

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## September Edition

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## Timely Reminders

**I-9 Completions:** As your department hires new student workers, please complete the I-9 documentation by the specified timeframe below:

Per PS-33, “The student employee must complete Section 1 of Form I-9 by their first day of work. The employing department must complete Section 2 of Form I-9 by the end of the third business day after employment commences, even if the employee is not scheduled to work for some or all of that period.”

### **What Happens if we do not meet those deadlines?**

Non-compliance of any part of the Form I-9 (whether in tardiness, errors, incompleteness, falsification, etc.) has serious consequences to the University including significant penalties. The penalties range from \$110 to \$1,100 per violation, meaning that one Form I-9 could result in multiple penalties.

Employees who do not have the Form I-9 completed within the legal time frame, do not have proper authorization to work which could result in the termination of your new employee.

**Timekeeper Responsibility:** If a Timekeeper will be entering time in Workday for a student employee, a completed paper timesheet will need to be retained. The timesheet should be signed by the employee and the supervisor verifying the time entered. The original source timesheet must be retained for 5 years.

## Student Employment News

### **Earning Academic Credit and Wages Concurrently for Student Employment:**

Per PS33, “Any student may earn academic credit as well as compensation for their employment.”

### **Submitting a Student Employment Appeal:**

- **Requesting a GPA Appeal:** Per [PS33](#), students with a cumulative GPA below a 2.0 or students on academic probation are not eligible for student employment unless an appeal has been granted. You can submit an appeal using the [Online Appeal Form](#).
- **Requesting to work more than 20 hours Appeal:** Per PS33, Student employees are not allowed to work more than 20 hours per week during the fall and spring semesters. You can submit an appeal for a student to work up to 25 hours per week with justification using the [Online Appeal Form](#).

### **Tip of the Month**

**Onboarding New Hires and Reminders for Continuing Student Employees:** The first few days and weeks of a student's employment experience in your office establishes the expectations for the job and your department. Follow our checklist below to help ensure you set your student employees up for success!

- Email Preparing New Student Employees
  - Prior to their first day of work, you will want to reach out to new employees to inform them of [required documents for beginning work](#) and any policies or expectations.
  - View our [sample email templates](#) for onboarding new student employees.
- Office Policies
  - You should share your policies with students upon offer to hire, during trainings, and at performance evaluations.
  - Download this [sample office policy document](#).
- Employee Intake Form
  - You may determine that there are specific questions you need answered by new employees prior to their first day of work, or in their first week. For example, shirt size for uniforms, class schedule, phone number, etc. Sending new hires an employee intake form to return to you can help you gather this information.
- Standard Training Plan
  - Think about the needs of your office. Should student employees be trained as a group or during one-on-one trainings?
  - At the bare minimum, you should be planning to provide student employees with a tour during their first days in the office, introduce them to staff, and review office policies.
- List of Mandatory Trainings and a Plan to Track Completion
  - You will need to ensure student employees have completed [mandatory trainings](#) required of all state employees.
- Time-tracking Process
  - Supervisors are responsible for ensuring students adhere to scheduled hours and are logging their time for payment.
  - Communicate to employees the steps they need to take each day/week to log hours.

## **For Your Students**

### **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.

### **Career Expo:**



[LSU's Career Expo](#) connects students and alumni of all majors with various employers from across the country to form valuable career connections through a day of networking.

**Date:** September 13, 2022

**Time:** 11 a.m.–4 p.m.

**Location:** Pete Maravich Assembly Center, LSU Baton Rouge campus