

CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

February 2025 Edition

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Timely Reminders

Additional Hours for Students:

Student employees can work an additional 4 hours within the work week for each day off during holidays and breaks. **Student employees are never allowed to exceed 40 hours per week.** Please see below for the additional hours students can work during the upcoming breaks:

- Week of Mardi Gras Holiday (March 1 – March 7) – **10** Hours additional for the week
- Week of Spring Break (March 29 – April 4) – **20** Hours additional for the week

Requesting 25 hours/week for Spring Semester:

As a reminder, you must submit an [appeal request](#) each semester for a student to work up to 25 hours/week. Even if the appeal is approved in the fall, you must fill out a new appeal for the spring.

Onboarding Reminders:

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 time spent completing the trainings.

[Our website has a comprehensive list of mandatory trainings](#) and additional recommendations for onboarding. It is the department's responsibility to ensure student employees are in compliance with mandatory trainings.

Student Employment News

Launch of Hire Student in Workday

An email was sent on 1/29 with information about using “Hire Student” for student employees. The email is attached.

Starting Thursday, January 30, 2025, there was a change in how student employees are hired in Workday. Student employees will be hired using the **Hire Student** business process, instead of the **Hire Employee** process. Please read the attached email for more information.

A job aid can be found in the [Student Employment Resources Box Folder](#). **Please review this guide to familiarize yourself with the new Hire Student process.**

Delay in Workday Access for New Hires:

Please note that we have observed a delay in when new hires gain access to Workday. Currently, there is a nightly process to create new accounts. As a result, new hires should expect to have access to Workday **the day after their hire is successfully completed**. Please account for this time delay when scheduling I-9 and pre-employment meetings.

Tip of the Month

2025 Student Employee of the Year Nominations Open:

The 2025 Student Employee of the Year nomination form is available for submissions. The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. [More information can be found below and on our website.](#)

LSU SEOTY Nomination Process and Eligibility:

- Students can be nominated by their supervisor or SEP 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
- 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 2025 Student Employee of the Year award, students must have worked during the period of June 2024 – May 2025 (anticipated).
- Graduate Assistants, Teaching Assistants, and Research Assistants who are in salaried positions are ineligible for Student Employee of the Year. Graduate students working in an hourly position are eligible to be nominated.

Reception and Awards Information:

- All nominees will be recognized and celebrated at the Student Employee of the Year Reception on April 15, 2025.
- One student from each category will be selected to receive a \$500 scholarship, with the selections announced during the reception.

Nomination submissions are due by Friday, March 7, 2025.

March 7, 2025	Deadline to submit nominations
April 15, 2025	Student Employee of the Year Reception
April 14 – 17, 2025	Student Employee Appreciation Week

For Your Students

Study Abroad Fair:

LSU
Study Abroad

STUDY ABROAD FAIR

Locations for every major!

Options for every price point!

February 11th | 4-6 PM | UREC
 February 12th | 1-3 PM | Capstone Gallery in PFT
 February 13th | 11 AM-1 PM | Tower Drive
 February 14th | 2-6PM | Application Party! | RM 256J - Union

@lsustudyabroad

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

Thank you,
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