

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

September Edition

In this issue:

1. Timely Reminders: I-9 Compliance
2. Student Employment News: New Student Employee Orientation Training
3. Tip of the Month: Work Study and President's Student Aid Job Profile and Earnings:
4. For Your Students: Professionalism Workshop and Career Expo

Timely Reminders

I-9 Compliance:

As your department hires new student employees, please complete the I-9 documentation by the specified timeframe below:

Per PS-33, "The student employee must complete Section 1 of Form I-9 by their first day of work. The employing department must complete Section 2 of Form I-9 by the end of the third business day after employment commences, even if the employee is not scheduled to work for some or all of that period."

What Happens if we do not meet those deadlines?

Non-compliance of any part of the Form I-9 (whether in tardiness, errors, incompleteness, falsification, etc.) has serious consequences to the University including significant penalties. The penalties range from \$110 to \$1,100 per violation, meaning that one Form I-9 could result in multiple penalties.

Employees who do not have the Form I-9 completed within the legal time frame, do not have proper authorization to work which could result in the termination of your new employee.

I-9 Documents

I-9 documents must be **original documents and must be verified in-person**. Departments should not ask students to provide documentation through email, uploading to a drive, or other electronic means.

A list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

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 Fall Break Holiday (September 30 – October 6) – Additional **8** hours for the week

Student Employment News

SEP Quarterly Meeting: Next – October 18, 2023, 9:30 am – 10:30 am

Save the dates for our upcoming 2023 meetings. Calendar invites along with more information to come!

- October 18, 2023 – 9:30 am

Student Employee Onboarding and Mandatory Trainings:

Information was sent out to all Student Employee Supervisors and Partners about mandatory trainings and onboarding procedures. [More information and the complete list can be found on our website](#). Included in the trainings is the new Student Employee Orientation.

Student Employee Orientation:

Student Employee Orientation Training accessed via Moodle

*NEW – This training is required annually of student employees in on-campus positions. The training should take around 30 minutes to complete with a quiz required for completion. After viewing the training and completing the quiz, students can download their certificate of completion. Topics covered include:

- Student Employment Benefits and Eligibility
- Onboarding and Other Trainings
- Student Paychecks and Payroll Fraud
- Professionalism in the Workplace
- Rights as a Student Employee

Tip of the Month

Work Study and President's Student Aid Job Profile and Earnings:

This is a great time to check your student employees' Job Profile and earnings for accuracy. To check that students who have Work Study or President's Student Aid are being pulled from the correct

account (and not your departmental account), run the "**Payroll Work Study and President Aid Charges**" report. This will also let you check the amount your student has earned. In workday:

- In the search bar type in: Payroll Work Study and President Aid Charges
- Organization: You can leave blank
- Periods: You can leave this blank which will bring up all payments or you can select By Period Schedule and Biweekly (Student Schedule) and select the pay periods you are interested in.
- Earnings/Deductions: You can leave it as Work Study or change it to President's Aid by selecting Pay Components-President's Student Aid Pay or you can leave it blank, and all payments will show.
- Workers: Type in student's name
- If the student is Work Study or President's Aid and the pay shows "Base Pay-Hourly" then the funds are coming from your department's account.
- To calculate earnings:
 - You can add up all earnings for this academic year.

Or export to excel, filter by academic year, and then total the earnings column.

For Your Students

On-Campus Student Employee Professionalism Workshop

- Monday, September 11, 2023 – 11:30 am - 12:30 pm
- Career Classroom, 2nd Floor, LSU Student Union, Room 256

Professionalism is a quality we often hear as important for personal and professional development, but what does it really mean? And how can you build professionalism in your on-campus job? Our lunch and learn workshop will explore professionalism and provide practical applications for utilizing and developing professionalism in your on-campus job.

*Registration is required. Lunch will be provided. Deadline to register is Friday, September 8th.

[Register to attend on Handshake](#)

Career Expo



[LSU's Career Expo](#) connects students and alumni of all majors with various employers from across the country to form valuable career connections through a day of networking.

Date: September 14, 2023

Time: 11 a.m. – 4 p.m.

Location: Pete Maravich Assembly Center, LSU Baton Rouge Campus

Success Week

September 11 - 15, 2023

Success Week is a week-long series of events and workshops designed to engage students with various resources and services to enhance their success in and outside of the classroom. [Check out the Success Week schedule for more information!](#)

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

Thank you,

Office of Student Employment

LSU Olinde Career Center
Louisiana State University
158 LSU Student Union, Baton Rouge, LA 70803
office 225-578-2162 | fax 225-578-8927
stuemployment@lsu.edu | lsu.edu | lsu.edu/careercenter