

LISAS Student Policies & Procedures

Hiring

- All students interested in LIS positions should come to the LISAS Office of Student Employment located in LIB 440.
- Students will be referred to departments with positions available for interviews.
- After interview, supervisors will inform LISAS fiscal officer as to whether or not they wish to hire that student.
- If approved, LISAS fiscal officer will complete contract and send to Financial Aid/ Office of Student Employment for processing.

LISAS Roles and Responsibilities

Supervisors

- interview and select students
- authorize LISAS fiscal officer to hire student if:
 - applicants hours of availability for work meet the needs of the department
 - if the applicant has the skills required to perform assigned duties
- maintain daily records of the starting and ending time of work for each student.
- monitor hours worked based on rate of pay and award amount
- approve and sign time sheets and submit to LISAS fiscal officer per schedule provided

LISAS Fiscal Officer

- completes contracts
- submits contracts to Student Employment Office
- Reviews, signs and submits student time sheets to payroll office.
- monitor wages earned by each student
- maintain records of student accounts including contracts, time sheets and other pertinent information.