

Nicholls State University

STUDENT EMPLOYEE TRAINING SEMINAR

Jashinna Henderson - Assistant Director Student Employment



EMPLOYMENT: A WORTHWHILE EXPERIENCE

- Opportunity to learn
- Develop and practice professionalism
- Develop professional contacts
- Paycheck!!!!



PERSONAL APPEARANCE

- Wear clean clothes that give you proper coverage
- Avoid wearing clothes with holes, tears, or offensive messages
- Always wear a smile



WORK ETHIC

- Your work reflects the kind of person you are
- If you're up to date with your work, offer to help someone else
- Office talk should stay at the office and not become campus gossip



TYPES OF STUDENT EMPLOYMENT

- University students must be enrolled in 12 or more hours
- Federal Work Study students must be enrolled in 6 or more hours



ON THE TELEPHONE

- Answer promptly
- Identify yourself, department, and offer assistance
- Pay close attention
- Repeat the telephone number when taking messages



HANDLING DIFFICULT PEOPLE

- Maintain eye contact and give your undivided attention
- Listen carefully to find out what the problem is behind the emotion
- Research the problem and decide who can help
- Refer them to your supervisor if you are unable to help or communicate with them



AT YOUR WORKPLACE

- Try to be courteous and helpful
- ALWAYS be on time
- COMPLETE YOUR TIMESHEETS DAILY
- NEVER study while you are on the job
- Know Who's Who on campus



TIME SHEETS

- Available on your MyNicholls account
- LOG IN EACH DAY AND COMPLETE YOUR TIME SHEET
- You many enter time from any computer that has access to the internet (home, school, phone, etc.)
- Must 'Submit For Approval' by 5:30 p.m. the day after the pay period is over
- DO NOT exceed max hours
- Must be approved by your supervisor

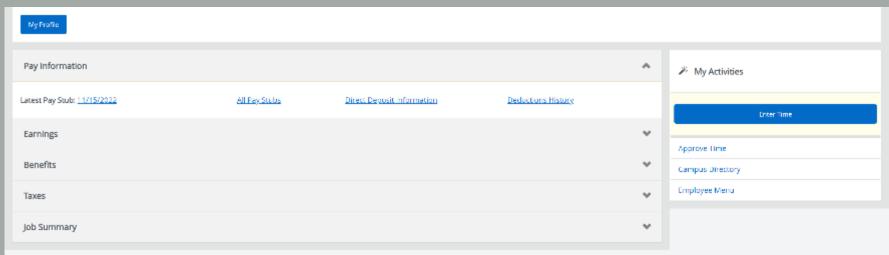


HOURS PER WEEK

- Students are ONLY allowed to work the number of hours permitted on their signed contract
- The work week is Sunday Saturday

