

# Announcements

- *Procurement Delegations*
- *March meeting: Tuesday, March 10<sup>th</sup>*
  - *Pilot Procurement Code*



# Student Employment Best Practices

*Maria C. Cazes*

Business Manager

Administration

Office of Accounting Services

# Background & Action Items

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

## Action Items Executed:

- ✓ Presentation at Mar 2014 Business Managers' Meeting
- ✓ Memo to VCs & DDDs about surge in student payroll fraud
- ✓ Formation of Student Employment Processes Work Group
- ✓ Creation & Adoption of PM-76
- ✓ Launch of Ethics & Integrity Hotline
- ✓ **Creation & Adoption of FASOP: AS-25**

# 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

# Work Group Members

Team Member	Unit	Area
Maria Cazes, Lead	Office of Accounting Services	Administrative
Sarah Moran	Cox Center for Student Athletes	Administrative
Joshua Ledet	College of Music	Academic
Tiffany Galasso, Jamie O'Quinn, <i>Chloe David</i>	School of Vet Med	Academic & Research
Shelly Ortiz <i>Rachel Mumphrey</i>	NCBRT	Research
Craig Stevens	CAMD	Research
Jamie Branch	Residential Life	Auxiliary
Brandi Roberts	Auxiliary Services	Auxiliary
Wendy Nall	Athletics	Auxiliary

# 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 are clearly communicated and enforced
- Encourage continuous use of “best practices”
- **Each department/unit is REQUIRED to develop a Student Employment Best Practices policy based on this FASOP**

# 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



## *What students do for us:*

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

## *What we do for students:*

- ❑ 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 RELATIONSHIPS***

# FASOP's Components

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

B. CSAP/CWSP	H. Supervisor's Responsibilities	M. Training	T. Work Schedule
C. Application	I. Timekeeper's, HR Contact's &/or Business Manager's Responsibilities	N. Multiple Jobs	U. Absences & Tardiness
D. Falsification & Legal Consequences	J. Appointment	O. Job Description	V. Lunch & Breaks
E. Selection	K. Paperwork	P. Rate of Pay	W. Timesheets
F. International Students	L. Security	Q. Expectations	X. Evaluations
G. Disabilities		R. Dress Code	Y. Merits
		S. Confidentiality Agreement	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

## Student Info

- Name, LSUID, Contact Information

## Enrollment Info

- Eligibility Information
- Classification, CSAP/CWSP Assignment

## Questions

- Any history of forging payroll documents, dismissal, or felony convictions?
- Any relation to LSU employees?

# 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

Student



## Payroll Duties

- Communicate hiring information
- Review, approve & submit timesheets
- Estimate hours when necessary
- Communicate separation information
- Review list of students to ensure still active

Timekeeper



## Supervisory Duties

- Train
- Monitor workload
- Review work
- Administer performance evaluations
- Develop/mentor
- Coach as needed

Self

# Department Head's Responsibilities

- Department Heads with fiscal authority should determine responsibilities and security access between a *Timekeeper, HR Contact and Business Manager* as some units have employees serving in multiple roles
- Internal procedures should be considered when duties are assigned to ensure proper **segregation of duties**
- See June 2011's "Segregation of Duties"

# Timekeeper's Responsibilities

## COMMUNICATION

Monitor **Payroll Schedules**  
Collect **Timesheets**

Enter Hours  
in **ETA**

**Employee/  
Supervisor  
Table** in HRS

**Supervisory  
Report** in  
Reporting Tools

Designated  
**Back-ups**  
Prepared

# 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 31<sup>st</sup>
- 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

