

Bursar Operations – Mary Catherine Smiley

WORKDAY STUDENT FINANCIALS

Agenda

- Changes to Policies and Procedures
 - General changes
 - Payment plan changes
 - Departmental Waivers
- Important Date Changes
- Demo of Student Financials

Changes to Policies and Procedures – General Student Financials

- Students will no longer have a fee bill; charge assessment will begin on a specific day and students will be able to pay on that date
- Criteria for registration to be complete
 - Confirm Planned Attendance with Financial Aid
 - Acknowledge Financial Responsibility during continuing and new student onboarding
 - Make a payment or set up a payment plan

Changes to Policies and Procedures – Payment Plans

- Payment Plans added in Transact
- Enrollment fee remaining \$60
- Late fee is a flat \$50 after 10-day grace period
- Allows auto-pay and stored payments
- All balances from prior terms must be paid in full before enrolling in a payment plan
- Balance in the payment plan will be after any anticipated financial aid
- Students will be able to add an authorized payer

Due Dates for Payment Plans

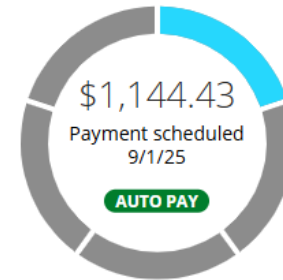
Term	Number of Installments	Due Dates
Summer	3 – 33%	May – July
Fall	5 – 20%	August – December
Spring	5 – 20%	January – May

Note: LSU Online payment plans will be one plan for both first and second module of each term combined into one plan. If the student schedules for the second module after enrolling during the first module, they may authorize in Transact for the additional charges to be added to the installment plan to be spread across the remaining installments.

Payment Plan Example

	Amount
Tuition and Fees	\$6,472.15
Sponsorship	(\$750.00)
Remaining Amount Owed	\$5,722.15
Due to Enroll in the Plan	\$1,204.43 (plus \$60 enrollment fee)
Due September 1	\$1,144.43
Due October 1	\$1,144.43
Due November 1	\$1,144.43
Due December 1	\$1,144.43

Fall 2025
Fall 2025 Payment Plan



Paid \$1,144.43 | Remaining \$4,577.72

Payment Schedule

- \$1,144.43**
Payment received
- \$1,144.43**
Payment scheduled 9/1/25
- \$1,144.43**
Payment scheduled 10/1/25
- \$1,144.43**
Payment scheduled 11/1/25
- \$1,144.43**
Payment scheduled 12/1/25

Changes to Policies and Procedures – Waivers

- Workday’s version of an exemption
- Departments can either:
 - Put a student in a cohort with a waiver calculation attached (most common)
 - Can be done manually or via EIB sent to Bursar
 - Requires SF Cohort Maintainer role
 - Put a student waiver payment on the student’s account
 - Can be done manually or via EIB sent to Bursar
 - Requires SF Department Waiver Specialist role

Important Date Changes

- All summer-related charges must be processed in Workday
- Data conversion of Mainframe balances will occur tentatively at EOD on July 2nd
- Due to data conversion, all CARD entries will have to be fully processed by July 2nd
 - CARD entries must be turned in by July 2nd at **noon**
- Departments should stay up-to-date on recording deposits and turning in CARD entries to cardobo@lsu.edu (non-cash) or in-person.

Student Financials Demo