

Communication, Education, Service

President's Message: Alana Sandidge

Fall 2018

Inside this issue:

As we begin this new year, I would like to welcome all new and returning Chi Epsilon Sigma members. It has been a quit a busy year as everyone prepares for the upcoming TERSSA conference.

I am very excited about working with everyone this year. It is wonderful to see the membership increase and I hope to continue to see growth in the upcoming months. Please be sure to extend an invitation to those who might not be aware of the organization. There are so many wonderful people currently involved and it is important that we grow and reach out to others as to share knowledge and assistance to our co-workers.

Meetings have been held via Acano over the last several months about the upcoming conference in November and I look forward

to seeing everybody. The conference is coming together and I would like to thank everyone for their involvement and hard work to make this happen. So many have volunteered to serve on committees to aid in making this conference a wonderful experience. If you have not yet registered for the conference, please do so as soon as possible and let me know if you need registration information. It is not too late to register for this incredible event.

I believe it is vital to spread the word about Chi Epsilon Sigma. It can be overwhelming to begin employment with an organization the size of LSU AgCenter.

Our group can bring support and guidance to new employees as they begin

their career. Let's continue to spread the word. I welcome any suggestions and thoughts as we move through the upcoming months. It will take everyone getting involved to bring the much needed support to administrative staff throughout the state.

Do not forget about any nominations for board members and officers

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2018 TERSSA Conference News

2018 TERSSA Annual Conference has arrived and we are hosting it in the “Big Easy”!! It is set for Wednesday, November 14—Friday, November 16, 2018. The Conference will be held at the Renaissance New Orleans Pere Marquette French Quarter Hotel (817 Common Street, New Orleans, LA 70112). The registration deadline is September 24th. If you are interested in attending, you can send your registration form along with your Account Number to either Cheryl Duplechian, Treasurer or Pauline Lathan so that they can process an IT since the University doesn’t allow the LaCarte card to be used because of the fee. If you want double beds, you need to contact the hotel directly. For reservations, you can contact the hotel at 877-622-3056 or go to the website <https://book.passkey.com/go/TERSSA> . The conference rate is \$159.00. Deadline for making hotel reservations is September 24, 2018.

Current Officers & Board Members

Officers

President: Alana Sandidge
President Elect: Marla Jones
Secretary: Ronda Clark
Treasurer: Cheryl Duplecian
Treasurer: Cheryl Duplechain

Board Members

NE Region: Molly Johnston
NW Region:
SE Region:
SW Region:
Central: Melissa Jeane

At Large Board

The new slate of officers will be presented on September 25th for approval. Once approved, the nominations will go to the membership for voting on October 1, 2018 and the new officers will be installed at the Louisiana CES Meeting in New Orleans on November 14, 2018.



“JAMBALAYA, CRAWFISH PIE, FILE' GUMBO“

2018 Louisiana CES & TERSSA

Annual Conference

Registration Form

November 14 – 16, 2018

Renaissance New Orleans Pere Marquette

French Quarter Hotel

817 Common Street, New Orleans, LA 70112

(504) 525-1111

NAME:

COUNTY/PARISH:

DISTRICT:

EMAIL:

PHONE:

I will be attending (check box):

The Louisiana CES State Meeting – November 14, 2018

The TERSSA Meeting – November 15 – 16, 2018

The Louisiana CES State Meeting & TERSSA Meeting – November 14 – 16, 2018

REGISTRATION INFORMATION

Registration is \$150 per person if postmarked by August 31, 2018. This includes breakfast, lunch and dinner on Thursday and breakfast on Friday.

** Registration is \$175 if postmarked after August 31, 2018. A \$25 late registration fee will be assessed. The final deadline to register/book your room is September 17, 2018.

Make check payable to: CES

Total Amount Due: \$150.00

Mail payment and registration form to:

Cheryl K. Duplechain

107 Knapp Hall, LSU AgCenter

Baton Rouge, LA 70803





If you want to participate in the door prize drawing, please bring a door prize that is \$20.00. Also, be mindful that if you participate, please bring something that can be easily carried onto a plane. Nothing too large that can be carried on and placed in the over-head bins.



Please try to bring something for the silent auction. This is a fund-raiser for our organization and all monies stay into the local chapter of our CES. Items can be something unique to Louisiana or even some home-made goodies. If you can get items donated, that is great too. A list of donors from various companies have been emailed earlier, but if you need a list, please contact Ronda Clark. All donations should be brought to Ronda Clark. Her contact information is rrclark@agcenter.lsu.edu or her phone number is 225-578-1983.

Ditty Bags:

Our target goal is 75 ditty bags. These bags are given to each conference attendee and we need items that can be donated, so make sure you can get 75 of whatever items you can get donated.

T-Shirts

This is tentatively what our t-shirts will look like for the conference. Pricing and information to follow.



Quick Tips & Tricks: LSU Workday

Did you know?
LSU Workday

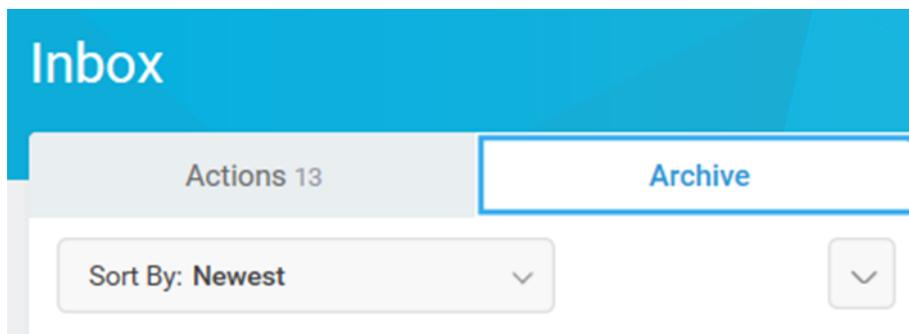
With the launch of Workday, it has been quite challenging for some of us to say the least. So, here is a little tidbit that you may not know.

Tips for Searching Inbox Archives

Click on your “Inbox”

Click on “Archive”

Under the “archive” tab, you will see an arrow



Hover the cursor over the

Click on “View More Processes”

You will get a start date and end date

Enter whatever dates you need and hit “OK”

You will get the Business Process Participation list for everything within that time period of start date and end date that you entered.

You can locate tasks by using the Business Process. When you hover over the Business Process, you will get a drop down menu and you will have a Value section. You can either type a person’s name and get everything related to that person that was completed during the dates that you entered, or you can put a process, i.e., Expense Report and hit “Filter”. You will get every expense report that was approved during that time frame that you entered.

If you have a tip that you would like to share, submit it to Ronda Clark at rclark@agcenter.lsu.edu.



2018 Membership Form
Chi Epsilon Sigma - Epsilon Chapter
The National Support Staff Fraternity

Name/Address:

Title: _____

E-mail Address: _____

Office Phone # _____

Provide Name of Unit:

Member Registration – New Member or Renewal **\$10.00**

Make check payable to Chi Epsilon Sigma

(Write on the back of your check “For Deposit Only”)

For more information contact:

Alana Sandidge, President
Scott Research/Extension Center
212 Macon Ridge Road, Bldg. B
Winnsboro, LA 71295
(318) 435-2903

Return this form and your check to:

Cheryl K. Duplechain, Treasurer
110 Knapp Hall
110 LSU Union Square
Louisiana State University
Baton Rouge, LA 70803