Student Employment

- Monthly Business Manager’s Meeting
- October 2018
- Presented by: Accounting Services
46% of LSU’s work population are Students and Graduate Students.

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Count</th>
<th>% of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Academic</td>
<td>709</td>
<td>4%</td>
</tr>
<tr>
<td>Wages as Earned</td>
<td>950</td>
<td>5%</td>
</tr>
<tr>
<td>Classified</td>
<td>1516</td>
<td>8%</td>
</tr>
<tr>
<td>Transient</td>
<td>1545</td>
<td>8%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>2308</td>
<td>12%</td>
</tr>
<tr>
<td>Professional/Unclassified</td>
<td>2483</td>
<td>13%</td>
</tr>
<tr>
<td>Faculty</td>
<td>3037</td>
<td>16%</td>
</tr>
<tr>
<td>Students</td>
<td>6361</td>
<td>34%</td>
</tr>
<tr>
<td>Total</td>
<td>18,909</td>
<td>100%</td>
</tr>
</tbody>
</table>
• **What students do for us:**
  - Perform duties or fill gaps otherwise provided by full-time staff
  - Promote the LSU brand
  - Promote LSU as a potential employer

• **What we do for students:**
  - Provide a quality education
  - Provide an introduction into workforce
  - Provide valuable work experience
  - Teach them how to be a valued employee

**A MUTUAL BENEFIT: LIFELONG RELATIONSHIPS**
Why is Student Employment important to LSU?

- It’s LSU’s Mission
- A Link to Student Retention
- Provides a means for students to supplement tuition cost and living expenses
- Fill personnel gaps in departments
- Department budgets
- Students are tomorrow’s workforce
Current State of Student Employment:

- Number of Inefficiencies
- “Special” Type of Employee
- No centralized office or voice on current policies
I-9 Process-Student Employment

- 73% of I-9’s not in compliance are Students or Graduate Students
- University has a risk of approx. $1,800.00 per infraction.
- Potential liability of $42 million

### I-9’s still in progress after 3 days

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>% of population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>2%</td>
</tr>
<tr>
<td>Professional / Unclassified</td>
<td>2%</td>
</tr>
<tr>
<td>Termed</td>
<td>2%</td>
</tr>
<tr>
<td>Other Academic</td>
<td>2%</td>
</tr>
<tr>
<td>Wages as Earned</td>
<td>3%</td>
</tr>
<tr>
<td>Faculty</td>
<td>5%</td>
</tr>
<tr>
<td>Transient</td>
<td>12%</td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>13%</td>
</tr>
<tr>
<td>Student</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>
Other areas of concern:

- Onboarding
  - Increased # of students not receiving pay on-time
  - Increased # of checks
  - Tax information is incorrect

- Overpayments
  - 2017- LSU had approx. 500,000 in overpayments
  - 52% of all overpayments were Graduate Students
  - 2018- LSU has so far 1.1 million in overpayments
  - 57% of all overpayments are Graduate Students
Current State of Student Employment at LSU:

- Recruiting
- Paid Untimely or Inaccurately
- Inequity of pay
- Awarding Tuition Exemptions to ineligible Grad Students
- Onboarding
- I-9’s
- Overpayments
- Performance Evaluations
LSU must do a better job with Student employees
A work group that includes personnel from administrative, academic, and auxiliary units was formed in August 2018 to present recommendations to improve student and graduate student employment at LSU.

- Work Group has 3 committees:
  - Policy
  - Operations
  - Talent Development

- Final recommendations are due to Steering Committee April 2019 for implementation for Fall 2019
# Student Employment Committee

## Steering Committee:
Donna Torres - Accounting Services, Danny Barrow - Enrollment Services, Amy Marix - Student Aid, & Gaston Reinoso - HRM

## Student Employment Committee Chair:
Sheantel Baker - Payroll

### Policy

<table>
<thead>
<tr>
<th>Chair: Niki Norton-HRM</th>
<th>Chair: Jessica Ott - Student Aid</th>
<th>Chair: Jesse Downs - Career Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Jenkins - Payroll</td>
<td>Rachel Stansbury - Student Aid</td>
<td>Sandar DiTusa - College of Science</td>
</tr>
<tr>
<td>Natalie Rigby - ISO</td>
<td>Sheantel Baker - Payroll</td>
<td>Kellie Guy - College of Humanities</td>
</tr>
<tr>
<td>Kevin Starns - Internal Audit</td>
<td>Tiffany Galasso - Grad School</td>
<td>Jamie Branch - Residential Life</td>
</tr>
<tr>
<td>Mallory Danzy - Academic Affairs</td>
<td>Chelsea Juneau - HRM</td>
<td>Meshelle Fargason - Library</td>
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<td></td>
<td>Courtney McDonald - HRM</td>
<td>Chandra Pidgeon - Rec Sports</td>
</tr>
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<td></td>
<td>Laurie Herrin - Student Aid</td>
<td>Trey Bickham - Engineering</td>
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Moving forward in the meantime

- What are your current processes for hiring students?
- Are they working?
- What can be done differently?
- How do you view student employees?
Best Practices for Student Employment:

- FASOP-AS-25
- Policies for Student Employment
- Don’t just press approve for Time Approval
- Investigate Unexplained Variances
- Reconcile your Ledgers
- Payroll Calendars and Deadlines
Best Practices for Student Employment:

- Job Aids
- Run Reports:
  - Payroll Accounting for Worker by Pay Period
  - Journal Line Details with Employee Name
  - Payroll Work Study and President Aid Charges
  - Trial Balance
  - Work Study Awards vs. Paid
  - Time Not Submitted
  - Time Not Approved
  - Time Block Detail by Entry Code or Calc Tag
A new student employee should be prepared to address the following items prior to or on their 1st day of work:

- Complete their employment paperwork or processes in Workday
  - Are you communicating items needed before the 1st day of work?
  - No I-9 - No job!
  - Direct Deposit
- Reviewing Policies such as Student Employment Policy, Confidentiality agreements, and Performance Standards, Tardiness & Absenteeism
- Address Mandatory Annual Trainings- Ethics & Sexual Harassment
- Work Schedule should be completed and Min/Max # of hours discussed
- Job Description & Expectations of the Job
- Dress Code
Performance Evaluations

Accounting Services evaluates a student’s work performance annually

• Students are evaluated on:
  1. Attendance
  2. Work Habits
  3. Job Performance

• Merit Increase Plan (if any, is determined by unit)
Email the Payroll Team with Student Employment Questions:
Marybeth Boyd: mboyd4@lsu.edu
Angie Ogle: aogle@lsu.edu
Ashlyn Caldwell: acaldwell1@lsu.edu
Questions?