

SEMESTER WRAP-UP

EMPLOYING DEPARTMENT NEWSLETTER

Special Edition – Semester Wrap-up

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Timely Reminders

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), job profiles must be changed to update the student job profile to "student-lsu", ensure correct worktag, and pay rate-effective 5/8/21. If the summer job responsibilities vary from the regular job, you may consider moving the student into a summer position.

Summer Work Regulations: Per [PS-33](#), students may work up to 40 hours per week when school is not in session. If **not enrolled** in summer school, student employees may work 40 hours per week if they were enrolled half-time in the previous spring semester AND are enrolled half-time for the upcoming fall semester. [View more FAQs on this topic.](#)

On Campus Jobs Fair – Save the Date: The On Campus Jobs Fair will be held Tuesday, August 17th from 1:30-3:30pm on the PMAC Concourse.

Tip of the Month

Wrapping up the Semester:

Feedback– If you haven't already, consider rounding out the semester by having brief evaluation or exit meetings with each student employee. Giving feedback to student employees now ensures they continue to learn and improve their skills. It is also a great way for you to identify how you can better support student employees.

[View tips on evaluations including a template evaluation form.](#)

Return for Fall– Ask employees whether they intend to return to work for your office in the fall. If not, we recommend that you post open positions in Handshake by June 15 to ensure you reach the maximum number of jobseekers over the summer.

View steps for posting and hiring [employees](#) and [tips for onboarding new employees](#).

New in Student Employment

We're Hiring: Program Director

Reporting to the Director of the LSU Olinde Career Center, this position will spearhead the campus-wide student employment function; supervise the Student Employment Coordinator; lead the planning, implementation, and evaluation of operational practices, activities/programs, and training to bring intentionality to the student employment experience at LSU. [View more information about this exciting opportunity.](#) Application deadline is Wednesday, April 28th.

For Your Students

Workday Profile Address Check

The end of the semester is a great time to remind your students to check their Workday profiles. Students who are graduating or leaving the university should ensure that workday has a valid mailing address listed for them, as this will be where 2021 tax forms will be mailed in 2022. Only students who are separated from the university will receive mailed tax forms.

Graduating Student Survey

Remind graduating student employees to complete this survey before graduation. This survey helps the university measure success in preparing students for life after graduation. Students can log in to Handshake to complete the survey at lsu.joinhandshake.com.

Alumni Career Resources

Our support doesn't stop at graduation— alumni can utilize our resources, including meeting with career coaches, utilizing Handshake, and attending our career events, long after graduation. To update their Handshake account with a personal email, graduates can email career@lsu.edu with their LSU email address and the personal email address they wish to update with.

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