



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.



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:** 617-552-1234



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-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

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
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.