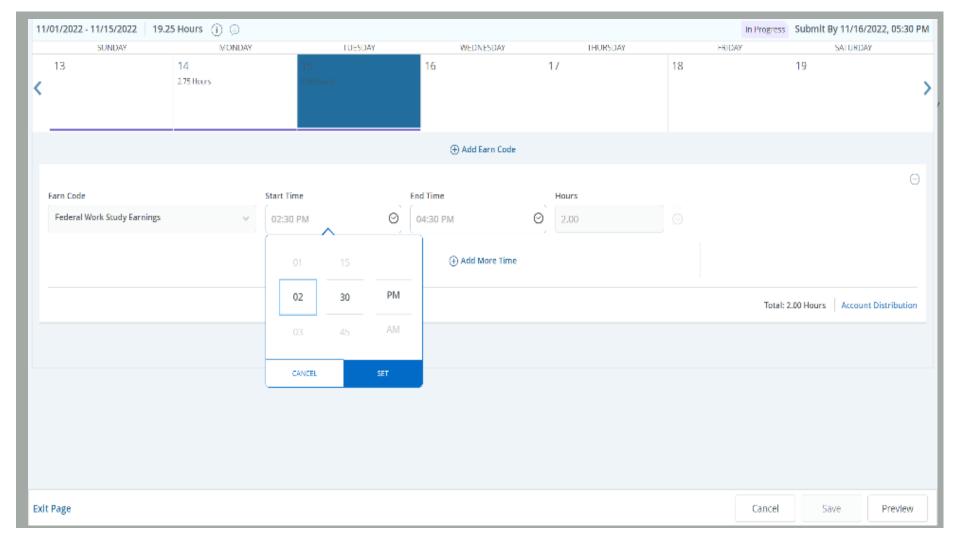


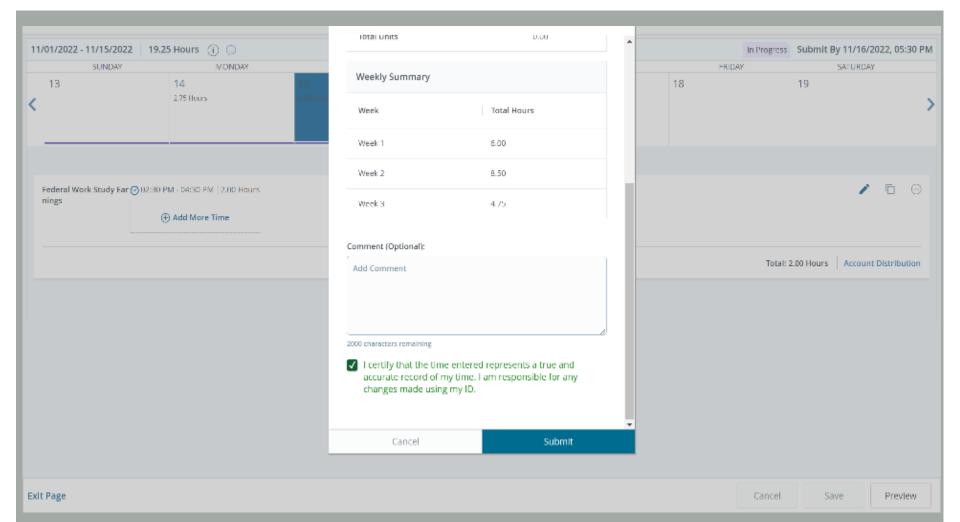


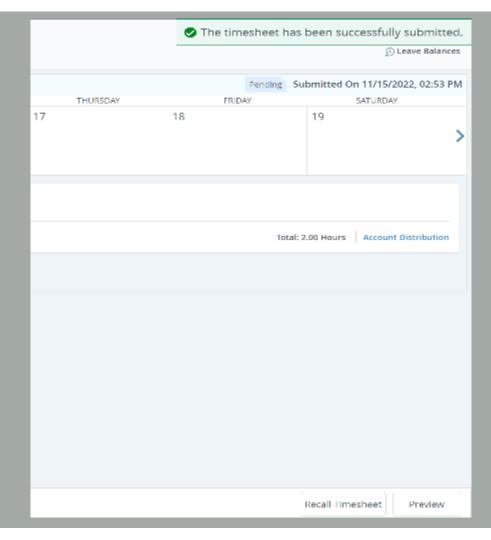




Employee Dashboard - Timesheet					
Timesheet					
Approvals Tir	nesheet				
					Pay Period 💛
Pay Period	Hours/Units	Submitted On	Status		
SE - Financial Aid, 971038-00, N, 5413, Enrollmt Serv-Financial Aid					🕥 Prior Periods
11/01/2022 - 11/15/2022	19.25 Hours		In Progress	①	











DIRECT DEPOSIT

- Funds available on the 1st and 15th of each month
- Paycheck deposited into your personal checking or savings
- First check is picked up at Fee Collections with a Student ID
- To view your check stub go to Banner Self Service
- If your account changes notify Student Employment immediately



RESIGNATION AND TERMINATION

- Submit resignations in writing
- Termination policy
- Appeal process for terminations



ACTS OF MISCONDUCT

- Acts of violence
- Theft, fraud or the temporary taking or use/misuse of university or personal property
- Harassing conduct of any kind
- Violation of the privacy rights of others and/or misuse/unauthorized use of confidential information
- Possession or use of alcohol or drugs



REQUIRED TRAININGS

- ALL student employees are also required to complete these one hour trainings once a year on Canvas:
 - Ethics
 - Cybersecurity
 - Sexual Harassment



THANK YOU!!!