

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

December 2023 Edition

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Timely Reminders

Additional Hours for Winter Break:

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 Winter break:

- Beginning December 11th students can work 40 hours per week
- Any students enrolled in Wintersession may only work up to 20 hours per week unless an appeal to work up to 25 hours has been approved by the Student Employment office.

Graduating Students:

The last day for a graduating student to be on a budget is Commencement Day, **December 15, 2023**. If the student is continuing as a student (at LSU or another institution for graduate school) and has classes registered for the spring, they can continue to work as a student employee.

Early Payroll Deadline:

For the student pay period of 12/9/23 – 12/22/23, time will be locked on **Monday, December 18th at 3 pm**. Payroll will process the morning of Tuesday, December 19th, so all time should be approved by close of business Monday. If a student is working December 19th-22nd, they will need to estimate and enter their time on Monday.

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. We will begin processing appeal requests once fall semester grades have posted.

Terminations:

Please process terminations for any students who are graduating or not returning 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.

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.

Job Change in Workday:

When making a change into or out of Federal Work Study or President's Student Aid, please use the same position number when doing the Job Change. Changing the position number causes an error in Payroll.

Student Employment News

SEP Quarterly Meetings Feedback Requested:

SEP Quarterly Meetings will continue in 2024. Be on the lookout for the dates for the year for meetings in January, April, July, and October.

Please fill out the feedback survey about the SEP meetings. As we plan for the upcoming year, it would be helpful to know what you have gained from the meetings, what could be improved, or why you haven't attended. [SEP Quarterly Feedback Survey](#)

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 by **December 31, 2023**. More information can be found on the [Federal Student Aid website](#).

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. For more information, see the email that was previously sent on 10/11/2023 attached.

Tip of the Month

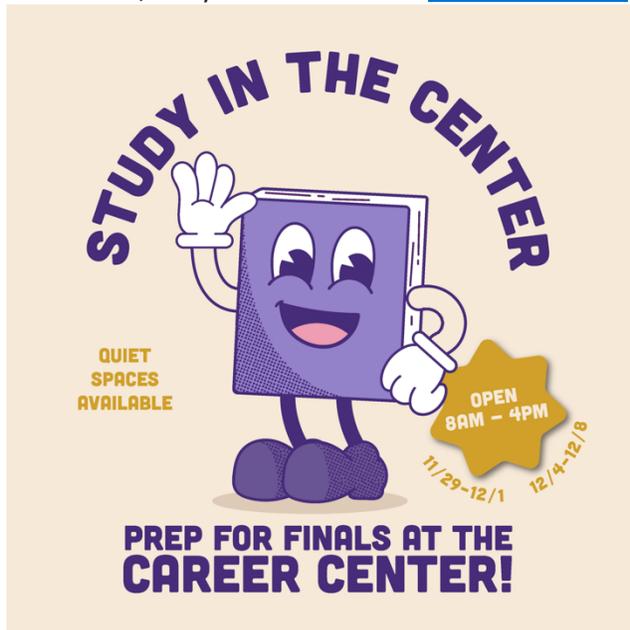
Performance Evaluations:

Have you conducted your student employee mid-year performance evaluations? Performance evaluations are essential to the development of your student workers and helps them grow professionally and personally. They can also provide insight into how you can better support your student employees and how they can contribute to the department. [Check out our resources and examples for performance evaluations on our website.](#)

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 (Nov 29 – Dec 8). Walk-ins allowed, but you can fill out the [reservation form](#) to guarantee a spot.



Graduate School Scoop

Please see updates from the Graduate School below:

Oral Proficiency Interview Document:

In compliance with PS-21, TA2 and TA3 new hires, change job, job continuation, etc. in Workday for international graduate assistants will now require a copy of the Oral Proficiency Interview document from the Director of English for International Students. This document must be uploaded with the

Workday process. If a copy of the document is not uploaded, the Workday request will not be processed, and you will receive the following error. “This job profile requires the Spoken English Proficiency Test. Please attach the document to this process.” Should you have any questions, please email Kevin Breaux, gradawardcoor@lsu.edu.

The Louisiana Higher Education Foreign Security Act:

The Louisiana Higher Education Foreign Security Act is a new state law that applies to all graduate assistants moving into a RA position or newly hired RA. [Louisiana R.S. 17:1826.3](#). Section A1 of the law states that all research and research-related support positions, including graduate students and visiting researchers, must be screened **prior** to being offered employment. The screening process involves a background check through HireRight and screening through Visual Compliance. The Graduate School will initiate in coordination with HRM the screening process. Once successful approvals are received from HRM, the Graduate School will forward to requesting department, and at that point the department will upload approvals to the Workday request. Should you have any questions, please email Amy Trahan, atranhan1@lsu.edu.

Graduate Assistant Student Health Insurance Plan:

Please see the attachment for information about the Graduate Assistant Student Health Insurance Plan. Contact graddeanoffice@lsu.edu for more information or questions.

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

Thank you,

Office of Student Employment

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