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.