

Announcements





Student Employment Best Practices

Business Manager

Background & Action Items



In early 2014, LSU experienced an unusual increase in student payroll fraud incidents.

Work Group's Mission

To develop a student employment operating policy that could be adopted by all LSU units. Guidelines should ensure that:

1. Departmental policies and procedures are clearly communicated and enforced
2. A culture of compliance and control is established
3. The employment process and experience for students is consistent with other types of employment

A “Comparative & Collaborative” Approach

1. Each team member provided their unit’s current student employment policies and documents for review
2. Work Group discussed applicable PMs, PSs, Laws & Regulations (HIPPA, NCAA, etc.)
3. Discussed personal experiences of fraud discovery, ideas to prevent future fraud, etc.
4. Compared similarities and differences of various policies
5. Defined components for new FASOP
6. Developed two sets of recommendations for management:
 - Policy Recommendations – incorporated into FASOP
 - General Recommendations – training, ERP, periodic review

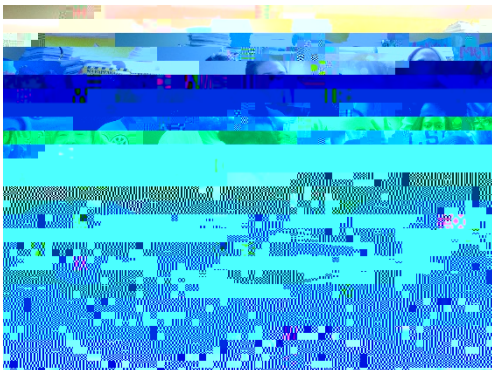
Purposes of FASOP: AS-25

- Provide guidance on student employment policies and procedures
- Establish consistency among employing units
- Ensure department's policies & procedures

Key Notes of FASOP: AS-25

- Financial records of the University and policy compliance are subject to audit by Internal Audit and LLA
- ALL Timekeepers, HR Contacts &/or Business Managers and supervisors of student employees should understand their department's student employment operating policy
- FASOP is not intended to replace any PMs or PSs
- **The policy should be communicated to ALL students (existing & new) → TRAINING**

LSU & The Student Employee



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- ❑ Perform duties otherwise provided by full-time staff
 - ❑ Promote the LSU brand
 - ❑ Promote LSU as a potential employer

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- ❑ Provide a quality education
 - ❑ Provide an introduction into workforce
 - ❑ Provide valuable work experience
 - ❑ Teach them how to be a valued employee

A MUTUAL BENEFIT: LIFELONG

FASOP's Components

A. Eligibility: Full-time Status, Good Academic Standing, Summer Eligibility

B. CSAP/CWSP

C. Application

D. Falsification & Legal Consequences

E. Selection

F. International Students

G. Disabilities

H. Supervisor's Responsibilities

I. Timekeeper's, HR Contact's &/or Business Manager's Responsibilities

J. Appointment

K. Paperwork

L. Security

M. Training

N. Multiple Jobs

O. Job Description

P. Rate of Pay

Q. Expectations

R. Dress Code

S. Confidentiality Agreement

T. Work Schedule

U. Absences & Tardiness

V. Lunch & Breaks

W. Timesheets

X. Evaluations

Y. Merits

Z. Separations

Student Employment Eligibility

This FASOP is NOT a comprehensive document on all rules governing student employment and eligibility. See **PS-33**.

1. Full-time Status

- Undergraduate: 12+ hours in fall and spring
- Graduate: 9+ hours in fall and spring

