

ANNOUNCEMENTS

AUGUST 2018

LIONJOBS POSTINGS

Are you looking to hire students for the academic year? Take time now to post your job opportunities on [LionJobs](#) - LMU's online job board for on-campus employment. Please indicate in your job postings if the position is "Work Study" or "T-Work."

Also, please consider first year and transfer students in your hiring process. Incoming students would be a great addition to any department and can greatly benefit from the LMU student employment experience.

STUDENT EMPLOYMENT AUTHORIZATION (SEA)

The Online SEA System is now open to hire students for AY 2018 - 2019. Please note the important SEA dates below:

- August 12, 2018 - First date to use AY 2018 - 2019 funds
- August 25, 2018 - Last date to use summer work funds, if available

Reminder, SEAs are **created** by the supervisor, **accepted** by the student, and **authorized** by Student Employment Services (SES). An I-9 form must also be on file for the student. Student employees must be officially authorized by SES before they can begin working. Allowing students to work before they have been properly authorized is in violation of employment regulations.

STUDENT EMPLOYMENT REGULATIONS

As you begin to hire student employees for the academic year, please review LMU's student employment work regulations:

- Students are required to clock in and out of myTime for every work shift -- it is the only University sanctioned way of recording hours worked.
- Students should not input their hours by using the "clocked missed" pay code in myTime.
- Students cannot work more than 5 consecutive hours without clocking out for a 30 minute (minimum) meal break.
- Students cannot work more than 8 hours in a day or more than 6 consecutive days in a row.
- Students cannot work more than 20 hours per week when classes are in session.

SES RESOURCES

Forms and resources for student supervisors can be found on the [SES website](#). You can access updated versions of the Budget Registration Form, the new Pay Rate Rubric, and the Student Supervisor Reference Guide.

The [Student Supervisor Reference Guide](#) is a great and quick guide for the process of recruiting, hiring, and managing student employees.

FEATURED EVENTS

STUDENT SUPERVISOR OVERVIEW WORKSHOP

SES offers workshops for all student supervisors to review new hiring processes, resources, and employment best practices. Register [here](#) for our next Student Supervisor Workshop:

– Tuesday, August 14th at 10:00 AM – Malone 455 (Boardroom)