

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## October Edition

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## Timely Reminders

### Issue with Duplication of Students in Workday:

Human Resources is seeing an influx of duplication of students. Please follow the jobs aids when hiring student employees to prevent creating a duplicate account for a student:

- [SEP Hiring Student Employees Job Aid](#)
- [SEP Quickstart Job Aid](#)

### Additional Hours for Fall Break and Thanksgiving:

Student employees can work an additional 4 hours each day for holidays and breaks. Please see below for the additional time students can work during the upcoming breaks:

- Week of Fall Break (October 8-14) – 8 Hours additional
- Week of Thanksgiving Break (November 19-25) – 10 Hours additional

## Student Employment News

### SEP Quarterly Meeting: **Tuesday, November 15, 2022, from 1:30 pm – 2:30 pm**

Save the date for the fall SEP Quarterly Meeting. This is an opportunity to meet to discuss student employment, answer questions, and listen to feedback. More information will be sent in a separate email!

### Work Study and President's Student Aid Job Profile:

This is a great time to check your student employees' Job Profile for accuracy. To check that students who have Work Study or President's Student Aid are being pulled from the correct account (and not

your departmental account), run the "Payroll Work Study and President Aid Charges" report. In workday:

- In the search bar type: Payroll Work Study and President Aid Charges
- Organization: You can leave blank
- Periods: You can leave this blank which will bring up all payments or you can select By Period Schedule and Biweekly (Student Schedule) and select the pay periods you are interested in.
- Earnings/Deductions: You can leave it as Work Study or change it to President's Aid by selecting Pay Components-President's Student Aid Pay or you can leave it blank, and all payments will show.
- Workers: Type the student's name
- If the student is Work Study or President's Aid and the pay shows "Base Pay-Hourly" then the funds are coming from your department's account.

## **Tip of the Month**

### **Terminating a Student Employee:**

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](mailto:stuemployment@lsu.edu).

## **For Your Students**

### **FAFSA Form Available:**

The Free Application for Federal Student Aid (FAFSA) filing season started **October 1, 2022**. Students must complete the FAFSA annually if they would like to receive aid. Please remind students, especially those who have received Work Study funding, to fill out the FAFSA. Work Study is awarded and reviewed annually by filling out the FAFSA. Students should complete the application as soon as possible since the Work Study program has limited funding.

### **Suit Up with JCPenney: 30% discount on professional attire through October 30<sup>th</sup>**

Event Details: The LSU Olinde Career Center has collaborated with JCPenney to provide exclusive discounts to the LSU community. Join us for this smart savings event to purchase full professional attire at 30% off for LSU students, alumni, faculty, and staff. The 30% off coupon can be applied to existing discounts on professional attire. Savings applies to select career dress apparel, shoes, and accessories. Students can shop in-store or online using LSU's coupon code from August 19 – October 30.

Event Access: Online or in-store access; get your 30% off LSU discount code by texting **LSU to 67292**. Starting now, shop the SuitUp Website for your professional attire or visit the Mall of Louisiana JCPenney to shop the in-store selection.

### **Office of Student Employment**

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