Student and hourly Hiring Packets have gone PAPERLESS!

To have an electronic hiring packet sent to your hourly or student workers or Grad students, send an email to Dindy Robinson at drobinson23@lamar.edu with the following information:

1. Name of new employee
2. Email address
3. L Number if they have one
4. The type of worker, i.e. student, work study, Grad Assistant, hourly worker

Then submit an F3.2 through normal processes. If your new hire does not have an email address, send him/her to HR for a paper hiring packet.