Uwf gpvl'J qwt n{ 'J T'Rt qeguu<

3. F gr vugpf u cp go cknvq **J TB reo ct0gf w** y kj yj 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 notifies

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. Ka yj g uwf gpvf qgupøvr tqxkf g cp{ f kt gevf gr qukvkphqto cvkqp, vj gkt ej gemu y kmdg sent out to the permanent address that they provide HR with in their onboarding paperwork.
    c. Direct Deposit information can only be added on the Lamar campus. IT Service desk 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 is able to see their timesheet, they are able to start working.

11. If the Student or Hourly worker is a Rehire, and has less than a semester break in between jobs, you only need to submit an EPAF.

12. To view the status of your EPAF please go to **LU Connect (lamar.edu)** for Banner Self-Service.
    1. On the right column click on **Electronic Personnel Action Forms (EPAF)**
    2.

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-;øu, background checks and ensuring that depts give our Data Entry team the correct information for new hires. Cnuq tgur qpukdrg hqt cr r tqxkpi GRCHøu.

    Back-wrøu'Ki þggf gf <'
    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** øu<Will be involved if their assigned depts are j cxkpi kuuwgu y kj GRCHøu 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.