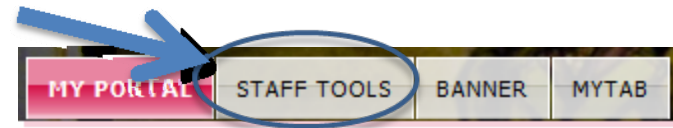
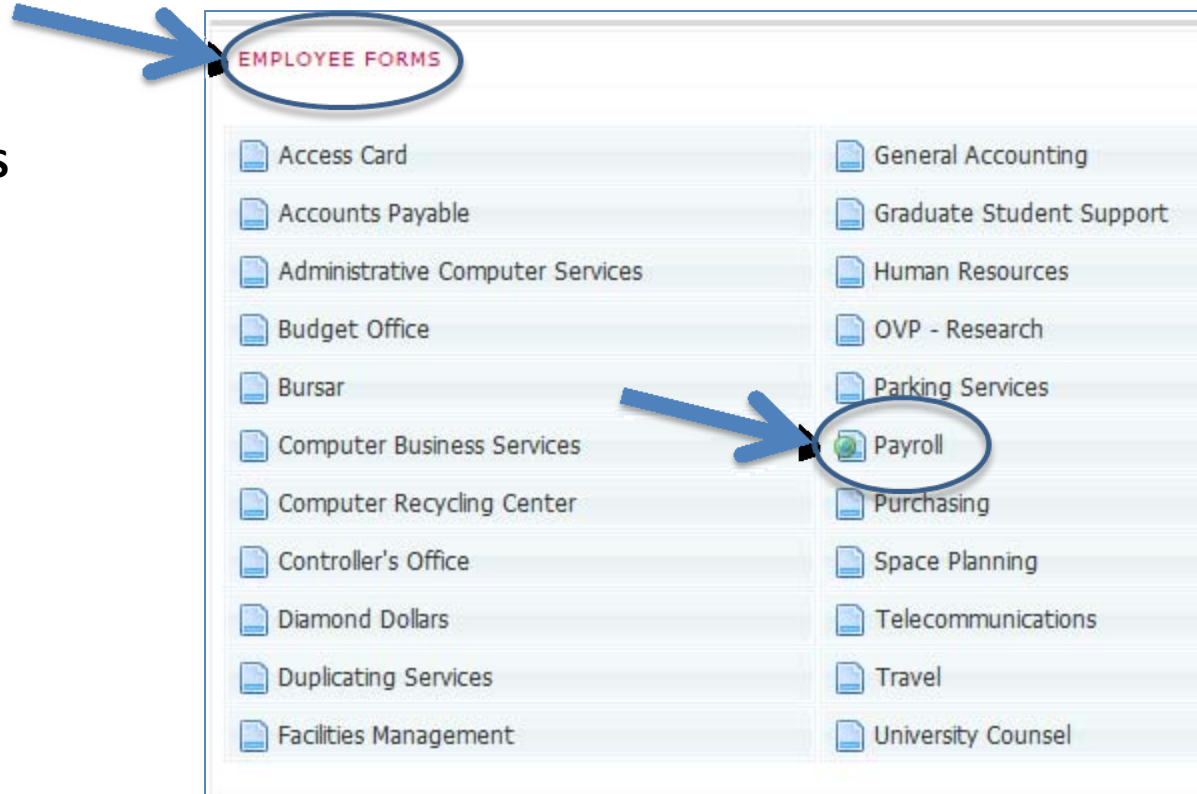


New Hire/Re-Hire Faculty Form Quick Guide

1. Log onto the TU Portal and Go to STAFF TOOLS



2. Go to EMPLOYEE FORMS



3. Click on Payroll

4. Click on
New Hire/Re-Hire-FACULTY



NEW HIRE/REHIRE-FACULTY

Complete required fields:

-Tuid- Name will prefill.

-Email

-Title

-PCN

-Job Org

-Home Org

-New Hire/Rehire

-Eclass

-Supervisor Tuid- Name will prefill.

