

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

October Edition

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Timely Reminders

Effective Dates in Workday

As a reminder, effective dates for all processes after the hire must be on a Saturday. Using any other day can have adverse effects on payroll.

Additional Hours for Students

Student employees can work an additional 4 hours for each day off during holidays and breaks. Please see below for the additional hours students can work during the upcoming breaks:

- Week of Fall Break Holiday (September 30 – October 6) – Additional **8** hours for the week

Student Employment Appeal for more than 20 hours or GPA

As a reminder, you must submit an [appeal request](#) each semester for a student to work up to 25 hours/week or if your student employee has a gpa below a 2.0. Even if the appeal was approved for the previous semester, you must fill out a new appeal at the beginning of each semester.

- **Requesting a GPA Appeal:** Per [PS33](#), students with a cumulative GPA below a 2.0 or students on academic probation are not eligible for student employment unless an appeal has been granted. You can submit an appeal using the [Online Appeal Form](#).
- **Requesting to work more than 20 hours Appeal:** Per PS33, Student employees are not allowed to work more than 20 hours per week during the fall and spring semesters. You can submit an appeal for a student to work up to 25 hours per week with justification using the [Online Appeal Form](#).

***International students cannot be approved to work over 20 hours per week while school is in session.

Student Employment News

SEP Quarterly Meeting: October 18, 2023, 9:30 am – 10:30 am

Atchafalaya Room, LSU Union, 3rd Floor, Room 339

[Register Here](#)

Agenda:

- Presentation from LSU Cares
- Student Employee Wage Data
- Fall Student Employment Updates & Reminders

Update to Wage Justification

Previously, any student employee who has a job with a rate over \$12 needed justification attached to the Workday process. We have updated this to a rate over \$15.

When processing a hire or compensation change for a student employee job with a rate over \$15, you will need to attach a justification document for the wage. The documentation should include:

- Name of Student, Department, Job Title, Rate of Pay
- Reason for the rate of pay or increase in pay. Could include:
 - Qualifications
 - Increase in duties or responsibilities
 - Specialization or uniqueness in job
 - Scheduled increases

FAFSA Form

The FAFSA form is usually available starting October 1 each year, but it will not be available until December this year. This is of particular importance to students who receive federal student aid including federal work study. This year the FAFSA processes and system are being updated. As a result, the updated FAFSA form will be available in December 2023. We will update when we know a specific date.

Student Employee Onboarding and Mandatory Trainings

Information was sent out to all Student Employee Supervisors and Partners about mandatory trainings and onboarding procedures. [More information and the complete list can be found on our website.](#) Included in the trainings is the new Student Employee Orientation.

Student Employee Orientation:

Student Employee Orientation Training accessed via Moodle

*NEW – This training is required annually for student employees in on-campus positions. The training should take around 30 minutes to complete with a quiz required for completion. After viewing the training and completing the quiz, students can download their certificate of completion. Topics covered include:

1. Student Employment Benefits and Eligibility
2. Onboarding and Other Trainings
3. Student Paychecks and Payroll Fraud

4. Professionalism in the Workplace
5. Rights as a Student Employee

Tip of the Month

Student Employee Check-In

As we are approaching the middle of the semester, it is a great opportunity to check in with your students to see how they are doing professionally and personally. Some suggested options are below:

- See how they are doing personally and with their academics. If struggling, suggest utilizing campus resources to help like [LSU Cares](#), [LSU Mental Health Services](#), or [Center for Academic Success](#).
- Set up one-on-one meetings with your students to talk about their progress or any issues you have noticed.
 - Provide time for the student to ask questions and seek clarification.
 - Discuss any training they completed to check for comprehension and understanding.
 - See if additional training is needed for any job task or procedures.
 - Discuss improvements that could be made or adjustments.
- Set up a time to have a group meeting with all student employees.
 - Use the time to have a group training.
 - Provide time for discussion and student employee feedback or questions.
 - Plan a group activity for students to get to know each other or a teambuilding activity.
 - Discuss upcoming departmental events or projects.

For Your Students

Night Against Procrastination:

Join the LSU Libraries for [Night Against Procrastination at the LSU Library!](#) CxC Mentors and LSU Librarians will be setting up space for you in Room 109 to help you work on your papers and projects. Coffee and snacks will be provided.



Upcoming Career Center Events:

Agriculture Career Fair

- Friday, October 13 at 9:00am to 12:00pm
- [LSU Student Union, Royal Cotillion Ballroom](#)

Construction Interviewing Day

- Thursday, October 26 at 8:15am to 4:30pm
- [LSU Student Union, Royal Cotillion Ballroom](#)

[Find previous monthly newsletters on our website!](#)

Thank you,

Office of Student Employment

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