

# CAREERS START HERE

STUDENT EMPLOYEE NEWSLETTER

## December Edition

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## Timely Reminders

**Graduating Students:** The last day for a graduating student to be on a budget is Commencement Day, December 17<sup>th</sup>, 2021. If the student is continuing as an LSU graduate student and has classes registered for the spring, they can continue to work as a student employee.

**Winter Break:** The last official day of the semester is Commencement Day, December 17<sup>th</sup>, 2021, for student employment purposes. Students enrolled for the spring who would like to work between semesters are able to work up to 40 hours per week.

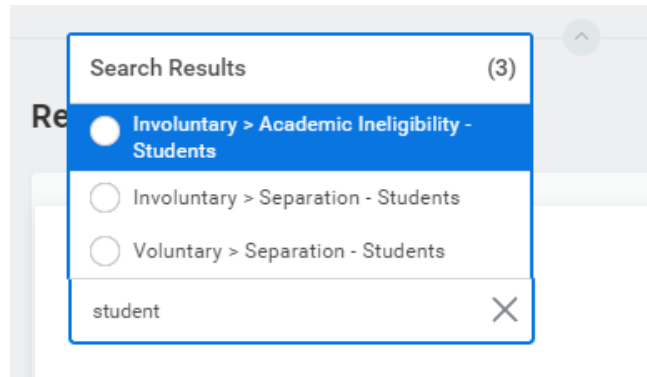
- Any students enrolled in Wintersession (December 16<sup>th</sup> – January 10<sup>th</sup>) may only work up to 20 hours per week unless an [appeal](#) to work up to 25 hours has been approved by the Student Employment office.
- Please note campus will be closed for Winter Holiday December 23, 2021 – January 3, 2022.

**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 as approved in the fall, you must fill out a new appeal for the spring. We will begin processing [appeal requests](#) once fall semester grades have posted.

**Terminations:** Please process terminations for any students who are graduating or not returning 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. When loading these student terminations in Workday, please ensure that the accurate reason code and dates are selected before submitting for approval. Inaccurate information can cause issues with unemployment insurance, rehire eligibility, and much more.

### How do I know I have selected the right reason code?

Currently, there are three reason codes that should be used for student separations. All other reason codes should not be used when terminating a student employee in Workday.



- Involuntary Academic Ineligibility – Students
  - This code should be used when the student is no longer academically eligible to work.
- Involuntary Separation – Students
  - This code should be used when the department has released the student for a good business reason.
- Voluntary Separation – Students
  - This code should be used when the student has graduated or when the student voluntarily resigns.

#### What dates should I use when terminating a student employee?

**Details**

Termination Date \*

Last Day of Work \*

Pay Through Date \*

Resignation Date

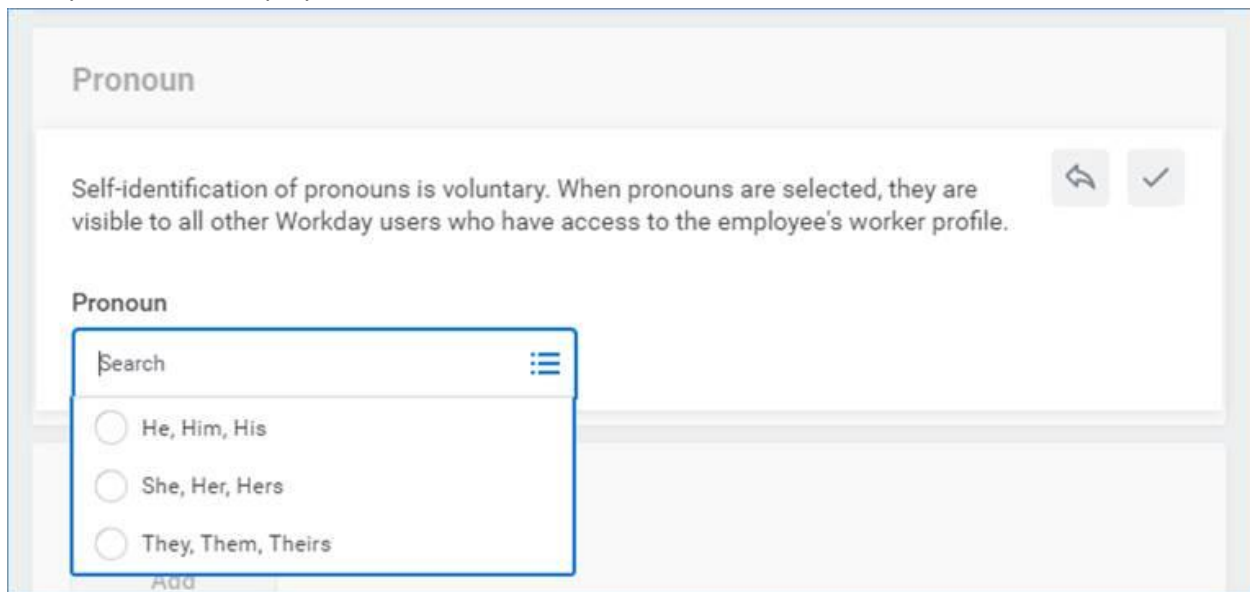
- The **termination date** should reflect the last day of the semester, the student’s last day of work, or their resignation date.
- The **last day of work** should reflect the last date of **approved** entered time worked.
- The **pay through date** should reflect the day that the student should be paid through.
- If the student employee formally resigned and provided notice, that date should be reflected in the **resignation date** field.

