

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

May Edition

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Timely Reminders

End of Year Dates:

May 15, 2023 – Students can begin working up to 40 hours per week. If student employees are enrolled in summer sessions, their hours will need to be adjusted for the weeks they are in session.

May 19, 2023 – Commencement

- Last day that graduating seniors can work.
 - If they will be continuing in school (grad school, med school, etc.) in the fall semester they are allowed to work under the “Student – Non-LSU” workday profile. Please see the document attached for more information.
- Last day that students can work on 2022/2023 President’s Student Aid or Federal Work Study.
 - If your student employee who was on PSA or WS Funds will continue working over the summer on department funds, the job profile should be changed with a “Change Job” to “Student-LSU” profile and the compensation end date will need to be removed.

Summer Work Study – If your student employee has Work Study for the summer:

May 20, 2023

- Process Job Continuation effective 5/20/2023 and change compensation end date to 5/17/2024 (unless student is graduating earlier)
- Must be registered for 6 hours for summer session to utilize Summer Work Study

Student Employment News

Summer Employment Guidelines:

Students NOT enrolled in summer courses:

1. Must complete spring as at least half time

2. Must be pre-registered at least half time for upcoming fall
3. Must not be on academic probation and have at least a 2.0 overall GPA.

They can work up to 40 hours per week.

Students enrolled in summer courses:

1. Must be enrolled at least 3 hours for summer
2. Must not be on academic probation
3. Must have at least a 2.0 overall GPA

While a student is participating in summer session, they are allowed to work 20 hours per week.

***A student on Work Study must maintain at least 6 hours during the summer in order to use Work Study Funding.**

Procedures for Non-LSU Student Employees:

We recently updated the student employee procedure regarding non-LSU students during semester breaks. The change impacts procedures for those students who:

- Graduated LSU A&M in the previous semester and attending Graduate School at another institution in the upcoming semester.
- Graduated from another institution in the previous semester and attending LSU A&M in the upcoming semester.
- Attended another institution in the previous semester and attending LSU A&M in the upcoming semester.

These students are now allowed to be student employees under the “Student – Non-LSU” workday job profile.

*The main requirement is that a student (regardless of institution) was enrolled in the previous semester and will be a student enrolled in the upcoming semester.

Please see the attached document for more information.

SEP April Quarterly Meeting Recap:

Thank you to all who attended our April Meeting! Please find the slides and information attached.

SEP Quarterly Meeting: Next – July 19, 2023, 9:30 am – 10:30 am

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

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

SEOTY Reception

Thank you to all who submitted nominations for Student Employee of the Year!

Our reception for nominees was held on April 13 at Lod Cook. The Student Employee of the Year Purple Award went to Caleb Langley from the College of Music and Dramatic Arts and the Gold Award went to Brittany Boucher from the Veterinary Teaching Hospital-Large Animal. Congratulations to all our nominees!

If you nominated a student or attended the reception, please take a moment to fill out our [feedback survey](#).

Tip of the Month

Terminating a Student Employee:

Please process terminations for any students who are graduating or not returning to their student employee position in a timely manner. Student Workday profiles should not be active if the student is no longer working or has graduated.

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.

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 (May 3 – 12). [Students can reserve a room on our website](#) or drop-in.