



Learning Aligned Employment Program (LAEP)

Student Intern Hiring Information Session

Spring 2024





Learning Aligned Employment Program (LAEP)

LAEP offers eligible, underrepresented students at public colleges and universities with the opportunity to earn money to help defray their educational costs, while gaining education-aligned, career-related employment (*CSAC LAEP Program Handbook, 2023*).



Learning Aligned Employment Program (LAEP)

LAEP was created pursuant to [California Education Code \(CEC\) sections 69950 - 69969](#). More information about the California statewide initiative can be found on the [California Student Aid Commission \(CSAC\)](#) website. LAEP is a temporary program running until **June 30, 2031**.



LAEP Information Session Agenda

Student Intern Requirements

- LAEP Student Eligibility
- Research Requirement
- Monitor Student Earnings

Student Intern Hiring Workflow

- Phase 1 - Position Creation
- Phase 2 - Recruitment
- Phase 3 - Hiring Paperwork

SDSU LAEP Student Intern Requirements



SDSU

Division of Student Affairs and Campus Diversity
Career Services

LAEP Funding Eligibility Requirements

- Have FAFSA on-file with SDSU
- Undergraduate student
- Enrolled during the academic year
- Minimum cumulative GPA of 2.0
- California resident classification with SDSU
- Eligibility to work in the United States (AB 540)
- Demonstrated financial need

LAEP Funding Eligibility Requirements

- ❑ Meet **one** underrepresented background qualification.
 - ❑ First-generation student
 - ❑ Low-income student (*Federal Pell Grant eligible*)
 - ❑ Current/former foster youth student
 - ❑ Houseless or at risk of being houseless student
 - ❑ Students with a disability
 - ❑ Student displaced worker
 - ❑ Student with dependent
 - ❑ Formerly incarcerated student
 - ❑ Undocumented students (*Assembly Bill 540*)
 - ❑ Veteran student

SDSU LAEP Research Requirement

- ❑ Research needs be a significant component (51%) of a LAEP position in which the employer is a public postsecondary educational institution.
- ❑ Research is not limited to scientific research and can take place outside an academic discipline
- ❑ The research should be directed and supervised by a faculty, staff, or another mentor who will determine the research requirements (CSAC LAEP Program Handbook, 2023).

Pay Rate of an SDSU LAEP Student Intern

☐ \$18 per hour

Monitor LAEP student Earnings

- ❑ LAEP is a form of financial aid for the student which must fit into the student's financial aid package.
- ❑ Student's must not exceed their LAEP financial aid award.
- ❑ Supervisors & Resource Managers will have access to PeopleSoft to monitor students earnings.
- ❑ Encouraged to use a tracking spreadsheet to ensure the award limits are not exceeded.
- ❑ Advised to also appoint student on a non-LAEP appointment SEA to absorb overages.

Approved Amount of LAEP Award on No-ReplyHR Email

The requested student appointment action has been processed. Please see below for details:

Appointment Action: Reappointment

Effective Date: 08/09/2023

Student Name:

Red ID Number:

Position Number: 10009878

Job Code: 1880

Dept. ID: 50015

Hourly Pay Rate: 18.00

Reports To Email:

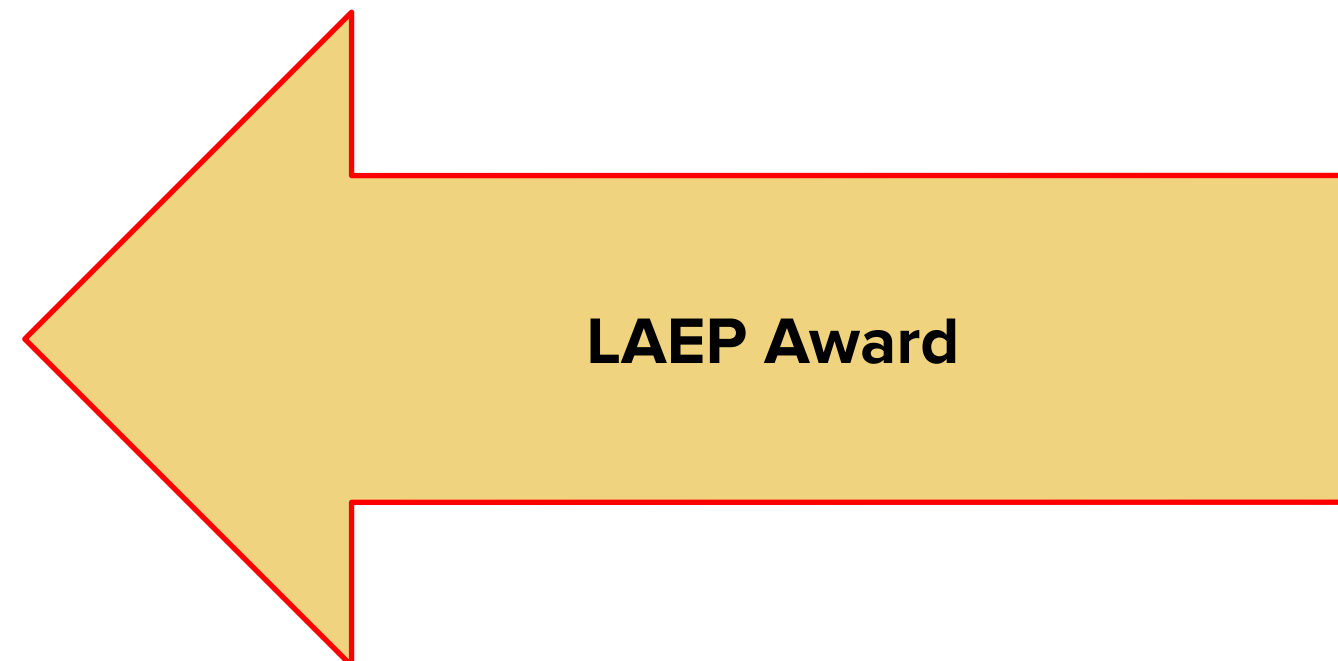
Dept. Coordinator Email:

Div. Coordinator Email:

Fall Allocation: 3600

Spring Allocation: 3600

Summer Allocation: 0



SDSU LAEP Student Intern Hiring Workflow



SDSU

Division of Student Affairs and Campus Diversity
Career Services

Phase One

Position Creation

- ❑ Submit Employer Interest Form
- ❑ Receive Approval for Funding
- ❑ Career Services RM Submits Account Request Form (*ARF*)
to Business & Financial Affairs (BFA)
 - ➔ *BFA processing will take approximately two weeks.*
- ❑ Your Department Submits Personnel Action Request (*PAR*)
 - ➔ *BFA processing will take approximately two weeks.*

Phase Two

Position Recruitment

- ❑ Post position on Handshake (required).
- ❑ Collect applications, identify & interview candidates, and select final candidates.
- ❑ Email workstudy@sdsu.edu to request verification for the students' LAEP eligibility.

Phase Three

Hiring Paperwork

- ❑ Initiate SEA (Student Employment Application) for signing.
 - i. SEA routes to SDSU Financial Aid
 - ii. SDSU Human Resources completes pre-boarding & background check
 - iii. SDSU Payroll Services finalizes hiring process

- ❑ Intern begins work

Who do I contact if I have questions?

- ❑ Email Dannie Schwarz, Industry Relations Lead at ddschwarz@sdsu.edu
- ❑ Email workstudy@sdsu.edu to request verification for the students' LAEP eligibility