

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## February Edition

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## Timely Reminders

### Student Employee of the Year Nominations Open:

We are excited to release the Student Employee of the Year nomination form. The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. [More information can be found on our website.](#)

#### LSU SEOTY Nomination Process

- Students can be nominated in the following categories:
    - Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution
    - Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative
  - Units can have one nomination per category (1 for Purple and 1 for Gold).
    - You can nominate one student for both categories (Purple and Gold)
- OR**
- You can nominate one student for the Purple Award and another student for the Gold Award.
- To qualify for the 2023 Student Employee of the Year award, students must have worked a minimum of 6 months during the period of June 2022 – May 2023 (anticipated).
  - Graduate Assistants and Teaching Assistants are **ineligible** for Student Employee of the Year
  - The LSU SEOTY committee, consisting of staff from across campus, will review nominations and determine a SEOTY winner for each award. Award winners will receive a scholarship.
  - All nominees and their supervisors will be invited to a Student Employee of the Year reception, held the week of April 10th – 14th.

**SEOTY Nomination Form** – The student employee's supervisor should submit the Nomination Form by **Friday, March 10, 2023** to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

## **Student Employment News**

### **SEP January Quarterly Meeting Recap:**

Thank you to all who attended our January Meeting! Please find some of the information covered below:

- Student Employee Wage Data – The data that we discussed is in the attached document. We hope to continue pulling and sharing this data to help inform wage decisions.
- SEP Community – Teams Channel – All SEPs will be invited to a Teams Channel to help connect with each other. The Channel will be a place to share resources like job descriptions, handbooks, forms, etc. It will also be a place for discussion and sharing among SEPs.

Save the dates for our upcoming 2023 meetings. Calendar invites along with more information to come!

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

## **Tip of the Month**

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

This is a great time to check your student employees' Job Profile and earnings 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. This will also let you check the amount your student has earned. In workday:

- In the search bar type in: 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 in 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.
- To calculate earnings:
  - You can add up all earnings for this academic year.
  - Or export to excel, filter by academic year, and then total the earnings column.

## **For Your Students**

### **Student Employee Professional Development Program:**

Student Employee Professional Development Program is entering its second year! The purpose of this program is to provide valuable modules, resources, and conversation topics for Student Employment Partners (SEPs) or supervisors to provide their student employees throughout the academic year. This

program will specifically focus on how student's current positions develop transferable skills and how to effectively communicate them as well as prepare students for the transition from college to career. Our hope is each student employee will be given the opportunity to work through these modules as part of their assigned duties. If they are not able to complete the modules during their assigned shift, you may consider approving up to 2 hours of remote work for students to work through the modules from home. See our website for [Remote Work Considerations](#) and the [Remote Work Weekly Report and Reflection Form](#).

Please direct your student employees to enroll in the free, not-for-credit online course by following the steps below:

- Use your LSU credentials to log into Moodle.
- From the home page, scroll to the bottom and enter "Olinde Career Center On-Campus Student Employee Professional Development Series" in the search box (or use this direct link: <https://moodle.lsu.edu/course/view.php?id=13430>)
- On the next screen, click the enroll option.

Please let us know if you have any questions, feedback, or ideas for enriching this program by contacting Sam Press, [spress@lsu.edu](mailto:spress@lsu.edu).

## **Graduate School Scoop**

If you have any questions regarding graduate assistantships, please contact the Graduate School at [gradawards@lsu.edu](mailto:gradawards@lsu.edu).

### **GA Appointment Approval Checklist:**

Attached is the GA Appointment Approval Checklist that was discussed at the January SEP Meeting.

Thank you,

### **Office of Student Employment**

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