

If a student employee with Federal Work Study is coming close to using all their allotment of funds, you can request more funds. Please send an email to stuemployment@lsu.edu with the student's name, 89 number, and amount you anticipate they would need. We will send these requests to financial aid to review. They will look at the student's financial aid and determine if more Federal Work Study funds can be allocated to the student.

There is a scheduled hire moratorium for all employee types including student employees starting _____ This is necessary due to the Workday Student Project team loading student records into Workday. During this time hires cannot be initiated, pre-hires cannot be created, and candidates cannot be moved out of manager review. Any hire that is initiated prior to Friday, January 17, 2025 at 4:00 pm can continue uninterrupted through the entire hire process.

Due to the transition to Workday Student, there is a process in place to import student data information into the system. It is crucial that student employees do not have any pending onboarding actions, as this may cause errors with the import. Please ensure that all pending onboarding items are completed as quickly as possible. We will monitor onboarding actions and send notifications to help clear out any outstanding items. We appreciate your help in clearing out these items.

Please find student employee wage data for Fall 2024 attached.

Have you conducted your student employee mid-year performance evaluations? Performance evaluations are essential to the development of your student workers and helps them grow professionally and personally. They can also provide insight into how you can better support your student employees and how they can contribute to the department. [Check out our resources and examples for performance evaluations on our website.](#)

The 2025–26 *Free Application for Federal Student Aid* (FAFSA®) form is available. Students can complete the form to apply for financial aid for attendance at college or career school between July 1, 2025, and June 30, 2026.