

Workday Update to Student Employee Job Requisition

Effective Friday, March 14, 2025, at 4:00 pm there will be 2 updates to the student employee job requisition. The updates include:

1. Job requisitions for student employees may not exceed 10 Scheduled Weekly Hours. Students are still allowed to work over 10 hours but entering 10 or fewer scheduled weekly hours helps account for students with more than one job and keeps their FTE below full time.
2. A recruiter must be added for all student employee job requisitions.

A detailed job aid is located in the [Student Employment Resources Box Folder](#). Please review the job aid and let us know if you have any questions or encounter any issues!



March 2025 Edition

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Timely Reminders

Additional Hours for Students:

Student employees can work an additional 4 hours within the work week for each day off during holidays and breaks. Student employees are never allowed to exceed 40 hours per week. Please see below for the additional hours students can work during the upcoming breaks:

- Week of Spring Break (March 29 – April 4) – **20** Hours additional for the week (must not exceed 40 hours)

End of Year Dates:

May 10, 2025 – Students can begin working up to 40 hours per week. If student employees are enrolled in summer sessions, their hours will need to be adjusted for the weeks they are in session.

May 16, 2025 – Commencement

- Last day that graduating seniors can work.
- Last day that students can work on 2024/2025 President’s Student Aid or Federal Work Study.
 - If your student employee will continue working over the summer on department funds, the job profile should be changed to “Student-LSU” and the compensation end date will need to be removed.

Student Employment News

Workday Updates with Impacts to Hire Process:

Effective **Friday, March 28th** there will be a few changes to the Hire Process in Workday:

- Quickstart Step Update:
 - The Quickstart step will be replaced with a task to enter the individual’s Date of Birth in Workday.
- Worker Account Creation
 - After a Hire is completed in Workday, the worker access and onboarding will be triggered the following morning. For example, if a Hire was successfully completed on January 1, the student employee would receive their onboarding task in Workday the morning of January 2.

Temporary Impacts to Onboarding Process - Thursday, March 27 at 4 PM – Tuesday, April 1 at 2 AM

- Hires initiated during this window will have DELAYED ONBOARDING and I-9 IMPACTS.
 - Regardless of the completion or effective date.
 - Onboarding will launch only after hire completion and after April 1, 2025.
 - Hires initiated during this window and with an effective date within this window must complete a **paper I-9** to maintain compliance.
- Hires initiated before or after this window will have NO IMPACT.
 - Regardless of the completion or effective date.
 - Onboarding will proceed as usual.
- Hires can still be EFFECTIVE during this window.

Student Employee Job Requisition Changes:

Please see the above notice and association guide for the changes to the student employee job requisition, effective March 14, 2025, at 4:00 pm. The updates include:

1. Job requisitions for student employees may not exceed 10 Scheduled Weekly Hours.
2. A recruiter must be assigned to all student employee job requisitions.

Tip of the Month

Student Employee Appreciation Week: April 14 – 18, 2025

Start the planning now for Student Employee Appreciation Week! Think about some ways to show your students that they are valued and appreciated! Below are a few ideas of ways to show your appreciation:

- Certificate of Appreciation
- Decorate your student's door or work space
- Take them out to lunch or provide lunch
- Provide snacks or other small treats
- Ask staff members to contribute to a goodie bag or care package
- Handwritten thank you note
- Post on your department's social media to recognize your student employees
- Make all staff aware of Student Employee Appreciation Week so they can give thanks and shout outs during the week
- Appreciation Sign for each student that all staff write words of thanks or appreciation

*Please note, all purchases related to Student Employee Appreciation must follow LSU purchasing guidelines.

[Check out our toolkit with examples and templates!](#)

For Your Students

Lagniappe Internship Fund:

The campus-wide Lagniappe Internship Fund aims to reduce financial barriers LSU students may face when presented with unpaid or underpaid internships. No student should pass up a career opportunity because of living expenses, travel or unpaid opportunities.

Encourage your students to apply! The application deadline is April 25, 2025 at 4:00 pm.

[Click here to learn more and apply for the Lagniappe Internship Fund.](#)

[Find previous monthly newsletters on our website!](#)

Thank you,
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