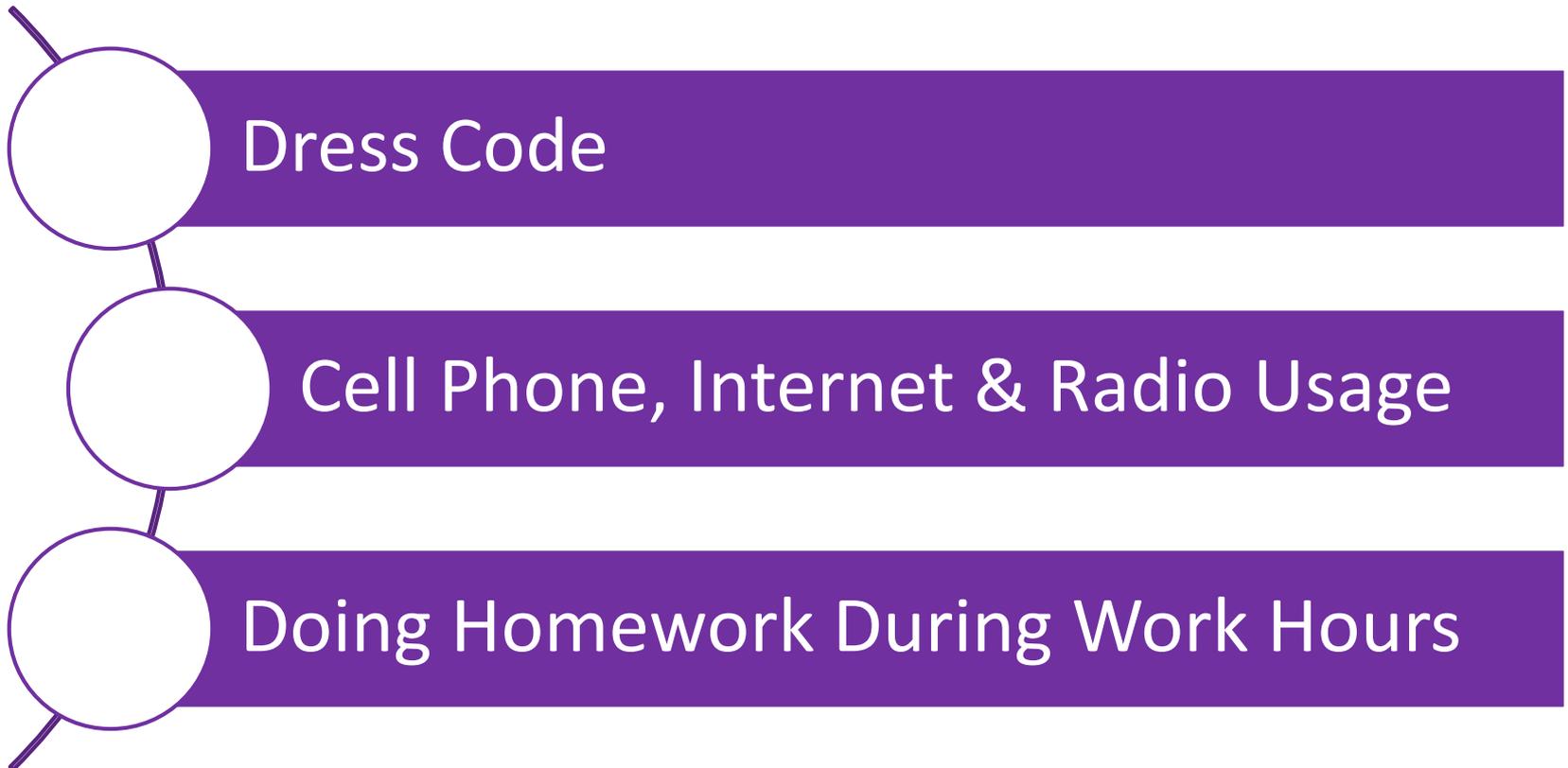
# Job Description & Rate of Pay

- 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

# Professional Standards/Expectations

Treat student workers as **professionals**.

Develop their “soft skills” – **ethics, attitude & emotions**.



# Confidentiality Agreement

- Student employees often have access to sensitive data when performing their daily duties
  - ✓ Examples: payroll information, SSN, address, phone number, personnel matters, health information, etc.
- Confidentiality is required under HIPPA, FERPA, NCAA, etc.
- **A Confidentiality Agreement should be signed by each student worker!**

