

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## March 2024 Edition

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## Timely Reminders

### **2024 Student Employee of the Year Nomination Form – DUE FRIDAY, MARCH 8<sup>th</sup>:**

The 2024 Student Employee of the Year nomination form is available for submission. The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. [The form can be found on our website.](#)

#### **LSU SEOTY Nomination Process**

- Students can be nominated in the following categories:
  - Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution
  - Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative
- 1 student award winner from each category will receive a \$500 scholarship.
- Units can have one nomination per category (1 for Purple and 1 for Gold).
  - You can nominate one student for both categories (Purple and Gold)
  - OR**
  - You can nominate one student for the Purple Award and another student for the Gold Award.
- To qualify for the 2023 Student Employee of the Year award, students must have worked a minimum of 6 months during the period of June 2023 – May 2024 (anticipated).
- Graduate Assistants and Teaching Assistants are **ineligible** for Student Employee of the Year. Graduate students working in an hourly position are eligible to be nominated.
- The LSU SEOTY committee, consisting of staff from across campus, will review nominations and determine a SEOTY winner for each award. Award winners will receive a \$500 scholarship.

- All nominees and their supervisors will be invited to a Student Employee of the Year reception, held on April 9, 2024.

**[SEOTY Nomination Form](#)** – The student employee's supervisor should submit the Nomination Form by **Friday, March 8, 2024** to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu).

### **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 Spring Break (March 9 – 15) – Additional **20** hours for the week
- Week of Good Friday Holiday (March 23 – 29) – Additional **4** hours for the week

### **Student Employment News**

#### **SEP Quarterly Meeting:**

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

- April 17, 2024 – 9:30 am
- July 17, 2024 – 9:30 am
- October 16, 2024 – 9:30 am

#### **Pre-Employment I-9 Completion Alerts:**

HRM is sending out alerts for employees that were hired out of compliance with the LSU I-9 procedures. Section 1 and Section 2 of the Form I-9 must be completed **BEFORE** the Hire Effective Date entered in Workday and an employee is permitted to work.

- The email alerts will be sent the first Friday of each month for I-9s completed the previous month.
- Sent to Student Employment Partners, HR Originators, HR Analysts
- Alert includes:
  - Background on process
  - List of employees whose Sect 1 and/or Sect 2 was not completed prior to the Hire Effective Date
  - How to utilize the data
  - How to improve Form I-9 compliance
  - Additional resources
  - How to interpret the Pre-Employment Form I-9 Completion report
- Hire Effective Date corrections must be requested timely. If Payroll has run, then Effective Date cannot be corrected.
- HRM Leadership will look at trended data over time and notify the corresponding college, school, or department leadership.

#### **Student Employee Appreciation Week:**

**April 8 – 12, 2024**

Take the opportunity during Student Employee Appreciation Week to show your students that they are valued! Below are a few ideas of ways to show your appreciation:

- Nominate your student for [Student Employee of the Year!](#)
- Certificate of Appreciation
- Decorate your student's door or work space
- Take them out to lunch or provide lunch
- Provide snacks or other small treats
- Ask staff members to contribute to a goodie bag or care package
- Handwritten thank you note
- Post on your department's social media to recognize your student employees
- Make all staff aware of Student Employee Appreciation Week so they can give thanks and shout outs during the week
- Appreciation Sign for each student that all staff write words of thanks or appreciation

\*Please note, all purchases related to Student Employee Appreciation must follow LSU purchasing guidelines.

[A Student Employee Appreciation Toolkit can be found on the Student Employment Website.](#)

## **Tip of the Month**

### **Workday Dates Used When Hiring a Student Employee:**

Please find below and attached a description of fields in Workday relating to dates. The dates used during the hire are especially important for I-9 compliance. Please review the descriptions below and utilize them when hiring student employees.

#### **Date Fields in Workday**

##### **Creating a Job Requisition:**

- **Recruiting Start Date:** The date you complete the requisition or a prior date. \*Do not use a future date.
- **Target Hire Date:** Can be the same as the Recruiting Start Date but cannot be before the Recruiting Start Date. This is not the effective date of hire, but rather the day you plan to perform the hire process. Future dates can prevent you from processing the hire until the entered hire date arrives.
- **Target End Date:** For Students, leave blank.

##### **Hiring a Student:**

- **Hire Employee Page**
  - **Hire Date (Hire Effective Date):** The intended first date of employment for the employee. Section 1 and 2 of the Form I-9 must be completed **BEFORE** this date.
    - The Hire Date is used to check compliance with I-9 policy.
  - **Additional Information: First Day of Work** – Populated from Hire Date

- **I-9 Page**
  - **The employee's first day of employment:** The day the student actually begins working – which could be the Hire Effective Date or later.
  - I-9 Section 1 and 2 must be completed **BEFORE** the Hire Effective Date
  
- **Costing Allocation Page**
  - **Start Date** – Populated from the Hire Effective Date
  - **End Date** – Leave Blank
  
- **Propose Compensation Hire Page**
  - **Expected End Date:** Leave Blank
  - **Actual End Date:** For students using Federal Work Study and President’s Student Aid the end date should be the last date of the academic year (unless the student is graduating earlier) according to Payroll. This year’s date would be 5/17/2024.

If you find that the Hire Effective Date needs to be corrected, please reach out to your department’s Talent Acquisition Partner ([https://www.lsu.edu/hrm/department\\_resources/staffing-partner-by-department.php](https://www.lsu.edu/hrm/department_resources/staffing-partner-by-department.php)).

## Featured Workday Report:

### “My Accessible Reports” Report

Workday has a multitude of reports that can be run to help you collect data or to help in completing business processes. Any employee can run the “My Accessible Reports” report to identify all reports that the employee has access to run. See the attached document for more information about using the “My Accessible Reports” report.

### “Business Process Transactions Awaiting Workers by Supervisory Organization” Report

View every business process awaiting action, who it is waiting for, how long it has been waiting, and how many days past due. Enables you to determine which business processes are awaiting action and optionally, you can delegate the awaiting task to someone else.

## For Your Students

### Career Test Survey by Universum

Your voice matters! At LSU, we are dedicated to tailoring services that align with your academic journey and future career aspirations. **Are you ready to make an impact?**

By sharing your insights, you'll not only shape our offerings but also uncover your ideal employer and career preferences.

After completing the CareerTest survey and free registration, you'll unlock ongoing access to your full **career profile and a range of professional tools**, mirroring what employers demand in today's dynamic job landscape.

Plus, you can also **unlock the chance to win one of 40 online vouchers worth \$50** - thanks to the CareerTest by Universum team!

Ready to begin? **Students can** complete the survey here: <https://careertest.universumglobal.com/s/24lsu>

## **Geaux Big Baton Rouge:**

**Saturday, April 13, 2024 – 8:30 a.m. - 3:30 p.m.**

Geaux Big Baton Rouge is LSU's largest single day of student service to the Greater Baton Rouge community. The event is designed to cultivate a fun, inclusive and collaborative celebration of service that encourages campus-wide participation while allowing students to work directly alongside the members of the community they are serving. Our student volunteers gain valuable leadership experience as they focus their efforts on real needs identified by Baton Rouge residents and organizations from all walks of life.

[Sign up to participate as a group, or as an individual volunteer.](#) **Volunteer registration closes on Wednesday, March 20, 2024.**

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

Thank you,

### **Office of Student Employment**

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