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Uwf gpvf'J qwt if 'J T'Rt qeguk

3. Fgr vugpf u cp go cknvq JTBnoct@fwy.kj.vj.g.hqmqy.kpi uwf gpvkphqto cvkqp<
 - a. **Student Name:**
 - b. **L#:**
 - c. **Student Email address:**
 - d. **Department name:**
 - e. **Hiring Department Organization #:**
 - f. **Campus P.O Box**
 - g. **Campus Phone Number:**
 - h. **Employee Class:**
 - i. **Start Date:**

2. The Dept employee that sends the information above will be the person that our Data Entry team ~~potions~~

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7. Our Administrative Specialist will process the I-9 forms and the background check while ensuring that all the paperwork has been completed.
 8. The Data Entry team will then add the information provided from the checklist into Banner 9 and activate the student/hourly worker as an employee. The Data Entry team will also email the responsible person to submit the EPAF for the student.
 - a. When the student/hourly worker can see their Employee tab in Self-Service banner, they are able to add their direct deposit information.
 - b. ~~Kij g uwf gpvf qgupør tqxkf g cp{ f ktgevf gr quk lph to cvqp, vj gkt ej gemu y kndg~~ sent out to the permanent address that they provide HR with in their onboarding paperwork

HR Contact List

The HR Dept members that are involved in the Student/Hourly Worker process are:

1. **Kaylynn Janise (Administrative Specialist):** Responsible for processing I-9, background checks and ensuring that depts give our Data Entry team the correct information for new hires. Contact GRCHU.
Back-wrap/hip/ggf <'
Victoria Figueroa
Julie Miller
2. **Victoria Figueroa & Julie Miller (Data Entry & HR Coordinator):** Responsible for adding Student/Hourly Worker into Banner as an employee and adding their information from the onboarding checklist to the appropriate Banner screens. They will also contact depts when the Student/Hourly Worker is EPAF ready.
3. **Paul Peddy & Tracy Guilbeaux *J TI au<** Will be involved if their assigned depts are j cklpi kuwgu y kj GRCHU or if new student/hourly worker positions need to be created.
4. **Elyse Broussard & Dynesha Washington (HR Recruiters):** Responsible for posting and removing Student/Hourly Worker positions to the Lamar Jobs website.
5. **Carolina Bryan (HR Specialist):** Can assist if there are any issues with timesheets.