2. Good Academic Standing

- Overall GPA of 2.0

3. Summer Eligibility

- Undergraduate: 12+ hours in summer
- Graduate: 6+ hours in summer

Eligibility Continued

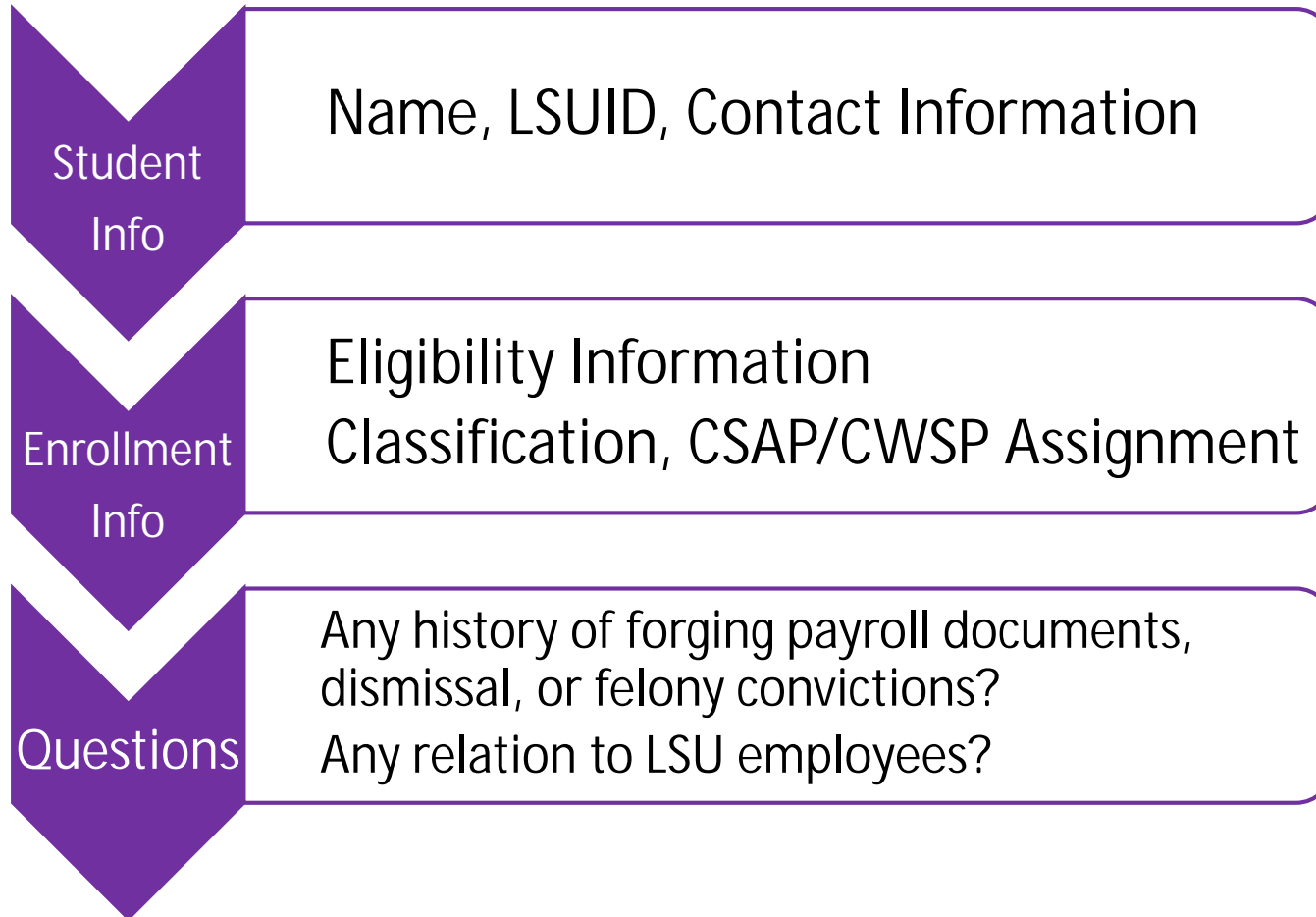
- Students **attending another institution** must provide proof of full-time enrollment
- Students between the age of 14 – 17 must have an **Employment Certificate** to work
- Students must inform department of any change in full-time status or in their academic or disciplinary standing at the institution

CSAP & CWSP Assignments

- Each February, Financial Aid asks departments to submit request for desired number of students for upcoming academic year
- Job Description required for each position
- CSAP Assignments: fall & spring semesters
- CWSP Assignments: may start in summer and can run through spring semester
- Start Date: one week prior to start of semester
- End Date: Commencement Day
- Once funds have expired, continued employment is NOT guaranteed



Student Application or Info Sheet



Application/Info Sheet Continued

- Additional information relevant to department's needs may be requested
 - ✓ Ex: ability to work nights/weekends, driver's license
- Private or sensitive information (citizenship, age, gender, etc.) should NOT be used as a consideration for employment
- Departments should limit its request for DOB to a background check authorization form

Falsifying Payroll Documents & Legal Consequences

Students who altered payroll documents are **not eligible** for student employment.

Students who have been determined to falsify timesheets will be **terminated** after investigation.

PM-76 assigns responsibility for reporting and investigating incidents of financial irregularities.

Internal Audit responds to and investigates incidents. IA, General Counsel & CFO determine assistance of law enforcement.

