

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## February 2024 Edition

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## Timely Reminders

### 2024 Student Employee of the Year Nomination Form:

The 2024 Student Employee of the Year nomination form is available for submission. The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. [The form can be found on our website.](#)

### LSU SEOTY Nomination Process

- Students can be nominated in the following categories:
  - Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution
  - Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative
- 1 student award winner from each category will receive a \$500 scholarship.
- Units can have one nomination per category (1 for Purple and 1 for Gold).
  - You can nominate one student for both categories (Purple and Gold)
  - OR**
  - You can nominate one student for the Purple Award and another student for the Gold Award.
- To qualify for the 2023 Student Employee of the Year award, students must have worked a minimum of 6 months during the period of June 2023 – May 2024 (anticipated).
- Graduate Assistants and Teaching Assistants are **ineligible** for Student Employee of the Year. Graduate students working in an hourly position are eligible to be nominated.
- The LSU SEOTY committee, consisting of staff from across campus, will review nominations and determine a SEOTY winner for each award. Award winners will receive a \$500 scholarship.
- All nominees and their supervisors will be invited to a Student Employee of the Year reception, held on April 9, 2024.

**SEOTY Nomination Form** – The student employee's supervisor should submit the Nomination Form by **Friday, March 8, 2024** to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

### **Pre-Employment Form I-9 Completion Report:**

The Pre-Employment Form I-9 Completion Report is now available to SEPs through Workday. This report will let you compare the completion of the Hire Effective Date and the dates of Section 1 and Section 2 of the I-9. The auditing process for Form I-9 completion compares Section 1 and Section 2 completion dates to the Hire Effective Date. This is not the same as the First Day of Employment from the Form I-9.

As a reminder, I-9 procedures for all LSU employees including student employees was updated on 10/6/2023. Section 1 and Section 2 of the Form I-9 must be completed **before** an employee is permitted to work and before the Hire Effective Date entered in Workday. SEPs will need to conduct pre-employment meetings with new student employees before their first day of employment to be in compliance with LSU's new procedures. Departments out of compliance will receive notice regarding the compliance issue to the SEP, manager, and department head.

### **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 Mardi Gras Holiday (February 10 – 16) – Additional **10** hours for the week
- Week of Spring Break (March 9 – 15) – Additional **20** hours for the week
- Week of Good Friday Holiday (March 23 – 29) – Additional **4** hours for the week

## **Student Employment News**

### **SEP January Quarterly Meeting Recap:**

Thank you to all who attended our January Meeting! Please find the slides attached for more information on the LSU Community and Workday Student.

- Dr. Willie Louviere presented to the group about students in the LSU Community and Integrative Community Studies (ICS) Program. If you would like to learn more information or if your department would like to partner to hire a student, please contact Dr. Louviere at [wlouviere@lsu.edu](mailto:wlouviere@lsu.edu).
- We will continue to update and seek feedback on Workday Student and the impacts to student employment.

### **HRM Terminating Employees not Paid in 4 Months:**

HRM is running monthly audits to capture employees who haven't been paid in 4 months or greater. The list of employees are distributed to HR Analysts who should communicate to SEPs or hiring managers. If a student employee has not been paid in 4 months but will be returning to work, you can keep them as an active employee by notifying your HR Analyst and HRM to not terminate the student.

## **Tip of the Month**

## **Work Study and President's Student Aid Job Profile and Earnings:**

This is a great time to check your student employees' Job Profile and earnings for accuracy. To check that students who have Work Study or President's Student Aid are being pulled from the correct account (and not your departmental account), run the "Payroll Work Study and President Aid Charges" report. This will also let you check the amount your student has earned. In workday:

- In the search bar type in: Payroll Work Study and President Aid Charges
- Organization: You can leave blank
- Periods: You can leave this blank which will bring up all payments or you can select By Period Schedule and Biweekly (Student Schedule) and select the pay periods you are interested in.
- Earnings/Deductions: You can leave it as Work Study or change it to President's Aid by selecting Pay Components-President's Student Aid Pay or you can leave it blank, and all payments will show.
- Workers: Type in student's name
- If the student is Work Study or President's Aid and the pay shows "Base Pay-Hourly" then the funds are coming from your department's account.
- To calculate earnings:
  - You can add up all earnings for this academic year.
  - Or export to excel and filter by academic year and then total the earnings column.

## **For Your Students**

### **Tutoring through Center for Academic Success (CAS):**

Supplemental Instruction (SI) is a series of weekly study sessions offered for students enrolled in historically difficult courses. Students who attend six or more SI sessions typically earn a 0.5 letter grade higher than students who do not attend.

Supplemental Instruction sessions are free, voluntary, and open to all students. To find out more visit: <https://www.lsu.edu/cas/about/services/si.php>

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

Thank you,

### **Office of Student Employment**

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