

**Student/ Hourly HR Process:**

- 1. Complete the Formstack on the HR Webpage. The request will be sent to our HR email address.**

The department employee that submits the Formstack above will be the person that the Human Resources department will notify when the EPAF is ready to be submitted once the process is complete. **(Step 8)**

Human Resources

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Student or Hourly Worker

Name of New Hire\*

First Name | Last Name

New Hire's Personal Email\*

- 2. Human Resources will need the information at least two weeks prior to when the student/hourly worker is supposed to begin working.**
- Human Resources will send out the checklist to the student/hourly worker, which includes:
  - Employee Personal Data Sheet
  - Security Sensitive Release Form
  - W-4
  - Social Security Card
  - Dept Guidelines for Selective Service Registration
  - Disclosure Request Form
  - Voluntary Self-Identification of Disability
  - Information regarding, I-9 form, Alcohol and Drug Awareness policy, and Direct Deposit.
- Domestic students: Background checks are run through DPS, with same-day results. International students/hourly workers: Background checks are through HireRight, which may take up to a week. If the student/hourly worker doesn't pass the pre-employment screenings, Human Resources will notify the department.



HUMAN RESOURCES  
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5. For the I-9 form, we have two options: the student can come to the Human Resources department to fill out the form with their documents or they can do it remotely through the new eVerify+ service.
  - 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.
6. The Human Resources department will process the I-9 forms and the background check while ensuring that all the paperwork has been completed.
7. The Human Resources department will then add the information provided from the checklist into Banner 9 and activate the student/hourly worker as an employee.
  - a. When the student/hourly worker can see their Employee tab in Self-Service Banner, they can add their direct deposit information.
  - b. If no direct deposit information is provided, checks will be sent to the permanent address given in the onboarding paperwork.
  - c. Direct Deposit information can only be added on the Lamar campus. IT Service desk can assist potential employees if they are unable to come to the campus.
8. The EPAF must be submitted promptly.
9. Once the EPAF has been completed and the student is able to see their timesheet, they can start working.
10. For rehires with less than a semester break, only an EPAF submission is needed.
11. To view the status of your EPAF please go to [LU Connect \(lamar.edu\)](https://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. Provide the following information to Human Resources at least two weeks in advance through Formstack (emails for new hires are no longer accepted):
  - 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 department must wait for the Human Resources department 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 Human Resources department.
4. Departments 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.

### **Student/Hourly Worker Responsibilities:**

1. The Student/Hourly worker is 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 Human Resources department for assistance.
2. Once the onboarding checklist is complete, the Student/Hourly worker must report to the Human Resources department to fill out their I-9 forms. The form must be completed in front of a Human Resources 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.**