

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

December 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 12th 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 16, 2022**. If the student is continuing as an LSU graduate student 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 12/10/22 – 12/23/22, time will be locked on **Monday, December 19th at 3 pm**. Payroll will process the morning of Tuesday, December 20th, so all time should be approved by close of business Monday. If a student is working December 20th-23rd, 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. You should use the following reasons in workday:

- Graduating Students: Involuntary – End of Contract/Expiration of Appointment
- Student resigns or indicated they are not returning: Voluntary – Separation – Students/GAs

Student Employment News

SEP Quarterly Meetings:

Thank you to all who came out to our SEP Quarterly in November! We had an amazing turnout and are excited to continue our meetings and training throughout the year!

Save the dates for our 2023 meetings. Calendar invites and more information including location, topics, and agenda to come!

- January 18, 2023 – 9:30 am
- April 19, 2023 – 9:30 am
- July 19, 2023 – 9:30 am
- October 18, 2023 – 9:30 am

Tip of the Month

New Employee Intake Form:

An employee intake form is a great way to gather information from new employees prior to their first day of work. This information can also be helpful when loading students into workday. Types of questions could include shirt size for uniforms, class schedules, emergency contact, or if they have worked on campus before. Attached is an example intake form that can be edited for your department's needs.

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's needs. [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 30 – Dec 9). [Students can reserve a room on our website](#) or drop-in.

Campus-Wide Lagniappe Internship Fund

Geaux after that internship opportunity with the help of the Lagniappe Internship fund! The Campus-Wide Lagniappe internship fund aims to reduce financial barriers LSU students may face when presented with out of state or unpaid internships. No student should pass up a career opportunity because of living expenses, travel, or unpaid opportunities. [Interested students can find more information and apply on the Olinde Career Center website.](#)

Graduate School Scoop

Starting this month, we will be including updates and reminders from The Graduate School in the SEP Newsletter. If you have any questions regarding graduate assistantships, please contact the Graduate School at gradawards@lsu.edu.

Graduate School Awards and Assistantships

Please be advised that PS-21 recently changed (see section J. a. on Page 6; https://www.lsu.edu/policies/ps/ps_21.pdf), requiring all departments on campus to complete an evaluation of their Graduate Assistants on a semester rather than a yearly basis. Toward the end of each semester, a portal will be open in InfoReady to complete the evaluation process. Currently, the Fall 2022 portal is open and on the home page of InfoReady. Instructions are included in the description section of the portal. Evaluation deadline is January 20, 2023. If you have any questions, please contact gradawards@lsu.edu.

Thank you,

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