

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

January Edition

In this issue:

1. Timely Reminders: See attached for Payroll Reminders and Updates
2. Student Employment News: SEP January Meeting – January 18, 2023, 9:30 am – [Please Register!](#)
3. Tip of the Month: Performance Evaluations
4. For Your Students: Spring Involvement Fest & CAS Semester Toolkit
5. Graduate School Scoop: Reminders from the Graduate School

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 until classes begin on January 17th.
- 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.

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.

Terminations:

Please process terminations for any students who graduated or did not return 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.

Payroll Reminders and Updates:

Please find reminders and updates from payroll attached. These were included in the Accounting Services Newsletter sent this month.

Student Employment News

SEP January Quarterly Meeting: January 18, 2023, 9:30 am – 11:00 am

Please register to attend

Agenda:

- **January 18, 2023, 9:30 am – 11:00 am**
- **Magnolia Room, LSU Union, 3rd Floor**

Based off the feedback at the November meeting, this will be a joint meeting with the Graduate School. The general student employment items will be discussed from 9:30 am – 10:15 am. The Graduate School will present from 10:15 am – 11:00 am.

9:30 am – 10:15 am	<u>Student Employment</u> <ul style="list-style-type: none">• Student Employee Wage Data• Student Employee of the Year• SEP Community – Teams Channel
10:15 am – 11:00 am	<u>Graduate School and Graduate Assistantships</u>

Save the dates for our upcoming 2023 meetings:

- 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

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. [Check out our resources and examples for performance evaluations on our website.](#)

For Your Students

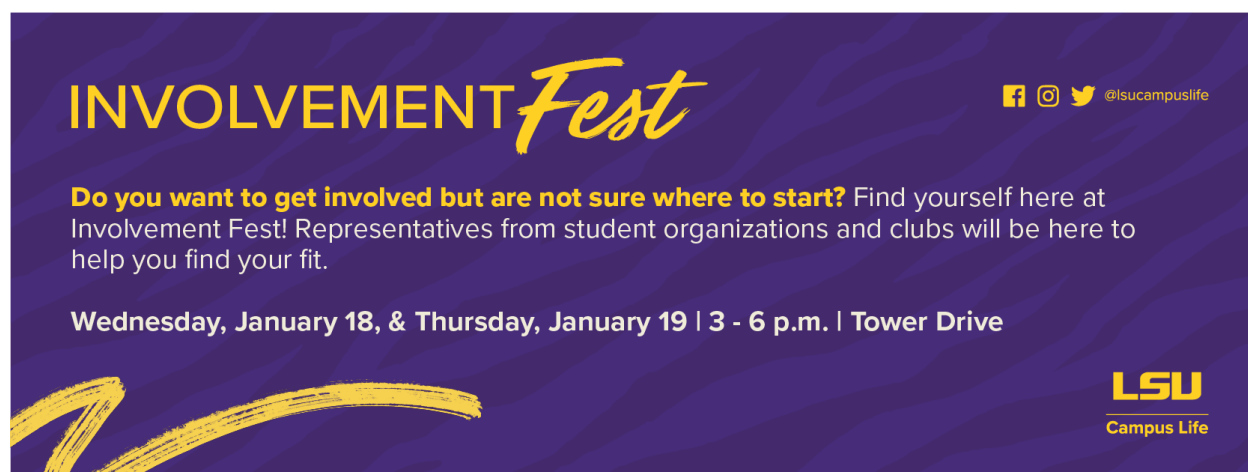
Spring Involvement Fest:

Wednesday, January 18 and Thursday, January 19

3 - 6 p.m.

Tower Drive

LSU has over 400 student organizations, and we're here to get you connected outside of the classroom. Representatives from student organizations and clubs will be here to help you find your fit. Come meet our incredible student leaders as we continue to build a great campus community together.



Center for Academic Success Semester Toolkit:

Start your semester off right with [The Center for Academic Success Semester Toolkit](#). The CAS Semester Toolkit will help you organize your time, engage in your classes, and get the most out of your studying. Tap into these tools to help you implement the CAS Study Cycle and excel in your courses all semester long! [Check out the toolkit here!](#)

Graduate School Scoop

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,

Office of Student Employment

LSU Olinde Career Center
Louisiana State University
158 LSU Student Union, Baton Rouge, LA 70803

office 225-578-2162 | fax 225-578-8927

stuemployment@lsu.edu | lsu.edu | lsu.edu/careercenter