

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## August 2024 Edition

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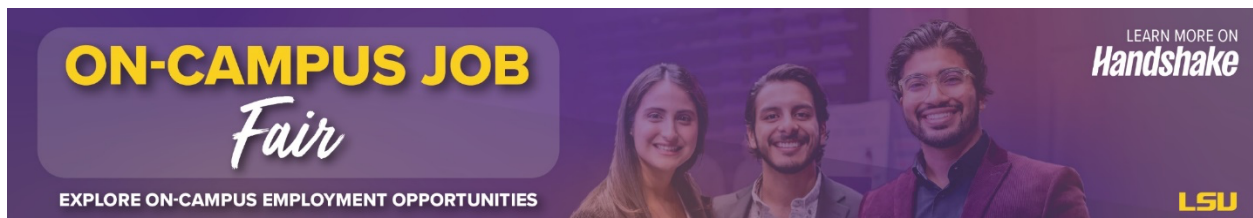
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## Timely Reminders

### On-Campus Job Fair – Registration Deadline – August 13<sup>th</sup>

[Register by August 13<sup>th</sup> for the On-Campus Job Fair](#). It will be held during Welcome Week on Wednesday, August 21, 2024 from 1:00 p.m. – 3:00 p.m. in the LSU Student Union Ballroom. This is a great opportunity to market your department and student employee positions to incoming students.

- Registration is free for on-campus departments
- [Register your department and find more information on our website.](#)



## Upcoming Dates:

**August 12, 2024** (two weeks before classes begin)

- Incoming students can begin working on departmental funds

**August 16, 2024** - Last day students can work if graduating in August

**August 19, 2024** (one week before classes begin)

- First day to use Federal Work Study or President's Study Aid for students
- Effective Date in Workday: Use 8/17/2024 for payroll purposes
- Compensation End Date in Workday: 5/16/2025 will be the end date.

- If your student used Federal Work Study or President's Study Aid in the spring, change the compensation end date to 5/16/2025.

If you need to check the status of President's Student Aid or Federal Work Study for your students returning, please email the student's name and 89 number to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

### **Student Employment Appeal for more than 20 hours or GPA:**

As a reminder, you must submit an [appeal request](#) each semester for a student to work up to 25 hours/week or if your student employee has a gpa below a 2.0. Even if the appeal was approved for the previous semester, you must fill out a new appeal at the beginning of each semester.

- **Requesting a GPA Appeal:** Per [PS33](#), students with a cumulative GPA below a 2.0 or students on academic probation are not eligible for student employment unless an appeal has been granted. You can submit an appeal using the [Online Appeal Form](#).
- **Requesting to work more than 20 hours Appeal:** Per PS33, Student employees are not allowed to work more than 20 hours per week during the fall and spring semesters. You can submit an appeal for a student to work up to 25 hours per week with justification using the [Online Appeal Form](#).

### **Additional Hours for Students:**

Student employees can work an additional 4 hours for each day off during holidays and breaks. Please see below for the additional hours students can work during the upcoming breaks:

- Week of Labor Day Holiday (August 31 – September 6) – 4 Hours additional

## **Student Employment News**

### **SEP July Quarterly Meeting Recap: July 17, 2024, 9:30 am – 10:30 am**

Thank you to all who attended our July Meeting! Please find the slides attached for more information on Ready to Roar and RS 17.

### **Upcoming SEP Quarterly Meetings:**

Save the dates for our upcoming 2024 meetings. Calendar invites along with more information to come!

- October 16, 2024 – 9:30 am

### **Mandate for Student Employees Hired in Research or Research-Related Positions per RS 17:1826:**

An email was distributed last month concerning the Louisiana Higher Education Foreign Security Act of 2022 and the procedure to comply with this law for student employees. **Effective immediately, before any student employee is hired into a position that is research or research-related, the SEP will need to complete the RS 17 Request Screening through Workday.** This is to ensure that employees hired in research or research-related positions are hired in compliance with the Louisiana Higher Education Foreign Security Act of 2022. This includes any positions that are directly or indirectly related to research

or a research office. Any type of research at the university is included (STEM, humanities, research call centers, etc.)

Please see the attached email for more information, the job aid, and supplemental info guide.

## **Tip of the Month**

### **Student Onboarding and Mandatory Trainings**

As you hire new students or students are returning to their positions, make sure they have completed their mandatory trainings. Students should record their time while taking the trainings and get paid for their time.

[Check out the Onboarding section of our website for more resources.](#)

#### **Required Upon Hiring:**

- [Cybersecurity Awareness Training](#) is required of all student employees.
- [Family Educational Rights and Privacy Act \(FERPA\) 1001 Course and the Signed Agreement](#) is required for any student employee accessing student records. The course and [agreement](#) must be completed prior to the employee being given access to any student records.
- [Driver Authorization Training](#) is required if a student employee needs to drive a University-owned vehicle.

#### **Required Annually:**

- [Student Employee Orientation](#) – Required annually of all student employees
- The [Louisiana Code of Governmental Ethics](#), Louisiana Board of Ethics
- [Digital Resource and Content Accessibility Awareness Training](#) - As there are many unique classifications of faculty and staff, the unit head has the discretion to determine if a position is entitled to an exemption. Exemptions should be based on whether a position creates or disseminates digital content.
- Encouraged but not required: [Power-based Violence Prevention & Response Training](#) is encouraged but not required for student employees.

#### **Other Onboarding to Consider:**

What other information or training is required to set your students up for success? Some other onboarding to consider include:

- Departmental Trainings – Any trainings that might be needed for their job duties.
  - Customer Service and how to interact with customers.
  - Training in software
  - How to use equipment in the office
- Timekeeping procedures
- Dress Code
- Disciplinary action or procedures
- Introductions to everyone in the office and other go-to people if you are not available.
- Tour of the office and department
- Emergency plans
- After the student has completed the mandatory trainings, have discussions with them on their comprehension or questions.

- Schedule check-ins with your new students to answer any questions. Don't just rely on them to "come to you if they need anything."
  - Keep in mind that for some students this might be their first professional job. It can be intimidating to ask for help or ask questions. Create an environment for the students where they have the space to ask questions and seek clarification.

## **For Your Students**

### **LSU Food Pantry:**

The Food Pantry provides supplemental food to students who may experience food insecurity. The pantry is open to all currently enrolled students without the need to apply for or provide financial information. It is located on the first floor of the LSU Student Union and open Monday – Friday at 11 am. [Find more information about the Food Pantry on the Campus Life website.](#)

## **For Graduate Assistants**

**Graduate Assistants** are mandatory reporters and must complete the annual [Power-based Violence Prevention & Response Training](#) upon hire. **The deadline to complete the training is September 30, 2024.**

You can access the 2024 Power-based Violence Prevention & Response Training by visiting the [mandatory employee training page](#), and under Power-based Violence Prevention & Response Training, click the "How do I access this training" button. You will then self-enroll into the Moodle course and complete the three modules.

### **Module not Working?**

If you attempt the training from a different computer or using a different browser and are still unsuccessful, please reach out to HRM Training and Development at [hrmtraining@lsu.edu](mailto:hrmtraining@lsu.edu).

**[Find previous monthly newsletters on our website!](#)**

Thank you,

### **Office of Student Employment**

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