

**LSU**

## Student Employment

- Monthly Business Manager's Meeting
- October 2018
- Presented by: Accounting Services





- 46% of LSU's work population are Students and Graduate Students

LSU Employee Count as of September 2018		
Employee Type	Count	% of Population
Other Academic	709	4%
Wages as Earned	950	5%
Classified	1516	8%
Transient	1545	8%
<b>Graduate Assistants</b>	<b>2308</b>	<b>12%</b>
Professional/Unclassified	2483	13%
Faculty	3037	16%
<b>Students</b>	<b>6361</b>	<b>34%</b>
<b>Total</b>	<b>18,909</b>	<b>100%</b>



- **What students do for us:**

- Perform duties or fill gaps otherwise provided by full-time staff
- Promote the LSU brand
- Promote LSU as a potential employer

- **What we do for students:**

- Provide a quality education
- Provide an introduction into workforce
- Provide valuable work experience
- Teach them how to be a valued employee

**A MUTUAL BENEFIT: LIFELONG RELATIONSHIPS**



## Why is Student Employment important to LSU?

- It's LSU's Mission
- A Link to Student Retention
- Provides a means for students to supplement tuition cost and living expenses
- Fill personnel gaps in departments
- Department budgets
- Students are tomorrow's workforce



## Current State of Student Employment:

- Number of Inefficiencies
- “Special” Type of Employee
- No centralized office or voice on current policies





## I-9 Process-Student Employment

- 73% of I-9's not in compliance are Students or Graduate Students
- University has a risk of approx. \$1,800.00 per infraction.
- Potential liability of \$42 million

I-9's still in progress after 3 days	
Employee Type	% of population
Classified	2%
Professional / Unclassified	2%
Termed	2%
Other Academic	2%
Wages as Earned	3%
Faculty	5%
Transient	12%
<b>Graduate Assistant</b>	<b>13%</b>
<b>Student</b>	<b>60%</b>
<b>Total</b>	<b>100%</b>



## Other areas of concern:

- Onboarding
  - Increased # of students not receiving pay on-time
  - Increased # of checks
  - Tax information is incorrect
- Overpayments
  - 2017- LSU had approx. 500,000 in overpayments
  - **52% of all overpayments were Graduate Students**
  - 2018- LSU has so far 1.1 million in overpayments
  - **57% of all overpayments are Graduate Students**







## Current State of Student Employment at LSU:

- Recruiting
- Paid Untimely or Inaccurately
- Inequity of pay
- Awarding Tuition Exemptions to ineligible Grad Students
- Onboarding
- I-9's
- Overpayments
- Performance Evaluations



A photograph of a graduation ceremony at Louisiana State University (LSU). The image shows several graduates in purple and white gowns and caps, viewed from behind. In the background, yellow banners with the letters "LSU" are visible. The text "LSU must do a better job with Student employees" is overlaid in a bold, purple font.

**LSU must do a better job with Student employees**



## Student Employment Work Group

- A work group that includes personnel from administrative, academic, and auxiliary units was formed in August 2018 to present recommendations to improve student and graduate student employment at LSU.
- Work Group has 3 committees:
  - Policy
  - Operations
  - Talent Development
- Final recommendations are due to Steering Committee April 2019 for implementation for Fall 2019



# Student Employment Committee

## Steering Committee:

Donna Torres-Accounting Services, Danny Barrow-Enrollment Services, Amy Marix-Student Aid, & Gaston Reinoso-HRM

Student Employment Committee Chair: Sheantel Baker-Payroll

## Policy

## Operational

## Talent

Chair: Niki Norton-HRM	Chair: Jessica Ott- Student Aid		Chair: Jesse Downs-Career Services
Karen Jenkins-Payroll	Rachel Stansbury-Student Aid	Sandar DiTusa-College of Science	Melissa Brocato-Ctr. for Academic Success
Natalie Rigby-ISO	Sheantel Baker-Payroll	Kellie Guy-College of Humanities	Brian Vermeire-HRM
Kevin Starns-Internal Audit	Tiffany Galasso-Grad School	Jamie Branch-Residential Life	Marybeth Boyd-Payroll
Mallory Danzy-Academic Affairs	Chelsea Juneau-HRM	Meshelle Fargason-Library	
	Courtney McDonald-HRM	Chandra Pidgeon-Rec Sports	
	Laurie Herrin-Student Aid	Trey Bickham-Engineering	

## Moving forward in the meantime.....

- What are your current processes for hiring students?
- Are they working?
- What can be done differently?
- How do you view student employees?



## Best Practices for Student Employment:

- FASOP-AS-25
- Policies for Student Employment
- Don't just press approve for Time Approval
- Investigate Unexplained Variances
- Reconcile your Ledgers
- Payroll Calendars and Deadlines



## Best Practices for Student Employment:

- Job Aids
- Run Reports:
  - Payroll Accounting for Worker by Pay Period
  - Journal Line Details with Employee Name
  - Payroll Work Study and President Aid Charges
  - Trial Balance
  - Work Study Awards vs. Paid
  - Time Not Submitted
  - Time Not Approved
  - Time Block Detail by Entry Code or Calc Tag





A new student employee should be prepared to address the following items prior to or on their 1<sup>st</sup> day of work:

- Complete their employment paperwork or processes in Workday
  - Are you communicating items needed before the 1<sup>st</sup> day of work?
  - No I-9- No job!
  - Direct Deposit
- Reviewing Policies such as Student Employment Policy, Confidentiality agreements, and Performance Standards, Tardiness & Absenteeism
- Address Mandatory Annual Trainings- Ethics & Sexual Harassment
- Work Schedule should be completed and Min/Max # of hours discussed
- Job Description & Expectations of the Job
- Dress Code





## Performance Evaluations

Accounting Services evaluates a student's work performance annually

- Students are evaluated on:
  1. Attendance
  2. Work Habits
  3. Job Performance
- Merit Increase Plan (if any, is determined by unit)





Email the Payroll Team with Student Employment  
Questions:

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A photograph of a graduation ceremony at Louisiana State University (LSU). The image is overlaid with a semi-transparent purple filter. In the foreground, several graduates in blue and white gowns and caps are seen from behind, looking towards the stage. In the background, three vertical banners with the letters "LSU" are visible. The text "Questions?" is centered in a large, white, sans-serif font.

**Questions?**