

Student Employment Procedures

Pre-employment Process

Departments that need to hire student workers, for which funds have not been allocated, should send a memo requesting authorization to hire to the Vice Chancellor for Finance and Administrative Services, include source of funds, justification, hours you need the student to work, job duties and budget impact. Once approval is granted, the Vice Chancellor will forward the original memo HRM and a copy to the Department.

Departments that need to hire a student worker to replace a student worker who has resigned should send an e-mail to HRM. Include the hours you need the student to work, job duties, and source of funds - regular or work-study.

HRM will forward applications of students seeking employment to your department for review. Departments should call the student directly to schedule an interview. Department heads should select no more than three applicants, e-mail their name and social security number to HRM. HRM will verify work-study eligibility and forward verification via e-mail to the department.

Once you have made the decision regarding which student you wish to hire, complete the Student Employment Information Sheet (Gold Sheet) and forward to HRM for approval. An offer of employment cannot be made until approval from HRM is received. HRM will approve student employer appointments via e-mail and forward a copy of the approved Student Employment Information Sheet back to the department. **The student may not work until approval from HRM has been received.**

Once approval is received, the department should make the offer of employment and set a date for the student to report to work. The student employment packet is on the HRM website at <http://hrm.lsua.edu>. Per the U.S. Department of Justice, employment eligibility must be verified and the I-9, Employment Eligibility Verification form must be signed on the date the student reports to work. Department heads should advise the student during the offer of employment of their need for two forms of identification to verify identity and eligibility to work in the United States. Acceptable forms of identification are listed on page 3 of the I-9 form. Please advise the student that a copy of his/her social security card in his/her legal name will be required to verify that the name on the social security card and the employment records match. The social security card can serve as one of the two forms of identification required for the I-9 form.

The completed forms and copies of required documents must be received in HRM before the student begins work. It will be the responsibility of the Departments to ensure that all forms are received in HRM before allowing a student to begin work.

In the case of departments who wish to share a student employee, both departments must notify HRM and each department must complete a Student Employment Information Sheet prior to the employee beginning work.

Separating Student Employees

Departments who wish to terminate a student employee should notify the student immediately and send a memo to HRM, include the last date the student actually worked and the reason for the termination.

If a student employee resigns, departments should send a memo to HRM, include the last date the student actually worked and the reason for the resignation if know.

STUDENT EMPLOYMENT POLICY

DEFINITION OF STUDENT FOR CAMPUS EMPLOYMENT PURPOSES

In accordance with PM 8, only full-time students will be approved for campus employment. **An exception is made for students working on the Federal Work-Study Program. Students on this program must be enrolled at least half-time (6 hours).** University policy defines full-time student as follows:

A student employee must be enrolled for 12 or more hours for the fall and spring semester to be classified as full-time. For the summer term, a student must carry at least 6 semester hours to be classified as full-time. With permission from the Director of HRM a student employee being paid from a regular account may continue to work after dropping below full-time status. If the student employee has special skills and it would create a burden on the department if the student were terminated, permission to continue to work may be granted. The request to continue to work must be made in writing by the department/division head to the Director of HRM. The student employee must indicate in writing to the Director of HRM his/her intention to resume full-time enrollment the following semester. A student employee cannot work until permission is received.

A full-time student retains that status for student employment during the Christmas, summer, and other vacation periods.

A student employee must be a full-time student during the spring semester and show intent to enroll as a full time student during the fall semester if he/she desires to work as a student employee during the summer term without enrolling for classes.

GENERAL POLICY

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the service of a full-time employee were required. At the same time, it is recognized that student employees should be a student first and an employee second.

In accordance with this philosophy, the following policies have been developed:

1. A student employee cannot work more than 20 hours a week during the semester. In the event that a department wishes to have a student work over 20 hours during any week of the semester, proper justification must be submitted in writing to HRM for approval before the student has worked the hours. Under no circumstances should a student worker work over 40 hours per week.
2. In the case of departments who wish to share a student employee, both departments must notify HRM and each department must complete a Student Employment Information Sheet prior to the employee beginning work.

3. If a student is employed in more than one department it is the responsibility of the student employee and department heads to work together to insure the student employee does not work over 20 hours per week.
4. A student employee is required to be in good academic standing in the University. Once employed by LSU Alexandria, a student is required to notify the employing department of any change in their full time status or in their academic or disciplinary standing. Department heads should notify HRM as soon as possible of any change in the student employee's status.
5. All student employee documentation must be processed through HRM before the first day of employment.
6. Grievances arising out of student employment shall be handled in accordance with LSUA, PS-207 (Student Appeal Procedures).
7. A student employee is not eligible for holiday pay or fringe benefits.
8. The services of a student employee may be terminated at any time.
9. Student employment is to be conducted in accordance with the nepotism provision of the Louisiana Code of Governmental Ethics (Act 443 of 1979 Louisiana Legislature), section 2-13 of the By-laws and Regulations of the Board of Supervisors, which states that, "no member of the immediate family of the division/department head shall be employed in that department. This restriction will apply to all forms of employment, including student workers."

GENERAL OPERATING POLICY

A student may be employed by the University only after proper clearance has been obtained from HRM and Student Aid and Scholarship. HRM shall verify the student's eligible for campus employment according to the policies approved by the University.

A student employee must provide a copy of their social security card.

An international student must have a valid Social Security number and proper documentation forms to be declared eligible before the first day of employment.

Males between 18 and 25 years of age must register for the draft as required by federal law.

Each department should have in place a written policy for its student employees. Items covered should include procedures for signing in and out, lunch breaks, and reporting absences and tardiness, taking breaks, student supervision, etc.

A student employee is allowed a thirty-minute lunch break, which must be reflected on the timesheet.

Timesheets must be complete and signed by the student and verified by the supervisor.

All timesheets must be received in the HRM Office on the date indicated on the payroll schedule set forth by the LSU Accounting Services Office.

Student Payroll is processed on a bi-weekly basis. Timesheets received after payroll has been processed will not be processed until the next week. Late timesheets will cause a delay in the student's payroll check.

Timesheets must be legible and the student employee's social security number and correct account number must be included on the timesheet.

Timesheets must be completed in blue or black ink and any changes initialed by the supervisor.

Illegible or incomplete timesheets, including timesheets not signed, will be returned to the department for correction and may delay payroll processing.

Each department is responsible for maintaining daily time records for its student employees and for certifying that the time reported is correct.

For additional information contact HRM at 6401.