New Hire/Re-Hire Faculty Form
Quick Guide
1. Log onto the TU Portal and Go to STAFF TOOLS

2. Go to EMPLOYEE FORMS

3. Click on Payroll

4. Click on FACULTY
FACULTY

Complete required fields:
FORM SUBMISSION TYPE
Check all job types that apply (you do not have to be submitting a REG job to use this form. This form can be used independently to submit Chair stipends and/or overload payments):

• REG-Primary job
• CHS-Overload Chairperson
• STI-Overload
• Second STI-Overload
• BCM-Overload-Medical School
• OVL-Overload

JOB INFORMATION
• PCN-Position Control Number
• Click ‘Validate Values’

The following fields should populate:
• Title
• Eclass
• Position Class
• Grade
• Budget ($)

If any fields are incorrect after you have clicked the ‘Validate Values’ button, please contact the Budget office to make any corrections before continuing.
FACULTY

Complete required fields:

JOB INFORMATION

- Eclass
- Title
- Home Org
- Job Timesheet Org
- Check Org
- Supervisor TUID

Descriptive information will auto-fill on the far right side for verification purposes.

Is this being submitted past the deadline:
- Yes/No – If yes, submit an additional payment form for the retroactive payment.

EMPLOYEE INFORMATION

Select:
- New Hire
- Re-Appointment
- Re-Hire

NEW HIRE
- TUID

To avoid creating a duplicate TUID,
- Has access from the guest system, or was a previous student, enter the TUID previously issued.
- Received a payment from Accounts Payable prior to hiring, enter the TUID previously created.

2/1/2016
Complete required fields:

**EMPLOYEE INFORMATION**

New Faculty Information
- First Name
- Middle Name
- Last Name
- Personal Email
- Gender
- Primary Home address
- City
- State
- Zip Code
- Nation
- Primary Home Phone Number

**EMPLOYEE INFORMATION**

Re-Appointment and Re-Hire Information
- TUID
- First Name
- Middle Name
- Last Name

**APPROVER**

- Please select the approver for your department.
**FACULTY**

**Complete required fields:**
Complete the funding information for each form submission types you selected at the beginning of the form:
- REG-Primary job
- CHS-Overload Chairperson
- STI-Overload
- Second STI-Overload
- BCM-Overload-Medical School
- OVL-Overload

**FUNDING – REG EARNINGS**
- Fund
- Org
- Acct
- Prog
- Distrib %
- Annualized Pay Factor
- Academic/Fiscal
- Pay Period Begin Date—This is not the semester begin date, it is usually always the 1st of the month. Any day entered after the 1st, the faculty member’s pay will be prorated.
- Pay Period End Date—This is not the semester end date, it is usually the last day of the month. Any day entered prior to the last day of the month, the faculty member’s pay will be prorated.
- Monthly Pay Period Amount ($)
- Annualized Salary ($)
FACULTY

Complete required fields:
FUNDING – CHS EARNINGS

- Fund
- Org
- Acct
- Prog
- Distrib %
- Pay Period Begin Date—This is not the semester begin date, it is usually always the 1st of the month. Any day entered after the 1st, the faculty member’s pay will be prorated.
- Pay Period End Date—This is not the semester end date, it is usually the last day of the month. Any day entered prior to the last day of the month, the faculty member’s pay will be prorated.
- Monthly Pay Period Amount ($)
- Total Payment Amt ($)

Funding source information will be requested for each separate form submission type.
ADDITIONAL REQUIREMENTS – ONLY REQUIRED FOR JOB TYPE REG

- Driving
- Unescorted access to Radioactive Materials
- NIH Funded
- JCAHO- Usually Med School
- If JCAHO=Yes Select Degree Suffix
- Working in Clinical Setting
- ACT 33
- Chemical Right to Know Notification
- HEP B Vaccination
- Cash Handling

CONTACT INFORMATION

- Contact TUID
- Contact Name will prefill
- Contact Email
- Contact Phone

Additional Comments/Notes
**FACULTY**

**ATTACH FILES (XTENDER):**
- Select “Choose File” and choose the document you wish to attach.
- Appointment letter and supporting documents can be uploaded separately or as one file.

**Revised:**
- If the letter is at some point **revised**, please do the following:
  - Submit an EDCF with the **revised** monthly amount to HR.
  - Submit a **revised signed letter** to HR.
  - File must be in **PDF** format.
  - Submit appropriate additional pay form or docking form for the situation.

Enter the **document term** and **document date** (the date the letter is addressed).

Click “Add” to finish attaching document.

Click “Complete” to submit the form to HR.