Selection of Student Employees

- Should hire based on needs and available funds
- Utilize CSAP/CWSP assignments when possible
- CSAP/CWSP assignment does not guarantee employment. Students who cannot be employed by assigned department should be referred to Financial Aid for reassignment.
- LSU's PS-25 "Nepotism" is enforced

International Student Employees

- Employment eligibility contingent upon student maintaining lawful student status
- International Services (IS) approved Work Permit is required
- Students who have never worked in US must apply for a SSN once in US for at least 10 days and after completing IS check-in

Student Employees w/Disabilities

- The American with Disabilities Act (ADA) regulations may apply for student employment
- Accommodations should be requested through employing unit and Human Resource Management (HRM)

Supervisor's Responsibilities



Employment Duties

- Interview
- Determine start/end date, pay rate & SOF
- Review job description & standards
- Set work schedule
- Develop training plan & coordinate security access

Payroll Duties

- Communicate hiring information
- Review, approve & submit timesheets
- Estimate hours when necessary
- Communicate separation information

Department Head's Responsibilities



Timekeeper's Responsibilities



Appointing Student Employees

- Timekeeper should be informed of new student
- Communicate critical employment info to student employee in advance via e-mail
- Information should relate to employment paperwork, I9 certification (within first 3 days), mandatory trainings, parking permit, etc.
- Private information will be required upon employment (DOB, ID, citizenship, etc.)

Training

- **Mandatory trainings:** Ethics, Sexual Harassment & Title IX (combined in 2015)
 - ✓ Annual requirement; due each December 31st
- DA-2054 (annual) & Defensive Driving Course (every 3 years)
 - ✓ Students are NOT allowed to drive their personal vehicles
 - ✓ Students involved in an accident or work related incident on or off campus may be required to be drug and alcohol tested
- Additional trainings as determined by supervisor

Multiple Jobs on Campus

- Students can be employed by more than one unit with Financial Aid's approval
 - ✓ 20 hours/week limitation while school is in session
- Student must inform each supervisor of other department's work schedule
 - ✓ Student should track hours between departments to ensure 20 hours/week limitation is adhered to

Job Description & Rate of Pay

- Each student should be provided a copy of their **Job Description**
 - ✓ Special requirements such as physical labor, travel, working nights/weekends, etc. should be included
- Students must be paid at least **Minimum Wage** but no more than the hourly rate allowed per PS-33
- Hours worked in excess of 40 hours per week must be paid at **1.5 of hourly rate**
 - ✓ OT should be approved in advance and never occur while school is in session



Confidentiality Agreement

- Student employees often have access to sensitive data when performing their daily duties



Work Schedule

Setting a Work Schedule

Set according to business needs & budget availability
Developed between student and supervisor
Students cannot work during scheduled class times

Hours/Week Allowed

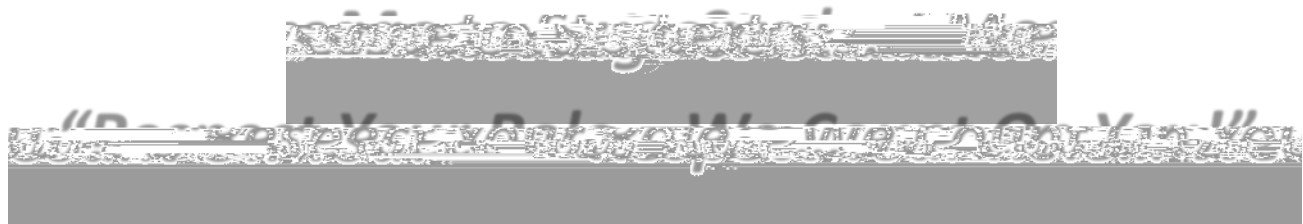
20 hours/week when school is in session
Supervisor can submit appeal to Financial Aid for student to work up to 25 hours/week
40 hours/week when school is not in session - if student completed prior spring semester as a full-time student and is registered as such for upcoming fall semester

Absences & Tardiness

Departments must establish an **absence/tardiness call-in procedure** to include who to call, allowed communication (text, e-mail, phone), etc.

A student's role at LSU is to be a student first and an employee second.

- ✓ Exercise flexibility to allow for exams, special projects, semester breaks, etc.



