

Student Employment

- Monthly Business Manager's Meeting
- October 2018
- Presented by: Accounting Services

- 46% of LSU's work population are Students and Graduate Students

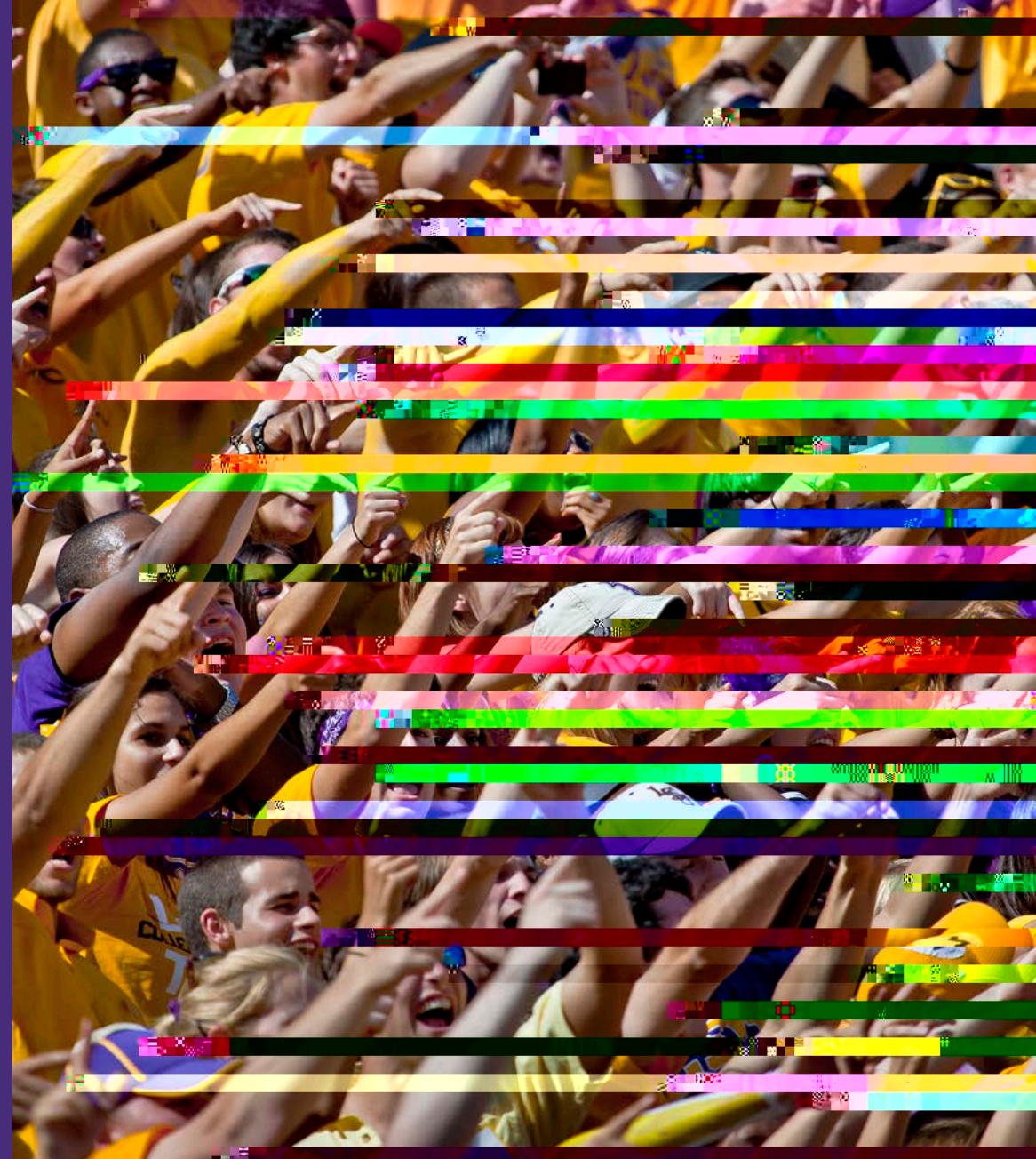
LSU Employee Count as of September 2018		
Employee Type	Count	% of Population
Other Academic	709	4%
Wages as Earned	950	5%
Classified	1516	8%
Transient	1545	8%
Graduate Assistants	2308	12%
Professional/Unclassified	2483	13%
Faculty	3037	16%
Students	6361	34%
Total	18,909	100%

- What students do for us:
 - Perform duties or fill gaps otherwise prov8ye



Current State of Student Employment:

- Number of Inefficiencies
- “Special” Type of Employee
- No centralized office or voice on current policies



I-9 Process-Student Employment

- 73% of I-9's not in compliance are Students or Graduate Students
- University has a risk of approx. \$1,800.00 per infraction.
- Potential liability of \$42 million

