

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## January 2024 Edition

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## **Timely Reminders**

### **Requesting 25 hours/week for Spring Semester:**

As a reminder, you must submit an [appeal request](#) each semester for a student to work up to 25 hours/week. Even if the appeal is approved in the fall, you must fill out a new appeal for the spring.

### **Post Jobs in Handshake for Spring Semester:**

If you have vacancies for student employee positions, please post them in Handshake to advertise to students. [Instructions on writing job descriptions, how to post on Handshake, and more can be found on the student employee website.](#)

If you need an employer account in Handshake, email [lmoran1@lsu.edu](mailto:lmoran1@lsu.edu) for access.

### **Onboarding Reminders:**

As you hire new students or students are returning to their positions, make sure they have completed their mandatory trainings. Students should record their time while taking the trainings and get paid for time spent completing the trainings.

[Our website has a comprehensive list of mandatory trainings](#) and additional recommendations for onboarding. It is the department's responsibility to ensure student employees are in compliance with mandatory trainings.

### **Updated I-9 Procedures:**

As a reminder, I-9 procedures for all LSU employees including student employees was updated on 10/6/2023. As you hire new students for the spring semester, plan your timeline accordingly to be in compliance with the I-9 procedures. Section 1 and Section 2 of the Form I-9 must be completed **before** an employee is permitted to work. 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.

### **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.

## **Student Employment News**

**SEP Quarterly Meeting: January 31, 2024, 11:00 am – 12:00 pm (please note the time change)**

Capital Chamber Room, LSU Union, 3<sup>rd</sup> Floor, Room 329

[Register Here](#)

### **Agenda:**

- Workday Student Discussion – Impacts on Student Employment
- Spring Student Employment Updates & Reminders

**\*Calendar invite to follow**

### **FAFSA Form Now Available:**

The FAFSA form is available on the Federal Student Aid website. It was released through a soft launch on December 31, 2023, but is now widely available. This is of particular importance to students who receive federal student aid including federal work study. Please remind students to complete their FAFSA as soon as possible. Federal Work Study is awarded and reviewed annually by filling out the FAFSA. More information can be found on the [Federal Student Aid website](#).

### **Student Employee of the Year (SEOTY):**

The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. A student's exceptional effort could be demonstrated through a variety of contributions including communication, teamwork, critical thinking, and leadership.

The nomination form for SEOTY will be available next month! Please see below for applicable dates for SEOTY.

### **Timeline:**

|                           |  |
|---------------------------|--|
| <b>February 5, 2024</b>   | Nomination Form available              |
| <b>March 8, 2024</b>      | Deadline to submit nominations         |
| <b>April 9, 2024</b>      | Student Employee of the Year Reception |
| <b>April 8 – 12, 2024</b> | Student Employee Appreciation Week     |

## **Tip of the Month**

### **Terminating a Student Employee:**

Please process terminations for any students who graduated or did not return to their student employee position in the spring in a timely manner. Student Workday profiles should not be active if the student is no longer working or has graduated.

Review the following choices for termination reasons. When terminating a student employee, you must choose one of the following:

#### **Voluntary – Separation – Students/GAs**

- This reason is to be used when the student employee resigns; when a student employee indicates they will not return to work; or for any other student-initiated separation.

#### **Involuntary – End of Contract/Expiration of Appointment**

- To be used when the student employee's established employment term ends; when a student employee hasn't worked in 4+ months with no intent to return; or when a student graduates.

#### **Involuntary – Academic Ineligibility**

- To be used when a student employee's grade point average or enrollment status is no longer compliant with PS33.

#### **Involuntary – Lack of Funding**

- To be used when the student employee's position can no longer be funded, and therefore requires termination of the position.

#### **Involuntary – Separation – Students/GAs**

- To be used when a student is terminated for performance reasons. This reason will route to the Student Employment Office for review to ensure that basic expectations of the department and job were communicated to the student employee, that any issues were addressed directly, documented, and an opportunity to correct behaviors, if appropriate, was given.
- **If choosing Involuntary Separation, please provide documentation attached to the termination.**

\*\*\*Choosing this reason incorrectly will result in the termination being sent back\*\*\*

If you are not sure which reason you should choose for your termination, please contact us at [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

## **Nepotism**

As student employees are hired in your department, remember to adhere to LSU's policy on Nepotism.

Please review LSU Policy Statement 25 - [https://www.lsu.edu/policies/ps/ps\\_25.pdf](https://www.lsu.edu/policies/ps/ps_25.pdf)

- Nepotism: favoritism in employment or promotion on the basis of family relationship rather than on the basis of merit
- No member of the immediate family should be employed in the individual's administrative area.
- Employing family members not covered by this policy can also create concerns within the employing organization and is generally not recommended.

## **For Your Students**

## Career Expo:

LSU's Career Expo connects students and alumni of all majors with various employers from across the country to form valuable career connections through a day of networking.

A purple-tinted promotional poster for the LSU Career Expo. The background features two young women smiling and talking. The text is centered and reads: "CAREER EXPO" in large, bold, yellow letters. Below that, "LSU'S Premier CAREER EVENT" is written, with "Premier" in a white script font. The date and time are listed as "Wednesday, February 7, 2024 | 11 a.m.-4 p.m." and the location as "Pete Maravich Assembly Center". In the bottom left corner, there is a QR code and the text "LEARN MORE ON Handshake". The LSU logo is in the bottom right corner.

**CAREER EXPO**  
LSU'S *Premier* CAREER EVENT  
Wednesday, February 7, 2024 | 11 a.m.-4 p.m.  
Pete Maravich Assembly Center

LEARN MORE ON  
*Handshake*

**LSU**

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

Thank you,

### **Office of Student Employment**

LSU Olinde Career Center  
Louisiana State University  
158 LSU Student Union, Baton Rouge, LA 70803  
office 225-578-2162 | fax 225-578-8927  
[stuemployment@lsu.edu](mailto:stuemployment@lsu.edu) | [lsu.edu](http://lsu.edu) | [lsu.edu/careercenter](http://lsu.edu/careercenter)