

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

May 2024 Edition

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Timely Reminders

End of Year Dates:

May 13, 2024 – Students can begin working up to 40 hours per week. If student employees are enrolled in summer sessions, their hours will need to be adjusted for the weeks they are in session.

May 17, 2024 – Commencement

- Last day that graduating seniors can work.
- Last day that students can work on 2023-2024 President's Student Aid or Federal Work Study.

Students in Work Study or President's Student Aid Job Profile:

Students who worked the last year under a Work Study or President's Student Aid job profile should have a compensation Actual End Date of 5/17/2024. These students will need a Workday transaction of one of the following:

- **The student will continue to work in the department on departmental funds:**
 - The job profile will need to be changed with a "Job Change" to the "Student-LSU" profile and the compensation end date will need to be removed.
- **The student will NOT work over the summer but plans to return in the fall using Work Study or President's Student Aid:**
 - The student can stay in Workday as a student employee. Before they begin work in the fall, a "Job Change" for a continuation will need to be processed.
 - Students using Federal Work Study or President's Student Aid can begin working one week prior to classes.
 - The effective date will be the Saturday before (8/17/2024) with a compensation Actual End Date of May Commencement (5/16/2025) or graduation date if the student is graduating earlier.

- **The student has Summer Work Study:**
 - The student must be enrolled for at least 6 hours over the summer.
 - A “Job Change” for a continuation will need to be processed.
 - The effective date will be 5/18/2024 with a compensation Actual End Date of May Commencement (5/16/2025) or graduation date if the student is graduating earlier.
- **The student will not be returning to work:**
 - A termination should be processed. The termination should be effective the last day worked or **05/17/2024**.
 - ***Terminations should not be processed until 05/30/2024 which is after the final payment is processed for the student period which includes 05/17/2024.***

FAFSA Update from Financial Aid:

- Please encourage any continuing students to complete the FAFSA if they have not done so!
- Financial Aid has awarded all admitted students at this point. They awarded continuing students last week to have them awarded prior to the summer fee bill release date of May 3rd.
- If your students have questions, please encourage them to attend a FAFSA workshop. There will be workshops on May 8 and May 13. More information and workshop registration can be found at: <https://admissions.lsu.edu/portal/virtual-fafsa-workshop>

Non-LSU Student Employees Working Over the Summer:

Last year we updated the student employee procedure regarding non-LSU students during semester breaks. The update was made so that a student could be allowed to be a student employee if they have the status of a student in the previous semester and upcoming semester. For example, if you have a student employee who is graduating in May but will be continuing Graduate School in the Fall – they are allowed to continue being a student employee over the summer.

Please see the attached document for more information about the procedures for these students and specific examples.

Student Employment News

SEP April Quarterly Meeting Recap:

Thank you to all who attended our April Meeting! Please find the slides attached for more information on Student Performance Evaluations and info from HRM.

Upcoming SEP Quarterly Meetings:

Save the dates for our upcoming 2024 meetings. Calendar invites along with more information to come!

- July 17, 2024 – 9:30 am
- October 16, 2024 – 9:30 am

2024 Student Employee Orientation:

The Student Employee Orientation that is required annually of all student employees will follow the calendar year to be consistent with other annual trainings. This was initially released in August of 2023. [The 2024 course is active in Moodle and can be found under the Onboarding section of the student employment website.](#)

Community Service Work Study:

There was a question at the last SEP Meeting about Community Service Work Study. There was discussion that these students might not recognize that they have been employed by LSU since their work was completed at an offsite location. A school that participates in the FWS Program is required to expend at least seven percent (7%) of its FWS federal allocation to pay the federal share of wages to students employed in community service jobs in an award year. Local organizations sign on as partners with the Student Employment Office to employ LSU students awarded with Federal Work Study. These students are hired in Workday as LSU employees but work at designated community service sites. Attached is a list of current and former community service partners for your awareness. The best way to know if a student has been employed by LSU and avoid duplicates is to use the "Worker-All Jobs" report. More info on the report can be found below.

Tip of the Month

Terminating a Student Employee:

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

Terminations should not be processed until 05/30/2024 which is after the final payment is processed for the student period which includes 05/17/2024.

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.

Featured Workday Report:

“Worker – All Jobs” Report

Use this report to determine if a potential student hire has a current position on campus or if they have ever had a position on campus. This report should be used before processing a hire to eliminate the chance of creating a duplicate student record. This report can also be used to easily find a student to do an add job, change job, or transfer job.

For Your Students

Study in the Center:

Students can reserve a free study room in the OCC Recruitment Center to study for finals. The Recruitment Center is located on the second floor of the union (258 Student Union). It will be open Monday – Friday (8 am – 4 pm) during the concentrated study period and finals (April 29 – May 10). [Students can reserve a room on our website](#) or drop-in.

Celebrate Your Impact, Together!

In alignment with the university's commitment to student success, the graduation celebrations serve as opportunities to highlight the many academic achievements of our LSU Tigers. Graduation celebrations do not replace official commencement ceremonies, but provide opportunities for students to receive additional recognition, and stoles or cords that may be worn with graduation regalia. Students may also attend more than one graduation celebration. [Click here to find more information.](#)

JOIN THE OFFICE OF ENGAGEMENT & IMPACT FOR OUR GRADUATION



CELEBRATIONS

Celebrate your impact, together!



MULTICULTURAL GRADUATION CELEBRATION
MAY 14, 2024 | THE FRENCH HOUSE



LAVENDER GRADUATION
MAY 15, 2024 | BUSINESS ED COMPLEX



AACC ROBBING CEREMONY
MAY 16, 2024 | BO CAMPBELL AUDITORIUM



RSVP TODAY!

Scan the QR code above to join us as we recognize your impact through our graduation celebrations. You are welcomed to join us for more than one occasion.
Questions? Contact us at studentel@lsu.edu

LSU
Office of Engagement & Impact

[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 | lsu.edu | lsu.edu/careercenter