*It is very likely that all four dates will be the same.*

## New in Student Employment

**Student Employee Newsletter:** Beginning in January, we will be sending a monthly Student Employee Newsletter to all student employees! We are excited to use this as an opportunity to promote development opportunities, resources, and continue to help our students connect the work they are doing on campus to professional competencies. We will continue to update you about relevant topics in order to encourage dialogue and conversations between you and your student employees! If you have any topics you think our students should know about, please let us know!

**HR Update - Workday Pronouns:** The “Gender” field has been updated to “Legal Sex” and employees now have the ability to self-identify their pronouns in Workday under Personal Information. Self-identification of pronouns is voluntary and can be elected or removed at any time by the employee with no review or approval step. These pronouns will be visible to anyone that can view the employee’s profile and HR has included help text within the section to indicate this. Please share this information with your student employees.



## **Student Employee Professional Development Program**

**December/January Topic** – Each month a new module will post in Moodle and we will highlight talking points in the SEP Newsletter on ways you can engage with your students about these topics: Workplace Values

Follow ups from last month: Networking and Personal Branding

- What did you learn from your Informational Interview?
- Were there any roadblocks?
- How will you continue this professional relationship?
- How have you continued to build your personal brand since last month?
- What would you like to accomplish prior to the end of the year?

This month’s topic: Values

- After completing the Values Worksheet, what values do you find congruent with your work as a student employee?
- If there is a disconnect, what can you as a supervisor do to help bridge the gap?

How will these values effect your future students' job search? Professional search?

## Tips of the Month

**Performance Evaluations and Plans to Return:** If you haven't already, consider wrapping up 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 a great way for you to identify how you can better support student employees. [You can view resources for performance evaluations on our website.](#)

This is also a great time to check in to determine who is coming back for the spring semester.

**Planning for Spring:** After determining your hiring needs, be sure to post any openings on Handshake. Not only do we expect a group of incoming transfer and freshman students looking for student employment, but many of our existing students will use the break to job search. [Visit the website for hiring and Handshake resources.](#)

## For Your Students

**Celebrate the Semester:** Now is a great time to celebrate the hard and success of your student employees this semester. See below for a few ideas to help them feel supported and appreciated as they go in to finals week:

- Grab and Geaux study snacks – coordinate with the rest of your team to provide study snacks your student employees can grab and geaux (or create individual bags for each student to pick up during the week)
- Breakfast break – provide coffee and/or breakfast items one morning during finals week for students to come fuel up before they take on their exams or a day of studying.
- Kudos bags – have each student employee decorate their own paper bag (or simply write their names out) and encourage the entire staff to drop in words of encouragement for finals week
- Email of encouragement – is your student employee team too large to coordinate individual items for? Consider sending out something as simple as an email of encouragement. Encourage other staff in the office to contribute their words of wisdom, thanks (for a great semester), and encouragement!

**Support Before Spring:** The break in between semesters is a great time for career support! Our office will be open and seeing students (with the exception of the campus closure for Winter Holiday December 23, 2021 – January 3, 2022). Encourage your students to set up an appointment and utilize this downtime to explore majors, get resume and cover letter support, set up a mock interview, and more!

**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](mailto:career@lsu.edu) with their LSU email address and the personal email address they wish to update with.

Past newsletters are archived on the [Student Employment Office website](#) for your convenience!