-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.

-Total Contracted Pay Amount in Letter— This can be the Academic or Fiscal Year amount or Semester Amount. It is not a monthly amount.

Funding - STANDARD

STANDARD

-Fund

-Org

-Acct

-Prog

-Distrib %

PAYROLL ADJUSTMENT	TIME REPORT	EXPENSE DISTRIBUTION CHANGE	NEW HIRE/RE-HIRE - GRADUATE	NEW HIRE/RE-HIRE - SCHOLAR	NEW HIRE/RE-HIRE - FACULTY
EMPLOYEE INFORMATION					
TUID:	<input type="text"/>	NAME:	<input type="text"/>	EMAIL:	<input type="text"/>
NEW JOB INFORMATION					
TITLE:	<input type="text"/>	PCN:	<input type="text"/>	JOB ORG:	<input type="text"/>
NEW HIRE/REHIRE:	<input type="text"/>	E-CLASS:	<input type="text"/>	SUPERVISOR TUID:	<input type="text"/>
PAY PERIOD BEGIN DATE:	<input type="text"/>	PAY PERIOD END DATE:	<input type="text"/>	TOTAL CONTRACTED PAY AMOUNT IN LETTER (MED SCHOOL 'A' COMPONENT) PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT	
FUNDING - STANDARD		FUNDING - MEDICAL SCHOOL ONLY BCM		FUNDING - MEDICAL SCHOOL ONLY STIPENDS	
STANDARD FUNDING TOTAL: 0%		BCM FUNDING TOTAL: 0%		STIPENDS FUNDING TOTAL: 0%	
#	FUND	ORG	ACCT	PROG	DISTRIB %
1.	<input type="text"/>	<input type="text"/>	6001	<input type="text"/>	%
<input type="button" value="DELETE LINE"/>					
<input type="button" value="ADD NEW FOAP"/>					
TOTAL CONTRACTED PAY AMOUNT IN LETTER ('B' COMPONENT) PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT		TOTAL CONTRACTED PAY AMOUNT IN LETTER (STIPEND) PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT			
ADDITIONAL REQUIREMENTS					
DRIVING:	<input type="text"/>	JCAHO:	<input type="text"/>	IF JCAHO = YES, SELECT DEGREE SUFFIX:	<input type="text"/>
ACT 33:	<input type="text"/>	HEP B VACCINATION:	<input type="text"/>	UNESCORTED ACCESS TO RADIOACTIVE MATERIALS:	<input type="text"/>
CHEMICAL RIGHT TO KNOW NOTIFICATION: <input type="text"/>					
If you answered yes to any of the fields in this section, it is your responsibility to notify Employment.					
IF HR HAS ANY QUESTIONS REGARDING THIS COMPLETED FORM WHO SHOULD BE CONTACTED?					
CONTACT TUID:	<input type="text"/>	CONTACT NAME:	<input type="text"/>	CONTACT EMAIL:	<input type="text"/>
CONTACT PHONE: <input type="text"/>					
ADDITIONAL COMMENTS: <input type="text"/>					
PLEASE CAREFULLY REVIEW YOUR INFORMATION BEFORE SUBMITTING THIS FORM TO HR FOR PROCESSING					
<input type="button" value="COMPLETE"/> <input type="button" value="CANCEL"/>					

NEW HIRE/REHIRE-FACULTY

MEDICAL SCHOOL ONLY BCM

- Fund
- Org
- Acct
- Prog
- Distrib %
- Monthly Pay Period Amount
- Total Contracted Pay Amount in Letter-('B' Component)** This can be the Academic or Fiscal Year amount. It is not a monthly amount.

MEDICAL SCHOOL ONLY STIPENDS

- Fund
- Org
- Acct
- Prog
- Distrib %
- Monthly Pay Period Amount
- Total Contracted Pay Amount in Letter—(Stipend)**-This is an usually an annual amount. It is not a monthly amount.

