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STUDENT EMPLOYMENT BEST PRACTICES

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Scope: Louisiana State University

Effective : January 15, 2015

Purpose :

2. Good Academic Standing – student employees are required to be in good academic standing. This is denoted by a student not being on academic probation or warning and having a minimum overall GPA of 2.0.
3. Summer Eligibility – an undergraduate or graduate student can work during the summer if they meet one

2. Enrollment Information: Institution, number of hours enrolled, academic probation or warning status, cumulative GPA, classification (i.e., freshman, sophomore, junior, senior, graduate student), CSAP/CWSP assignment, anticipated graduation date.
3. Questions:
  - a. Have you ever altered or forged official payroll documents such as timesheets?
  - b. Have you ever been fired from a job? If so, describe the reason or circumstances.
  - c. Have you ever been convicted of a felony? If so, describe the reason or circumstances.
  - d. Do you currently have another student worker position on campus? If so, where and how many hours do you work?
  - e. Are you related to any LSU employees? If so, provide names and relationships.
4. Student's signature and date.

Additional information on the application or information sheet that is relevant and applicable to the department's needs may be requested. Examples include proposed work schedule, work history, experience and references, availability for summer employment, availability for full-time employment between semester breaks, availability to work nights/weekends, who referred the student to the department, etc.

Private or sensitive information such as citizenship/work permit status, age, gender, etc. should not be used as a consideration for employment. Departments should be mindful when requesting this information on a Student Application or Information Sheet and not use this information in making employment decisions. Such information is discussed in various sections throughout this FASOP although it may not be required to be provided by the student.



## H. Supervisor's Responsibilities

The supervisor is responsible for the following

that the student be sent an e-mail from the HR Contact with some basic employment information so that the student knows what to expect regarding employment paperwork, state mandated trainings, parking permits, etc.

Upon appointment, a student employee may be required to provide private information such as citizenship (to determine if a work permit is necessary), date of birth (to determine if an Employment Certification is necessary if the student employee is under 18; obtain a myLSU ID), etc.

#### K. Student Employment Paperwork

A Student Application or Information Sheet is required to start the hiring process. Once a student has been selected to be hired, he/she will be required to provide proper ID for I-9 verification upon the first three working days of employment. Students are required to submit other forms electronically via myLSU. Students are required to participate in direct deposit for payroll purposes. It is recommended that students be provided a copy of the department's Student Employment Best Practices policy which contains information included in this FASOP specific to the employing unit.

#### L. Security Access

A student's supervisor should determine what security access is appropriate for that student's job duties. The supervisor should determine and initiate the security access including the creation of a mainframe ID, if necessary. Security access in third party systems should also be coordinated by the supervisor. A supervisor should also handle any type of security or ID badge required for building access. This responsibility can be delegated to a Timekeeper or HR Contact if deemed appropriate.

#### M. Training

All mandated changes to departmental, University and state training requirements and trainings relevant to a student worker's job duties should be monitored on an annual basis.

1. Each student is required to complete mandatory trainings on Ethics, Sexual Harassment, and Title IX and Sexual Misconduct Training. These trainings are

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#### U. Absences & Tardiness

Each student worker has a work schedule that has been developed in conjunction with their supervisor. Many units rely heavily on student workers for daily operations, so student workers are expected to work this schedule. However, it is understood, that some flexibility should be exercised by each employing division to allow for exams, special projects, semester breaks, etc.

A unit should establish a procedure to address when a student worker is going to be tardy or unable to report to work that day. The procedure may include that student attempting to find coverage for their shift. The procedure should also include exactly who to contact along with contact information and what type of communication is sufficient (phone call, e-mail, text).

#### V. Lunch and Breaks

Students working a full day (8 hours) are allowed the same breaks as full-time employees – a 15- minute morning break (paid), a 30-minute lunch (non-paid), and a 15-minute afternoon break (paid). The 30-minute lunch break should not be recorded as time worked on a timesheet. Students working continuous 4-hour periods are allowed a 15-minute break (paid) and should be taken approximately in the middle of the work shift. The length of time worked before having to take a lunch break should be set by each department. For students under 18, if the work period exceeds 5 hours, a 30-minute lunch (non-paid) must be taken.

#### W. Timesheets

Each unit should develop some type of time tracking system to track when a student worker arrives, takes lunch, and leaves their work shift. Some units have electronic systems in place. For those who do not, it is required that the AS107 “Student Employee Timesheet” is utilized. The student worker should maintain their time by signing in and out in the presence of their supervisor each day. Ensure the actual hour and minute of arrival and departure is captured (e.g., do not round to the nearest quarter hour). The timesheet should be under the control of the supervisor – never the student worker. At the end of the pay period, the student should verify the total hours worked and sign the timesheet. Any discrepancies should be discussed immediately with the supervisor prior to the supervisor approving the timesheet and submitting it to the Timekeeper. All signatures on timesheets should be signed in blue or black ink. Students should never be responsible for submitting timesheets to the Timekeeper. When a supervisor (or any other employee with direct knowledge of a student’s hours worked) is unavailable to sign a timesheet, the Timekeeper should scan a copy of the student’s timesheet to the supervisor and obtain an electronic approval via e-mail. The Timekeeper should sign the supervisor’s name and initial the timesheet and attach the approval e-mail to the

