

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## December 2024 Edition

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### Timely Reminders

#### Upcoming Dates:

**December 15, 2024 - January 10, 2024** - Students can begin working 40 hours per week unless enrolled in wintersession.

- Any students enrolled in Wintersession may only work up to 20 hours per week unless an appeal to work up to 25 hours has been approved by the Student Employment office.

#### Graduating Students:

The last day for a graduating student to work is Commencement Day, December 19, 2024. If the student is continuing as a student and has classes registered for the spring, they can continue to work as a student employee.

#### Terminations:

Please process terminations for any students who are graduating or not returning to their student employee position in the spring in a timely manner. Student Workday profiles should not be active if the student is no longer working or has graduated. Terminations should be loaded after the student has been paid for all hours worked.

#### Federal Work Study Funds:

If a student employee with Federal Work Study is coming close to using all their allotment of funds, you can request more funds. Please send an email to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu) with the student's name, 89 number, and amount you anticipate they would need. We will send these requests to financial aid to review. They will look at the student's financial aid and determine if more Federal Work Study funds can be allocated to the student.

## **Student Employment News**

### **Hire Moratorium for All Employee Types**

There is a scheduled hire moratorium for all employee types including student employees starting **Friday, January 17, 2025 at 4:00 pm through Thursday, January 23, 2025 at 4:00 pm**. This is necessary due to the Workday Student Project team loading student records into Workday. During this time hires cannot be initiated, pre-hires cannot be created, and candidates cannot be moved out of manager review. Any hire that is initiated prior to Friday, January 17, 2025 at 4:00 pm can continue uninterrupted through the entire hire process.

### **Outstanding Onboarding Tasks for Student Employees**

Due to the transition to Workday Student, there is a process in place to import student data information into the system. It is crucial that student employees do not have any pending onboarding actions, as this may cause errors with the import.

Please ensure that all pending onboarding items are completed as quickly as possible. We will monitor onboarding actions and send notifications to help clear out any outstanding items. We appreciate your help in clearing out these items.

### **Student Employee Wage Data:**

Please find student employee wage data for Fall 2024 attached.

## **Tip of the Month**

### **Performance Evaluations:**

Have you conducted your student employee mid-year performance evaluations? Performance evaluations are essential to the development of your student workers and helps them grow professionally and personally. They can also provide insight into how you can better support your student employees and how they can contribute to the department. [Check out our resources and examples for performance evaluations on our website.](#)

## **For Your Students**

## **FAFSA Form**

The 2025–26 *Free Application for Federal Student Aid* (FAFSA®) form is available. Students can complete the form to apply for financial aid for attendance at college or career school between July 1, 2025, and June 30, 2026.

This is of particular importance to students who receive federal student aid including Federal Work Study. [Information on the FAFSA Form can be found on the Federal Student Aid website.](#)

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

Thank you,

**Office of Student Employment**

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