



## Student/ Hourly HR Process:

1. Dept sends an email to [HR@lamar.edu](mailto:HR@lamar.edu) with the following student information:
  - 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 notifies when the EPAF is ready to be submitted once the process is complete. **(Step 8)**
3. HR will need the information at least two weeks prior to when the Student/Hourly Worker is supposed to begin working. This gives the Student/Hourly Worker enough time to fill out their checklist and for us to process it.
4. HR will send out the checklist to the Student/Hourly Worker.

Checklist includes:

  - a. Employee Personal Data Sheet
  - b. Security Sensitive Release Form
  - c. W-4
  - d. Social Security Card
  - e. Dept Guidelines for Selective Service Registration
  - f. Disclosure Request Form
  - g. Voluntary Self-Identification of Disability
  - h. Information regarding, I-9 form, Alcohol and Drug Awareness policy, and Direct Deposit.
5. Background checks for domestic students are ran through DPS which gives results the same day. International Students/Hourly Workers background checks are through HireRight which may take up to a week to get results. If the Student/Hourly Worker doesn't pass the preemployment screenings, HR will notify the dept.
6. Once the Student/Hourly Worker completes the online checklist, they **must** come to the HR department to fill out their I-9 forms with their documentation.
  - a. If the Student/Hourly Worker does not have a Social Security number, they must go to the Office of International Education and Services to start the process. It



will take up to two weeks for the card to come in. The Student/Hourly Worker are **not** allowed to work without a social security card.

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. If they don't provide any direct deposit information, their checks will be sent out to the permanent address that they provide HR with from their onboarding paperwork.
  - c. Direct Deposit information can only be added on the Lamar campus. IT Service Desk (Ext 2222) will be able to assist potential employees if they are unable to come to the campus.
9. The EPAF must be submitted promptly.
10. Once the EPAF has been completed and the Student/Hourly Worker are able to see their timesheet, they can begin working for the dept.
11. If the Student/Hourly worker is a Rehire, and has less than a semester break in between jobs, you only need to submit an EPAF. If it has been longer than six months since they have worked at Lamar, the HR dept must be notified.
12. To view the status of your EPAF, please go to [LU Connect \(lamar.edu\)](http://lamar.edu) for Banner Self-Service.
  1. On the right column click on **Electronic Personnel Action Forms (EPAF)**
  2. **Options:** EPAF Originator Summary or Act as Proxy (*Depends on user Access*)
  3. Scroll down to the bottom of the page and click on **Transaction Search**.
  4. You can search the status of your EPAF by L# or First and Last Name. Click **Go**.
  5. Scroll down to **Routing Queue** section and look at the **Status** Column.

**Dept Responsibilities:**

1. The Dept hiring the Student/Hourly Workers must provide the HR dept with the following information with an adequate amount of time for us to process the paperwork (at least two weeks):
  - 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 must wait for our Data Entry team to inform them that the student has completed all the necessary paperwork and are EPAF ready.
  - a. This is to ensure that the proper paperwork has been completed and there aren't any issues with getting the students paid on time.
3. Students aren't allowed to begin working without the approval of the HR dept.
4. Depts must appoint someone to be responsible for submitting EPAF's. If they are hiring the Student/Hourly worker for the following semester, they must submit EPAF's in a timely manner to ensure timesheets are available. The employee needs Creator access for EPAF's.

**Student/Hourly Worker Responsibilities:**

1. The Student/Hourly Worker are responsible for completing their onboarding checklist in a reasonable amount of time. If the Student/Hourly Worker has any problems accessing the checklist, they must contact the HR dept for assistance.
2. Once the onboarding checklist is complete, the Student/Hourly Worker must report to the HR dept to fill out their I-9 forms. The form must be completed in front of an HR employee.
3. The Student/Hourly Worker is responsible for submitting their Direct Deposit information into Self-Service Banner.
4. **If the Student is considered Work Study, they must get in touch with Financial Aid to accept their Work Study funds.**

## 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's, background checks and ensuring that depts give our Data Entry team the correct information for new hires. Also responsible for monitoring HR email account and processing EPAF's.
    - **Back-up's if needed:**
    - 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, Amanda McGrue, & Tomara Anderson (HRG's):** Will be involved if their assigned depts are having issues with EPAF's.
  4. **Elyse Broussard & Kaylina George (HR Recruiter & Recruiting Specialist):** Responsible for posting Student/Hourly Worker positions to the Lamar Jobs website.
  5. **Carolina Bryan (HR Specialist):** Can assist if there are any issues with timesheets.