PAYROLL ADJUSTMENT	TIME REPORT	EXPENSE DISTRIBUTION CHANGE	NEW HIRE/RE-HIRE - GRADUATE	NEW HIRE/RE-HIRE - SCHOLAR	NEW HIRE/RE-HIRE - FACULTY																																																															
▶ EMPLOYEE INFORMATION																																																																				
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TITLE: <input type="text"/>		PCN: <input type="text"/>	JOB ORG: <input type="text"/>	HOME ORG: <input type="text"/>																																																																
NEW HIRE/REHIRE: <input type="text"/>		E-CLASS: <input type="text"/>	SUPERVISOR TUID: <input type="text"/>	SUPERVISOR NAME: <input type="text"/>																																																																
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<input type="button" value="COMPLETE"/>		<input type="button" value="CANCEL"/>																																																																		

NEW HIRE/REHIRE-FACULTY

Additional Requirements:

- Driving
- JCAHO
- ACT 33
- HEP B Vaccination
- Unescorted access to Radioactive Materials
- Chemical Right to Know Notification

- Contact Tuid:-Name will prefill.
- Contact Email
- Contact Phone

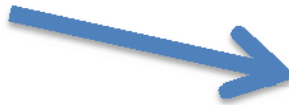
Additional Comments/Notes

Click COMPLETE

PAYROLL ADJUSTMENT	TIME REPORT	EXPENSE DISTRIBUTION CHANGE	NEW HIRE/RE-HIRE - GRADUATE	NEW HIRE/RE-HIRE - SCHOLAR	NEW HIRE/RE-HIRE - FACULTY
EMPLOYEE INFORMATION					
TUID:	NAME:	EMAIL:			
NEW JOB INFORMATION					
TITLE:	PCN:	JOB ORG:	HOME ORG:		
NEW HIRE/REHIRE:	E-CLASS:	SUPERVISOR TUID:	SUPERVISOR NAME:		
PAY PERIOD BEGIN DATE:	PAY PERIOD END DATE:	TOTAL CONTRACTED PAY AMOUNT IN LETTER (MED SCHOOL 'A' COMPONENT) <small>PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT</small>			
FUNDING - STANDARD		FUNDING - MEDICAL SCHOOL ONLY BCM		FUNDING - MEDICAL SCHOOL ONLY STIPENDS	
STANDARD FUNDING TOTAL: 0%		BCM FUNDING TOTAL: 0%		STIPENDS FUNDING TOTAL: 0%	
#	FUND	ORG	ACCT	PROG	DISTRIB %
1.			6001		%
DELETE LINE					
ADD NEW FOAP					
TOTAL CONTRACTED PAY AMOUNT IN LETTER ('B' COMPONENT)		TOTAL CONTRACTED PAY AMOUNT IN LETTER (STIPEND)			
<small>PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT</small>		<small>PLEASE NOTE: THIS IS NOT A MONTHLY AMOUNT</small>			
ADDITIONAL REQUIREMENTS					
DRIVING:	JCAHO:	IF JCAHO = YES, SELECT DEGREE SUFFIX:		UNESCORTED ACCESS TO RADIOACTIVE MATERIALS:	
ACT 33:	HEP B VACCINATION:			CHEMICAL RIGHT TO KNOW NOTIFICATION:	
If you answered yes to any of the fields in this section, it is your responsibility to notify Employment.					
IF HR HAS ANY QUESTIONS REGARDING THIS COMPLETED FORM WHO SHOULD BE CONTACTED?					
CONTACT TUID:	CONTACT NAME:	CONTACT EMAIL:	CONTACT PHONE:		
ADDITIONAL COMMENTS:					
PLEASE CAREFULLY REVIEW YOUR INFORMATION BEFORE SUBMITTING THIS FORM TO HR FOR PROCESSING					
COMPLETE CANCEL					

NEW HIRE/REHIRE-FACULTY

A Confirmation will appear automatically-



PAYROLL ADJUSTMENT	TIME REPORT	EXPENSE DISTRIBUTION CHANGE	NEW HIRE/RE-HIRE - GRADUATE	NEW HIRE/RE-HIRE - SCHOLAR	NEW HIRE/RE-HIRE - FACULTY
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▶ CONFIRMATION

YOUR NEW HIRE FORM HAS BEEN SUBMITTED.
PLEASE USE THIS **WORKFLOW#: 2518673** IF YOU HAVE ANY FOLLOW UP QUESTIONS.

