

# CAREERS START HERE

STUDENT EMPLOYEE NEWSLETTER

## August Edition

In this issue:

1. On Campus Job Fair: **Registration deadline August 11<sup>th</sup> at 4:30**
2. Timely Reminders: Hiring for Fall, Job Profile Change, Work Study dates
3. New in Student Employment: Careers Start Here
4. Tips of the Month: Processing Lateral Moves and Hire Entries
5. For Your Students: Fall Semester Check-In

## On Campus Job Fair

The On Campus Job Fair will be held Tuesday, August 17th from 2:30 – 4:30 p.m. on the PMAC Concourse. This is a great way to meet potential student employees! Even if you have completed your fall hiring, this is still an excellent way to promote your department as a top choice for future employment. Registration is free but the deadline is quickly approaching – **TOMORROW – Wednesday, August 11th at 4:30 p.m.** [Register TODAY!](#)

*We are monitoring LSU's event policies in relation to Covid-19, and should we need to make changes, all registrants will be notified in a timely manner.*

## Timely Reminders

**Hiring for Fall:** With an anticipated 7,000 new students and a return to campus this fall, we anticipate heavy student interest in on campus employment opportunities.

We recommend that you post open positions in Handshake ASAP to ensure you reach the maximum number of jobseekers. [View steps for posting and hiring employees](#) and [tips for onboarding new employees](#).

**Job Profile Change:** Don't forget to change students on budget back to Work Study or President's Aid and any non-lsu students to student-lsu where applicable. Check your students periodically to be sure that they are being paid from the correct account. To check you can type in "Payroll Work Study and President Aid Charges" in the search bar to see what account the student was paid from.

**Work Study/President's Aid effective date:** Students can begin using 2021/2022 Work Study and President's Aid August 16 but the effective date in Workday should be August 14 for Payroll purposes to reflect the beginning of the work week.

**Work Study/President's Aid end dates:** The actual compensation end date for 2021/2022 Work Study and President's Aid will be May 20, 2022. If the student is graduating in December it will be December 17, 2021.

## New in Student Employment

We are excited to officially launch the Careers Start Here campaign! This campaign will introduce the greater campus community to the Student Employment Office and the resources we offer.



We believe careers can start with impactful on-campus student employment opportunities. As employers, you are critical to the success and retention of our students. The Student Employment Office is here to assist you, providing hiring, onboarding, and supervision support for employers and guidance, skill exploration, and professional development opportunities for students.

Our goal is to support the campus in developing a more productive student workforce at LSU. After all, the experiences you provide can start careers! For more information, visit the [Student Employment Office](#) page or contact [Alyssa Jacobs](#), Student Employment Program Director.

### Tips of the Month

**Lateral Moves:** When students are switching departments, it is not necessary to terminate and re-hire. You can process a lateral move so the student does not have to go through onboarding again. If you are the hiring department you will enter Worker All Jobs in the search bar, enter the student's name and Request Transfer from the Actions tab. If you are the current department you can process a Change Job – Lateral Move action to move them from one position to another.

**Hire Entries:** The Country field on a pre-hire should always be United States of America. Do not use special characters in an employee's Legal Name (à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü). Employee names should be in sentence case, no prefix, and if they have Jr., Sr., I, II, etc. be sure that's entered in the Suffix field.

### For Your Students

Now is a great time to check in with your students to see how they are feeling about the fall semester and help them think through their availability. Is their class schedule finalized? Are they still on any waitlists for classes that could impact their current availability? Have they thought about travel time to and from classes/work? Are they participating in Greek Life recruitment or volunteering for any Welcome Week events that could impact their availability next week?

Are they concerned about their course load or any of their course topics? This would be a great time to remind them about the academic support available through the [Center for Academic Success](#), including time management resources! What do they need from you to feel confident and set up for success for the start of the semester?

