

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

August Edition

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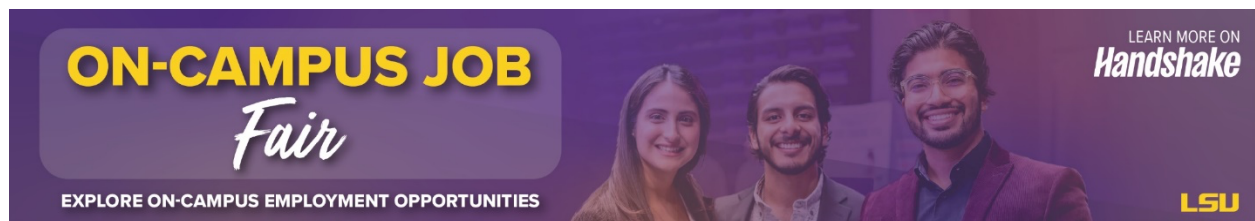
Timely Reminders

On-Campus Job Fair – Registration Deadline – August 8th

Registration is **NOW OPEN** for the **On-Campus Job Fair**. It will be held during Welcome Week on Wednesday, August 16, 2023 from 1:00 p.m. – 3:30 p.m. in the LSU Student Union Ballroom.

- Registration is free for on-campus departments and lunch will be provided from 12 p.m. – 1 p.m.
- We will be providing a tailored experience for students with Federal Work Study. Students who have been awarded Federal Work Study Program will enter the fair at 1 p.m. They will be invited to attend an informational session presented by the Career Center at 12:30 p.m. After the session, they will be walked over to the Ballroom to attend the Career Fair.

[Register your department and find more information on our website.](#)



Upcoming Dates:

August 7, 2023 (two weeks before classes begin)

- Incoming students can begin working on departmental funds

August 11, 2023 - Last day students can work if graduating in August

August 14, 2023 (one week before classes begin)

- First day to use Federal Work Study or President's Study Aid for students
- Effective Date in Workday: Use **8/12/2023** for payroll purposes
- Compensation End Date in Workday: **5/17/2024** will be the end date.
 - If your student used Federal Work Study or President's Study Aid in the spring, change the compensation end date to 5/17/2024.
- If you need to check the status of President's Student Aid or Federal Work Study for your students returning, please email name and 89 number to stuemployment@lsu.edu.

Payroll Reminders and Updates:

Please find reminders and updates from payroll attached. These were included in the Accounting Services Newsletter sent this month.

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](#).

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 Labor Day Holiday (September 2-8) – 4 Hours additional

Student Employment News

SEP July Quarterly Meeting Recap:

Thank you to all who attended our July Meeting! Please find the slides attached for more information on International Student Employees and Student Employee Professional Development.

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

Save the dates for our upcoming 2023 meetings. Calendar invites along with more information to come!

- October 18, 2023 – 9:30 am

Tip of the Month

Student Onboarding and Mandatory Trainings

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 that time.

[Check out the Onboarding section of our website for more resources.](#)

Required Upon Hiring:

- **Cybersecurity Awareness Training** is required of all student employees.
- **Family Educational Rights and Privacy Act (FERPA) 1001 Course and the Signed Agreement** is required for any student employee accessing student records. The course and **agreement** must be completed prior to the employee being given access to any student records.
- **Driver Authorization Training** is required if a student employee needs to drive a University-owned vehicle.

Required Annually:

- The **Louisiana Code of Governmental Ethics**, Louisiana Board of Ethics
- **Digital Resource and Content Accessibility Awareness Training** - As there are many unique classifications of faculty and staff, the unit head has the discretion to determine if a position is entitled to an exemption. Exemptions should be based on whether a position creates or disseminates digital content.
- Encouraged but not required: **Power-based Violence Prevention & Response Training** is encouraged but not required for student employees.

*New:

- We are in the final stages of a New Student Employee Orientation. This will be released within the next two weeks and will be for all student employees on campus. It will cover:
 - Employment Benefits and Eligibility
 - Onboarding and Other Trainings
 - Student Paychecks and Payroll Fraud
 - Professionalism in the Workplace
 - Your Rights as a Student Employee

Other Onboarding to Consider:

What other information or training is required to set your students up for success? Some other onboarding to consider include:

- Departmental Trainings – Any trainings that might be needed for their job duties.
 - Customer Service and how to interact with customers.
 - Training in software
 - How to use equipment in the office
- Timekeeping procedures
- Dress Code
- Disciplinary action or procedures
- Introductions to everyone in the office and other go-to people if you are not available.
- Tour of the office and department

- Emergency plans
- After the student has completed the mandatory trainings, have discussions with them on their comprehension or questions.
- Schedule check-ins with your new students to answer any questions. Don't just rely on them to "come to you if they need anything."
 - Keep in mind that for some students this might be their first professional job. It can be intimidating to ask for help or ask questions. Create an environment for the students where they have the space to ask questions and seek clarification.

For Your Students

2023 UREC All Access

Check out an all-access experience to UREC. You will get to explore UREC spaces, meet the UREC Sport Clubs, eat free food, grab a free UREC Tradition tee, and listen to DJ Cmix by the pool. Grab your neighbors, roommates, friends, or come solo to one of the biggest events during Welcome Week.



Thank you,

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