

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

June 2024 Edition

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Timely Reminders

Get Fall Jobs Posted to Handshake ASAP:

Increase the visibility of your job posting and get a larger applicant pool by posting your fall jobs now. Incoming and continuing students will be searching for on-campus jobs during the summer. Orientation starts next week and finding an on-campus job is a top concern for incoming students and parents. Students will gain access to Handshake after their orientation session, and they will start to look for jobs! [Visit our website for guidance on job descriptions, posting on handshake, and best practices!](#) A few tips:

- Include as much detail as possible about job description, job duties, and expectations. See our website for sample descriptions and other tips about what to include.
- Since you might want to have the job posted now but wait until closer to the start of the semester to interview – include a timeline in your job posting. This lets the students know when to expect to be contacted about an interview or next steps.
- Include your contact information in the post. Students often ask who to contact for more information. Either include your email in the posting or make your contact visible on Handshake so students can message you through Handshake.
 - Go to my profile > account > Select “Visible on Company Profile”
- Always select “On Campus Job” when creating the posting.
- [Find more tips in the instructions on our website!](#)

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:**

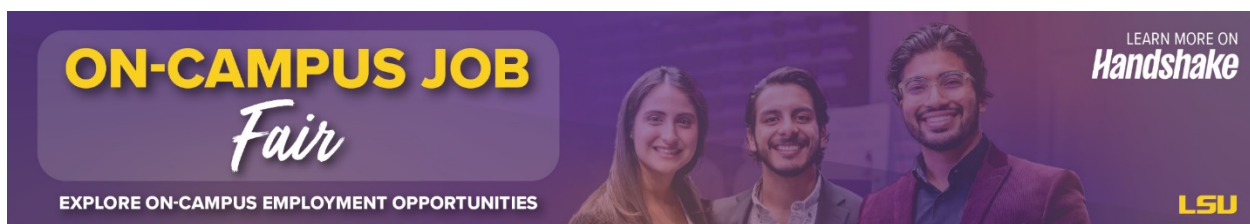
- The job profile will need to be changed with a “Job Change” to the “Student-LSU” profile and the compensation end date will need to be removed.
- **The student will NOT work over the summer but plans to return in the fall using Work Study or President’s Student Aid:**
 - The student can stay in Workday 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.***

Student Employment News

On-Campus Job Fair

Registration is [NOW OPEN for the On-Campus Job Fair](#). It will be held during Welcome Week on Wednesday, August 21, 2024 from 1:00 p.m. – 3:00 p.m. in the LSU Student Union Ballroom. This is a great opportunity to market your department and student employee positions to incoming students.

- Registration is free for on-campus departments
- [Register your department and find more information on our website.](#)



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.](#)

Tip of the Month

Featured Workday Tip:

View Student Hire in Progress with Future Effective Date

If you are in the process of hiring a student employee and would like to see the progress of approvals:

- Go to the manager's supervisory org in Workday by typing their name in the Workday search bar
- Select Unavailable to Fill
- Scroll down to Future Staffing Actions
- Select the name of the hire listed under Action
- Select Process to see which approvals have been complete and what step is awaiting action.

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. If a student will be returning to their position in the Fall, you do not need to terminate them.

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.

For Your Students

Career Exploration:

Summer is a great time for your students to reflect on their career journey and plan for the next steps! The Olinde Career Center has tools and resources to help students on their career journey. The OCC offers assessments to help students learn about their interests and possible career opportunities. [Visit our website for more information on Career Exploration!](#)

From the Graduate School

Please see the email attached from the Graduate School concerning Graduate Assistant appointments and Student Health Insurance Plans.

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

Thank you,

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