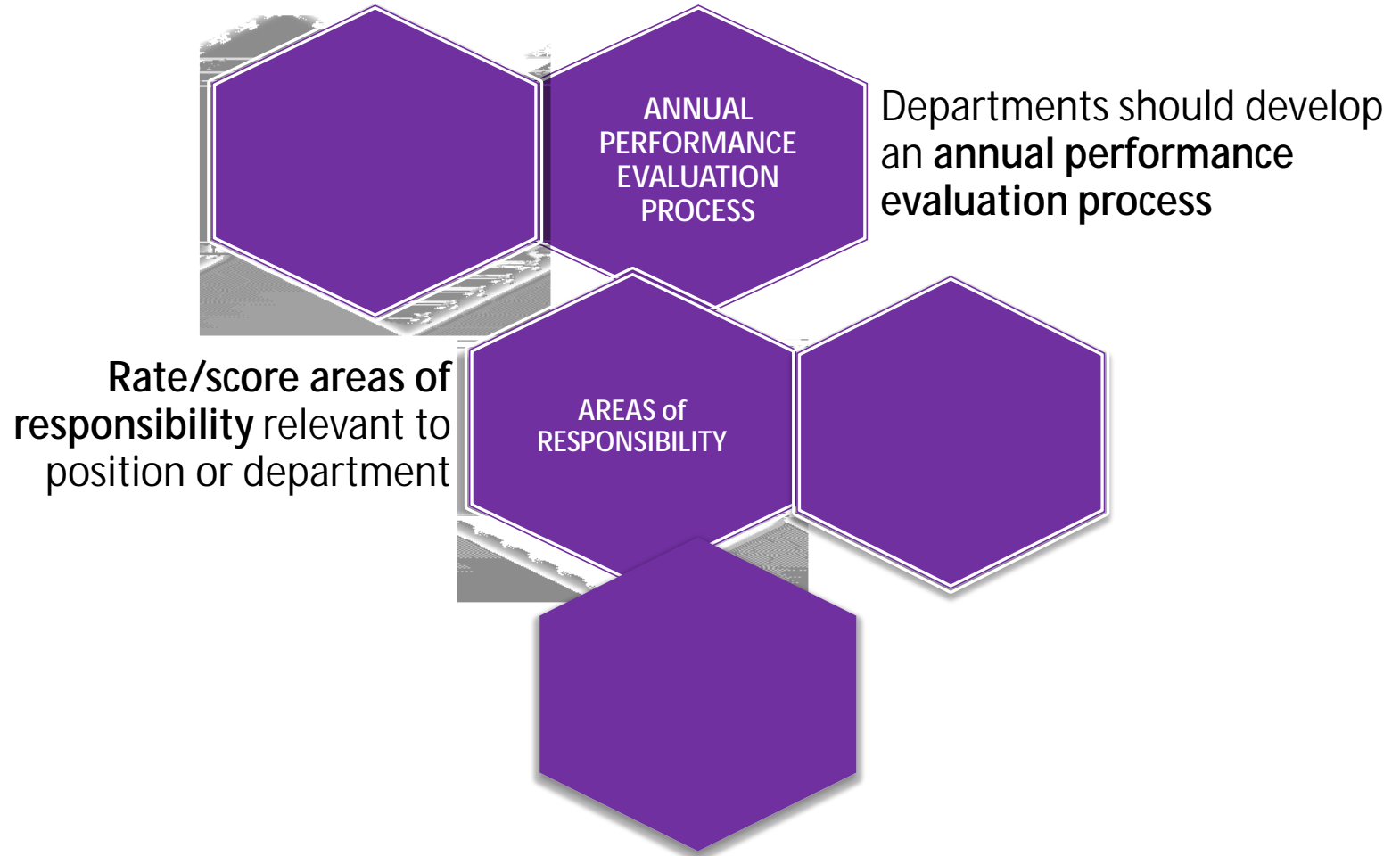
Lunch & Breaks

- Students working an 8-hr day are allowed 15-min morning and afternoon (paid) breaks and a 30-min (non-paid) lunch
- Students working a 4-hr continuous shift are allowed a 15-min (paid) break
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Timesheets

- Students should “sign in” and “sign out” in the presence of a supervisor
- Students should record the exact time worked and not round start/stop time
- FLSA allows LSU to round hours for payment
- A student’s supervisor should approve timesheets
- Timesheets should be signed in **blue** or **black** ink
- Timesheets should never be delivered to the Timekeeper by a student

Performance Evaluations & Merits



Summary of Documents to Create

Description
Student Employment Operating Policy
Student Application or Information Sheet
Job Descriptions
Confidentiality Agreement
Student Employee Timesheet – may use AS107
Performance Evaluation Form
Develop Communication & Training Plan for Students ~ Supervisors ~ Timekeepers HR Contacts ~ Business Managers

