

APPRECIATING STUDENT EMPLOYEES

EMPLOYING DEPARTMENT NEWSLETTER

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." - Maya Angelou

April 2021

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Timely Reminders

Student Employee Appreciation Week is next week - April 12–18

Join us in recognizing the contributions and celebrating the career development of student employees across campus during National Student Employee Appreciation Week.

Recognition Toolkit: Find inspiration and ready-to-use templates for recognizing student employees in the [Student Employee Appreciation Toolkit](#)! Make appreciation a year-round part of your workplace culture, not just during Student Employee Appreciation Week.

Join the Conversation: Tag @LSUCareerCenter in your posts recognizing the hard work of student employees!

Last day to Work: May 7th is the last day to work for students that are graduating or not returning in the fall. Any students graduating in May or not returning in the fall should be terminated in Workday after the student has been paid for all time worked, using the end date of 5/7/21. See [job aid](#) for terminations.

Work Study/President's Student Aid: May 7th is the last day that 2020-21 Work Study or President's Aid funding can be used to pay student employees. If the student will continue working through the summer (and therefore paid by your departmental budget), please change job profile to student-lsu effective 5/8/21.

Tip of the Month

Supporting Student Employees Through Recommendation Letters

Spring is a busy time for students seeking summer experiences, graduate school admission, scholarship programs, or full-time jobs following May graduation. You play an important role in supporting their next step through recommendation letters. Consider the tips below when writing, and [view this full article, complete with an example template](#), to get started.

- **Collect important background information** including the job description or program website and the student’s most recent résumé.
- **Ask the student for any specific experiences or projects** that they would like you to highlight.
- **Give tangible examples** and quantify contributions when possible, keeping the content relevant to the opportunity.
- **Confirm the deadline** with the student, any required file formatting, and how to submit.

New in Student Employment

Federal Work Study Award Increases

Financial Aid and Scholarship has increased the maximum award amounts for Federal Work Study for the 2021-22 academic year. Students with the Summer/Fall/Spring award will receive \$3,600 and students with the Fall/Spring award will receive \$3,000. This is an increase from \$2,400 and \$2,000 respectively.

The Payroll Work Study and President Aid Charges report in Workday allows you to review total amount expended by student employee in real time. You can access the report by putting the report title in the search bar.

For Your Students

Virtual Workshops for Major and Career Decisions

As students complete their course scheduling, they may have doubts about their major or career. Consider directing students with concerns to these virtual programs. Students can register by logging in to Handshake and searching for the program name under the Events tab.

- Major Sweat: How Do I Choose My Major? on April 8
- Passion: How to Discover Yours on April 15
- Career Convo: Talking to Family about Career on April 21

Drive-In Movie

Our next Drive-In Movie is this Thursday, April 8 featuring Mad Money! Students must register to attend. [Click for more details and to register for the Drive-In Movie.](#)



Past newsletters are archived on our [website](#) for your convenience!