# 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.

***Message to Students:***

***"Respect Your Role... We Count On You!"***

# Lunch & Breaks

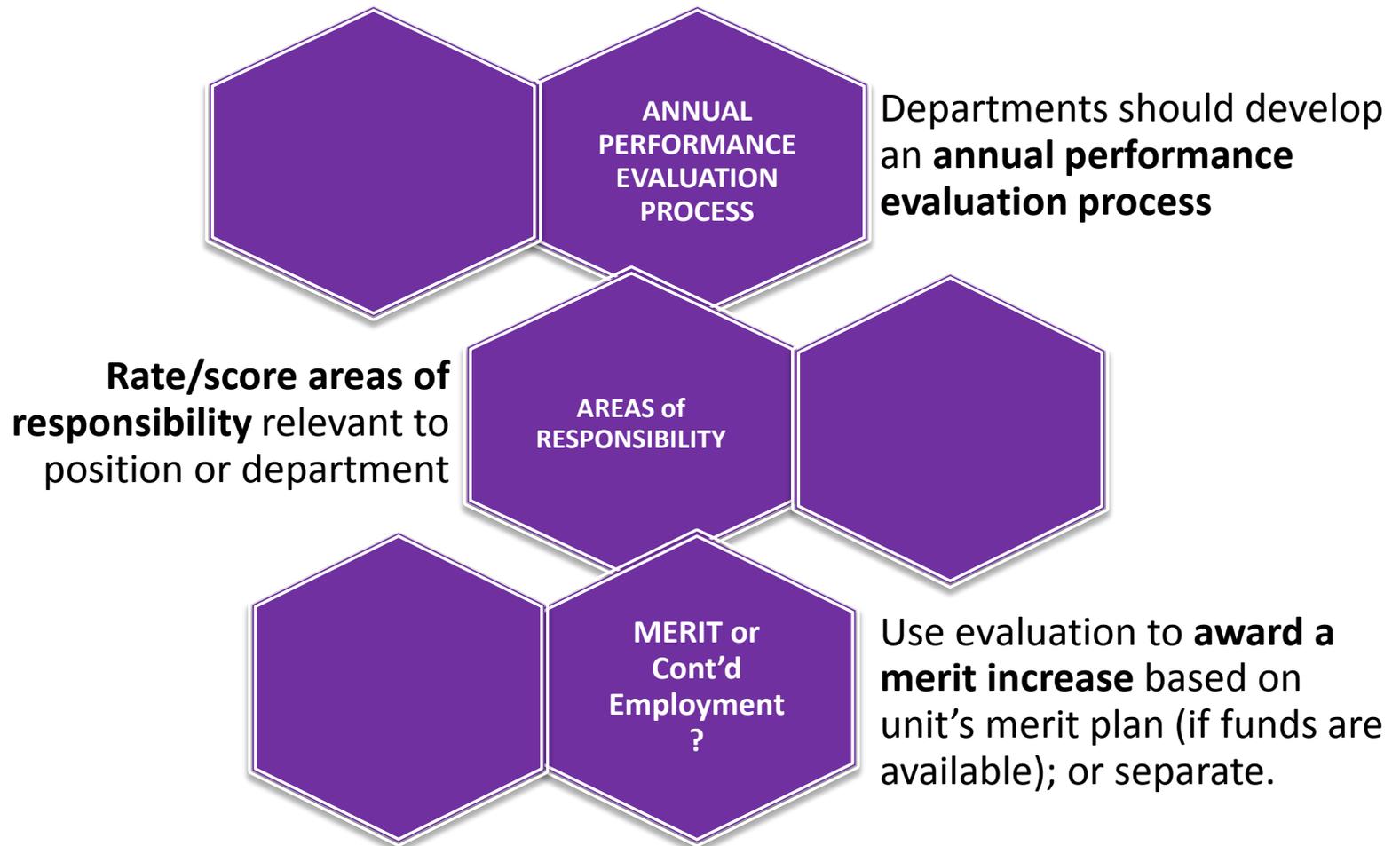
- Students working an 8-hr day are allowed 15-min morning and afternoon (paid) breaks and a 30-min (non-paid) lunch
- Students working a 4-hr continuous shift are allowed a 15-min (paid) break
- Length of time worked before forcing a lunch break should be set by department
- Students under 18 must take a 30-min (non-paid) lunch if working a 5-hr continuous shift



# 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
<b>Develop Communication &amp; Training Plan for Students ~ Supervisors ~ Timekeepers HR Contacts ~ Business Managers</b>

# Q & A

