

CAREERS START HERE

STUDENT EMPLOYEE NEWSLETTER

November Edition

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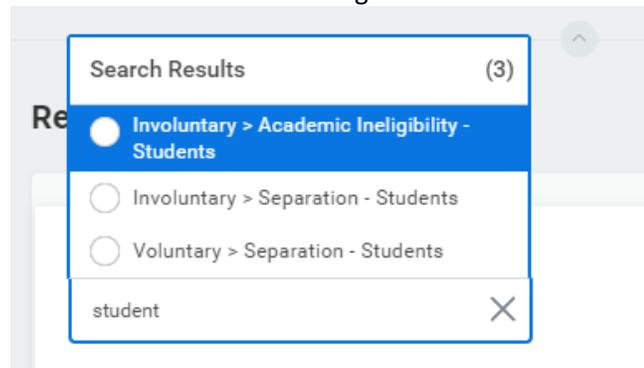
Timely Reminders

Work Study/President's Aid Loading in Workday: If your unit is eligible to hire Work Study or President's Aid students, please utilize the Payroll Work Study and President Aid Charges report in Workday to confirm your students are pulling from the correct funding source. If you have questions regarding a student's Work Study or President's Aid eligibility, please contact stuemployment@lsu.edu

Terminations: The end of the fall semester is approaching and soon you will be loading your student terminations in Workday. 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. Student worker terminations should be loaded in a timely manner. Student Workday profiles should not be active if the student is no longer working or has graduated.

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 worker 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 worker?

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 worker 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.

Career Champions Program: We know that students seek career advice from those they know and trust, and we want to support you in that process and recognize you as a partner of the LSU Olinde Career Center. The Career Champions program provides a tailored curriculum centered on giving LSU Faculty and Staff the skills, knowledge, and resources they need in order to help students through the career development process. The final Career Champions session of the semester is **November 4th from 1 – 4:30 p.m.** This will be a virtual session. [Register here.](#)

New in Student Employment

SEP Round Tables: We are offering our first ever SEP Round Table meetings today and tomorrow! If you were not able to attend today’s in person meeting, please join tomorrow via Zoom:

- Zoom: Tuesday, November 2nd, 2:00 – 3:30 p.m.
 - <https://lsu.zoom.us/j/96933897019>
 - (include calendar attachment)

Student Employee Professional Development Program

November Topic – Networking and Personal Branding: 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:

November Talking Points:

- What is networking and why is important?
- What are opportunities you can network within our office? our department? our university? beyond?
- Who would be good targets for informational interviews?
- What do you want your personal brand to be? Empower your student by giving them your (positive) view of their brand.
- What unique skills and experiences is your student taking away from their employment; what transferrable skills will make them valuable in their future career?

Tips of the Month

Preparing for Finals Coverage: Tips for finals coverage

- Considering reaching out this month to check in on how your students are feeling about finals, their availability to work during finals week, and availability/interest in working over break. A great time to do this is when reaching out to schedule their performance evaluation. See below for a “Things I Need From You” email list:
 - Review your eval time (attached) – also don’t be stressed about evals! This is just a time for us to chat about your work and your goals!
 - Do you want to work finals week?
 - If you do want to work, send me your availability for that week! (Make sure you block off enough time to study)
 - Do you want to work the week after finals (December 13th – 17th)
 - Do you want to during winter break? If so, are you taking any Wintersession courses?
 - Send me your spring schedule once you have it.

For Your Students

First-Gen Career Mentor Program Deadline Extended to December 1st: See below for an email you can send to your students encouraging them to participate!

Dear Student,

Are you #FirstToRoar? Register today for the LSU Olinde Career Center’s [First-Gen Career Mentor Program!](#)

If you’re a first-gen student, this program can connect you with a mentor who has been where you are. They can share their career journey and advice to support you in your own career path.

- **Program Eligibility:**
 - First-generation LSU student
 - All undergraduate students
 - Currently enrolled and in good standing with the university
- **Application Process:**

- Application Deadline: Wednesday, December 1, 2021
- Must submit the [Student Mentee Application](#) to be considered
- Selections will be notified via email by Wednesday, January 5, 2022
- **Expectations & Time Commitments**
 - 1-2 hours per month meeting with mentor
 - [Attending monthly workshops](#)

Not a first-gen student? Share this with your first-gen friends at LSU who you know would benefit from this program.

Contact the LSU Olinde Career Center for questions at career@lsu.edu or visit lsu.edu/career.

Final Exam Schedules

Students having three or more final examinations in a 24-hour period may request permission to take no more than two examinations on the day concerned. Requests for special arrangements will be considered only when the three or more examinations cover more than seven (7) hours of credit work. These requests should be made to the dean or director at the college or school in which the student is registered. The dean or director is authorized to determine which of the examinations is to be taken at a time other than originally scheduled; that decision is final. A student scheduled for examination in two subjects at the same group examination period shall report for examination in the class listed first in the above schedule; the instructor of the other class shall arrange a special examination for the student. In case of a conflict between a group examination and an examination in a class for which a group examination is not scheduled, the instructor of the class having the group examination shall arrange a special examination. So that instructors concerned may have adequate notice for rescheduling examinations, students with schedule problems must have all arrangements completed by 4:30 on Friday, November 5. Instructors will make no changes in the examination schedule without the permission of the department head and the dean of the college.

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