I-9's still in progress after 3 days	
Employee Type	% of population
Classified	2%
Professional / Unclassified	2%
Termed	2%
Other Academic	2%
Wages as Earned	3%
Faculty	5%
Transient	12%
Graduate Assistant	13%
Student	60%
Total	100%

Student Employment Work Group

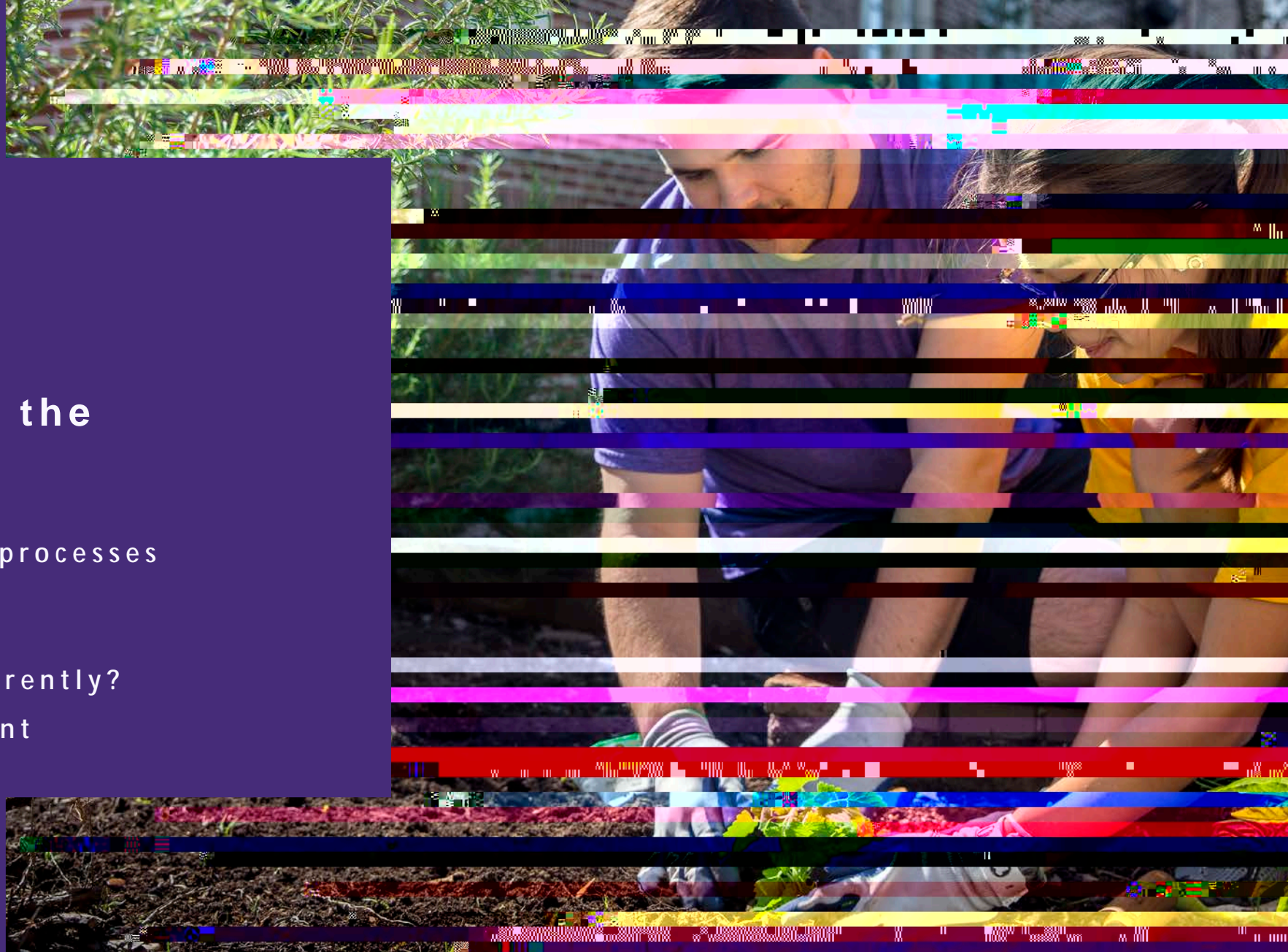
- A work group that includes personnel from administrative, academic, and auxiliary units was formed in August 2018 to present recommendations to improve student and graduate student employment at LSU.
- Work Group has 3 committees:
 - Policy
 - Operations
 - Talent Development
- Final recommendations are due to Steering Committee April 2019 for implementation for Fall 2019





Moving forward in the meantime.....

- What are your current processes for hiring students?
- Are they working?
- What can be done differently?
- How do you view student employees?



