LIONJOBS
LMU's job board for on-campus employment opportunities. All positions should be posted in LionJobs. To post a job, click the "Create Job Posting" link on the right side of the Lionjobs home page.
Job descriptions should include Student Learning Outcomes, and pay rates should adhere to LMU's Pay Rate Rubric.

BUDGET REGISTRATION FORM
The Budget Registration Form allows you to hire students using a specific budget account number. The form should be submitted to your budget manager for processing.
When hiring students, two budget account numbers are required — a primary account and a secondary "spillover" account, which is usually a department's T-work account number.

ONLINE STUDENT EMPLOYMENT AUTHORIZATION (SEA)
A SEA must be created by the supervisor, agreed to by the student, and authorized by SES before a student can begin working. Students will gain myTime access the day after the SEA has been authorized.
New SEAs must be created for every Academic Year, Summer Term, or funding type. Existing SEAs can be modified to change the award amount, end date, and pay rate within the same level. SEAs should be separated/terminated when appropriate.

I-9 FORM
An I-9 Form must be completed by the student, and processed by SES, before a student can be authorized to work. A student needs to complete the I-9 only once while at LMU. Specific forms of identification must be presented during processing.

MYTIME
All student employees should use myTime to clock in/out of every work shift. Clocking in/out is the only University sanctioned way to record student hours. Supervisors are responsible for reviewing and approving student timesheets every two weeks in accordance with LMU's bi-weekly payroll schedule.
Assign a myTime delegate to ensure student employee timesheets are reviewed and approved during your absences.

LABOR COSTING REPORT
The Labor Costing Report provides details about your student employee's earnings by pay period. This report is a great tool to track student labor costs and remaining work award balances.

EMPLOYMENT POLICIES/FORMS
Student employment forms and policies, including California Paid Sick Leave, Non-Discrimination, and Equal Employment Opportunity information, can be found on the SES website.

RESOURCES
LIONJOBS: myLMU > System Logins > LionJobs > Faculty/Staff
ONLINE SEA: myLMU > System Logins > Student Employment Authorization Form
LABOR COSTING REPORT: myLMU > System Logins > Report Generator > Costing Report
FORMS: lmu.edu/relay > Employment Policies and Forms