▶ NEW HIRE FORM SUMMARY

TUID: NAME: Kathleen Nogami EMAIL:

TITLE: Taup - B03 - Asst Professor Teach/Instruct PCN: 005566 JOB ORG: 15010 HOME ORG: 15010
NEW HIRE/REHIRE: New-Hire SUPERVISOR TUID SUPERVISOR NAME: Joseph Plymouth
PAY PERIOD BEGIN DATE: 09/01/2012 PAY PERIOD END DATE: 05/31/2013 MONTHLY PAY PERIOD AMOUNT: null ANNUAL SALARY: 50000

CONTACT TUID CONTACT NAME: Joseph Plymouth CONTACT EMAIL: CONTACT PHONE: 1-9999

STANDARD POSITION FUNDING:
100000-15010-6001-01 - **100%**

BCM POSITION FUNDING:
OFFER AMOUNT IN LETTER: \$ NULL

STIPEND POSITION FUNDING:
OFFER AMOUNT IN LETTER: \$ NULL

DRIVING: No JCAHO: No DEGREE SUFFIX: ACT 33: No HEP B VACCINATION: No
UNESCORTED ACCESS TO RADIOACTIVE MATERIALS: No CHEMICAL RIGHT TO KNOW NOTIFICATION: No

You will receive an automatic email in your inbox with the Subject: Workflow Notification from noreply@temple.edu. You must attach the signed offer letter to your new hire form to complete the workflow process.



Workflow Notification: HR Attach Signed Offer Letter Step

noreply@temple.edu

Sent: Thu 1/26/2012 4:10 PM

To:

You have a new work item on your worklist.

Please note: You must attach the signed offer letter for the job recently entered into the TUportal New Hire Form. The job record will not be added to the system until the Attachment Step is completed in workflow.

On TUportal, navigate to the Banner tab and your Workflow New Hire Request should appear in your Worklist. Click on the Worklist Item and Attach the Signed Offer Letter.

Note: This is a system generated email. Do not reply to this email.

NEW HIRE/REHIRE-FACULTY

MY PORTAL

1. Go to BANNER tab
2. Go to WORKFLOW: MY WORKLIST and Click on SHOW ENTIRE WORKLIST

The screenshot shows the top navigation bar of the MY PORTAL with tabs: MY PORTAL, START, BANNER (circled in blue), MYTAB, and RESEARCH. Below the navigation bar, there are sections for SEARCH, TUAPPLICATIONS, and WORKFLOW: MY WORKLIST. The WORKFLOW: MY WORKLIST section contains a table with two rows of workflow items. At the bottom right of the table, there are two buttons: 'Show Entire Worklist' and 'Open Workflow', both circled in blue with arrows pointing to them.

Organization	Workflow Name	Activity	Created	Details
Root	New-Hire 15010 Kathleen Nogami on 09/01/2012 Performing	Dept Attach Signed Letter	09-Apr-2012 03:49:54 PM	
Root	New Hire Priyanka on 06-Apr-2012 14:24:46 Ready	New Hire Form GA TA	06-Apr-2012 02:25:01 PM	

Your Workflow New Hire Request should appear in your worklist.

3. Click on your Workflow.

The screenshot shows a 'Worklist' table with the following data:

Organization	Workflow	Activity	Priority	Created	
Root	New-Hire 15010 Kathleen Nogami on 09/01/2012 Performing	Dept Attach Signed Letter	Normal	09-Apr-2012 03:49:54 PM	
Root	New Hire Priyanka on 06-Apr-2012 14:24:46 Ready	New Hire Form GA TA	Normal	06-Apr-2012 02:25:01 PM	

At the bottom of the table, there is a pagination control: '1 - 2 of 2' with buttons for 'First', 'Previous', 'Next', and 'Last', and a 'Go to page:' dropdown menu set to '1'. A 'Show Reserved Items' link is also visible at the bottom right.