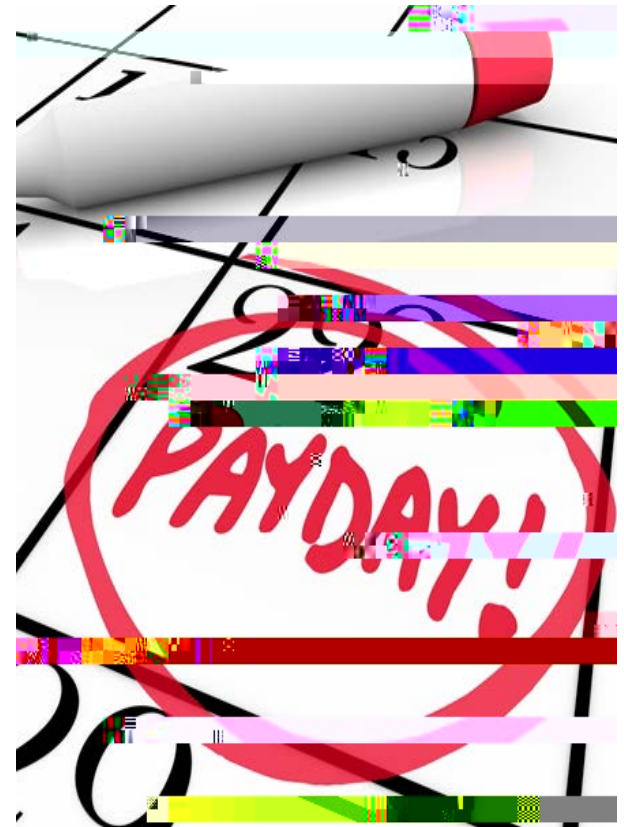
Best Practices for Student Employment:

- **FASOP-AS-25**
- **Policies for Student Employment**
- **Don't just press approve for Time Approval**
- **Investigate Unexplained Variances**
- **Reconcile your Ledgers**
- **Payroll Calendars and Deadlines**



Best Practices for Student Employment:

- Job Aids
- Run Reports:
 - Payroll Accounting for Worker by Pay Period
 - Journal Line Details with Employee Name
 - Payroll Work Study and President Aid Charges
 - Trial Balance
 - Work Study Awards vs. Paid
 - Time Not Submitted
 - Time Not Approved
 - Time Block Detail by Entry Code or Calc Tag



- **Complete their employment paperwork or processes in Workday**

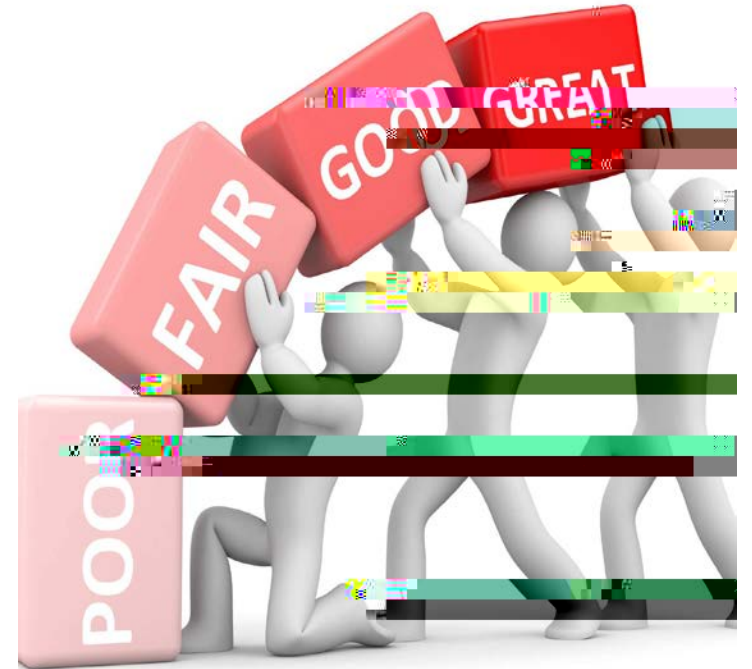
- Are you communicating items needed before the 1st day of work?

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Performance Evaluations

Accounting Services evaluates a student's work performance annually

- Students are evaluated on:
 1. Attendance
 2. Work Habits
 3. Job Performance
- Merit Increase Plan (if any, is determined by unit)



The background of the slide is a photograph of graduates in white caps and gowns, slightly blurred and tinted with a purple hue. The text is overlaid on this background.

Email the Payroll Team with Student Employment Questions:

Marybeth Boyd: mboyd4@lsu.edu

Angie Ogle: aogle@lsu.edu

Ashlyn Caldwell: acaldwell1@lsu.edu

A background image of a graduation ceremony, showing graduates in white gowns and caps. The image is overlaid with a semi-transparent purple filter. The word "Questions?" is written in large, white, sans-serif font across the center of the image.

Questions?