

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

May Edition

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Timely Reminders

End of the Semester Key Dates:

- Commencement (May 20th): Last day to work for graduating seniors. Last day to use 2021/2022 Work Study and President's Aid
- Summer Work Study can be used beginning May 16th. Must be enrolled at least 6 hours in order to use summer Work Study
- Save the Date: On Campus Jobs Fair – Wednesday, August 17th 1:30-3:30pm

New in Student Employment

The termination business process for student employees has been separated from the larger termination process for employees in Workday. The Student Employment Office has worked with HRM to refine reasons and create appropriate routing for terminations.

The following reasons are allowed for terminations for student employees. We have provided context around the use for each reason so that we have a clear understanding of reasons for terminations in annual reporting. **Please READ carefully!**

Involuntary-Academic Ineligibility-Student/GAs

- To be used when a student employee's grade point average or enrollment status is not compliant with PS33.

Involuntary – End of Contract/Expiration of Appointment

- To be used when the student employee's established employment term ends; when a student employee hasn't worked in 4+ months with no intent to return; or when a student graduates.

Involuntary – Lack of Funding

- To be used when the student employee's position can no longer be funded, and therefore requires termination of the position.

Involuntary – Separation – Students/GAs

- To be used when a student is terminated for performance reasons. This reason will route to the Student Employment Office for review to ensure that basic expectations of the department and job were communicated to the student employee, that any issues were addressed directly, documented, and an opportunity to correct behaviors, if appropriate, was given. The Student Employment Office will "send back" any terminations that don't align with the reasons for this category.

Voluntary – Separation – Students/Gas

- This reason is to be used when the student employee resigns; when a student employee indicates they will not return to work; or for any other student-initiated separation.

Tip of the Month

If a student was on Work Study or President's Aid for the spring and will continue to work summer on departmental funds be sure to remove the compensation end date so the student will continue to be paid.

Summer Employment Eligibility Requirements

Students NOT enrolled in summer courses are allowed to work up to 40 hours per week if:

- 1) They completed the prior spring semester enrolled at least half time **and**
- 2) Are pre-registered at least half time for the upcoming fall

Students enrolled in summer classes can only work 20 hours per week during their summer enrollment period.

Enrollment of 6 hours during the summer is required to utilize Work Study funds to pay an eligible student employee during the summer term.

For Your Students

Study in the Center



STUDY IN THE CENTER

Book a private study room on the second floor of the career center and get prepped for finals!

May 4-13

8 a.m. - 4 p.m.

Monday-Friday

Sign up with link in bio!



linktr.ee/LSUcareercenter



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