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-

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.

name:

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.