing at purch@lcsc.edu. P-Card users/managers are responsible for accessing Bank of America Works, and allocating and approving the

transactions by end-of-day July 3 to ensure transactions post in FY24.

- **Reminder to Enter Receipts:** A Receipt is a function in Jaggaer that indicates to Accounts Payable (AP) that you have received the goods/services on the PO and that the invoice should be paid. Receipts are required on all Non-Catalog, Punchout, and Independent Contractor Request POs. Receipts are not required on Payment Requests, Check Requests & Team Travel Advances. See the following resources on the Purchasing Jaggaer website:
 - [How to Create a Receipt](#)
 - Reminder: Receipts will auto default to receipt everything on the PO, please only receipt what PO line items you have received and/or would like paid. The directions provided will walk you through this step.
 - [How to Check PO Receipt Status and Save A Favorite Search](#)
 - Reminder: Don't forget to check Jaggaer or WarriorWeb Budget to Actuals or Finance Query to confirm payment of your PO. If you have questions on a PO payment, please contact AP.

- **Other updates:**
 - Colleague, Jaggaer, and PCards are open for fiscal year 2025 for fiscal transactions and purchasing.
 - When viewing WarriorWeb for fiscal year 2024, please make sure you adjust the year on the reporting tools as it is now defaulting to FY 2025.

- **Register for Welcome Fair:** On Wednesday, Aug. 21, from 10 a.m.-2 p.m. LC State will welcome new and returning students to campus with the Welcome Fair. This year, the theme is "Welcome Back to the 90s!" So, don your best flannel, grab your Tamagotchi, and [register now](#) to reserve your spot. Registration for on-campus clubs, organizations, divisions, and departments is free. To make sure you aren't charged for your booth or any extra tables you request, please use discount code Club24. Be there or be square!

- **Single Sign-On Update:** IT is pleased to announce the upcoming transition to the new [WarriorHub](#) Single Sign-On (SSO) on July 15. Please note that WarriorWeb will be unavailable on this date as new accounts are recreated. However, all other systems will remain accessible. For a preview of the new system, please watch [this video](#). Thank you for your cooperation and understanding as we make this important transition to enhance our systems.

Timeline of Events:

- **June 28:** Students received an email detailing the transition timeline.
- **July 1:** Students will receive an email with their new WarriorMail username, along with instructions on how to log in to their email for the first time. WarriorHub will be unavailable until July 16. We encourage students to log in before the July 16 transition to ensure their account is ready for WarriorHub access.
- **July 1:** Informational banners will be posted on Canvas, the LC State website, and WarriorWeb with details about the transition.
- **July 15:** WarriorWeb will be down for the transition to the new WarriorHub SSO system. Faculty and staff whose WarriorWeb accounts do not match their @lcsc.edu email addresses will receive new WarriorWeb usernames to align with their @lcsc.edu accounts.

- **July 16:** Students will use their WarriorMail accounts to log in to the new WarriorHub portal to access WarriorWeb, Canvas, and other systems listed on the [SSO page](#). Direct login to each system will also be available using WarriorMail accounts.

Key Changes After the Transition:

- Students will no longer be able to use their old accounts to access any systems listed on the [SSO page](#).
 - Students will be required to enroll in Multi-Factor Authentication (MFA) and set a recovery account during their first login.
 - Official email communications will be sent to the “@students.lcstate.edu” domain, replacing the old “@lcmail.lcsc.edu” domain.
 - LC State employees will need to update their personal address books and distribution lists to reflect students' new email addresses.
 - Faculty and staff will use their @lcsc.edu accounts to log into WarriorWeb, Canvas, and other systems listed on the SSO page.
- **Summer Hours:** Summer hours will be in effect May 13-Aug. 2. See intranet for details. The holiday schedule has also been updated and is on the intranet.
 - **Timesheet for this Week:** Due to the college being closed July 4-5, timesheets are to be submitted by the end of day on Wednesday, July 3. Timesheet approval is to be completed by 5 p.m. on Monday, July 8. Please contact Jane in Payroll at x2204 if there are any questions.
 - **Website Update:** As previously announced, LC State is in the process of replatforming its website from Umbraco 7 to version 12. This major project is nearing completion and the final stage entails replicating all of LC State’s current website on the new platform. This will require a “**content freeze**” from July 8 to approximately July 25, perhaps earlier. Details regarding this have been shared with web editors across campus. In short, it is recommended that summer website updates be made by July 7. It will still be possible to make edits during July 8-25, however, such edits should be documented as they will likely need to be remade once the website is fully launched on the new platform. For any questions please speak to your web editor or email hadenton@lcsc.edu.
 - **Song for the Week:** “[America](#)” by Neil Diamond

