

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-

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## **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.



The HR Dept members that are involved in the Student/Hourly Worker process are:

1. **Kaylynn Janise (Administrative Specialist):** Responsible for processing Ibackground 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.