

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## November 2023 Edition

In this issue:

1. Timely Reminders: Additional Hours for Thanksgiving Break
2. Student Employment News: SEP October Meeting Recap & FAFSA Form
3. Tip of the Month: Student Employee Coverage during Finals and Holiday Break
4. For Your Students: Study in the Center and Holiday Shuttles

### Timely Reminders

#### 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.

#### 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 Thanksgiving Holiday (November 18 – November 24) – Additional **10** hours for the week

### Student Employment News

#### SEP October Quarterly Meeting Recap:

Thank you to all who attended our October Meeting! Please find the slides attached for more information on the new I-9 procedures and Student Wellness.

#### 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 in December 2023. We will update when we know a specific date.

## **Tip of the Month**

### **Preparing for Student Employee Coverage during Finals:**

This is a great time to reach out to your students about finals and holiday break. Check in with them to gauge their holiday plans and schedules for work. Some areas to discuss with them are:

- Availability to work during finals week and their adjusted schedule
  - Ask them to send availability for that week and the week before
  - Concentrated Study Period: November 29 – December 3
  - Finals: December 4 – 9
- Availability to work after finals week and during winter break
  - Will they be staying in Baton Rouge or going home
  - Remind them of days when the University and your office will be closed
- Are they enrolled in any wintersession courses (December 14 – January 6)
- Ask for their spring schedules when available. All students should have access to schedule classes by November 12.

## **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 3). [Students can reserve a room on our website](#) or drop-in.

### **Holiday Shuttles:**

Registration is now open for Thanksgiving and Winter Break shuttles for students. Learn more and sign-up today at <https://www.lsu.edu/sg/services/holidayshuttle.php>.

# HOLIDAY SHUTTLES



## THANKSGIVING

Depart: November 20-22

Return: November 26

## WINTER BREAK

Depart: December 8-10

Return: January 13-15

For more info and to register, visit  
[lsu.edu/holidayshuttle](https://lsu.edu/holidayshuttle)

[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](https://lsu.edu) | [lsu.edu/careercenter](https://lsu.edu/careercenter)