NEW HIRE/REHIRE-FACULTY

Attach Signed Offer Letter will appear in your worklist.

Please make sure you are attaching the correct letter to the corresponding workflow.

- Name
- TUID
- Title
- Contracted amount in Letter

The attachment needs to be in pdf file format. The file name should consist of: **Tuid, Last Name, First Name, Semester or Term, Dept # and Title.**

1. Click on **Attach File.**

You must attach each PDF document separately.

For Example: Attach the appointment letter and then each additional supporting document.

This box will appear.

2. Click **Browse** to attach your file.
3. Identify **type of document.**
4. Enter any clarifying comments.
5. Click **Attach.**

The screenshot shows a web-based form titled "Attach Signed Offer Letter". The form is divided into several sections:

- Instructions:** A section on the right providing detailed instructions on how to attach the signed offer letter, including a warning that the job record will not be interfaced into the HR Banner System until a letter is attached, and a note that the file name should consist of TUID, Last Name, First Name, Semester or Term, Dept #, Title.
- Form Submitted by:** A section on the right displaying the user's information: Hire Type: New-Hire, Name: Kathleen Nogami, TUID: [redacted], Title: Taup - B03 - Asst Professor Teach/Instruct, Offer Amt in Letter: 50000, Hours: 151.66, Pay Period Begin Date: 09/01/2012, Pay Period End Date: 05/31/2013, Number Payments: 9, Job Org: 15010, FOAP line 1: 100000-15010-6001-01, FOAP % line 1: 100, FOAP line 2: [redacted], FOAP % line 2: [redacted].
- Attachments:** A section at the bottom of the form with an "Attach File" button circled in blue. A blue arrow points to this button.
- Attach File Dialog:** A separate window titled "Attach File" is shown below the main form. It has a "File to attach:" field with a "Browse..." button circled in blue. Below this are radio buttons for "Additional Document #1", "Additional Document #2", and "Appointment Letter", with the "Appointment Letter" option circled in blue. There is also a "Comments:" field with a blue arrow pointing to it. At the bottom right of the dialog are "Attach" and "Cancel" buttons, with the "Attach" button circled in blue.

NEW HIRE/REHIRE-FACULTY

Your attachments will appear on the bottom of the document.

Click **Save & Close** if you don't have all your attachments and are not ready to submit this record. **Save and Close** allows you to return to this record.

Click **Complete** to send to Payroll Management.

Attach Signed Offer Letter

Instructions: Important Message from HR Payroll Management:
Please make sure the signed letter which you are attaching below matches the displayed data elements exactly. Please check the Name, Offer Amount, Number Payments, Begin Date and End Date.
This job record will not be interfaced into the HR Banner System until a letter is attached and this step is completed.
The letter attached should be in a pdf file format. The file name should consist of: TUID, Last Name, First Name, Semester or Term, Dept #, Title.

Hire Type: New-Hire
Name: Kathleen Nogami
TUID:
Title: Taup - B03 - Asst Professor Teach/Instruct
Offer Amt in Letter: 50000
Hours: 151.66
Pay Period Begin Date: 09/01/2012
Pay Period End Date: 05/31/2013
Number Payments: 9
Job Org: 15010
FOAP line 1: 100000-15010-6001-01
FOAP % line 1: 100
FOAP line 2:
FOAP % line 2:
Form Submitted by: nogami

Complete **Save & Close** **Cancel**

Attachments

- ✓ Appointment Letter
902789999, Nogami, Kathleen, 2012-2013,15010, B03.pdf (79 KB)
09-Apr-2012 04:15:35 PM
[Update] [Remove]
- ✓ Payroll Adjustment Form
Exception form 902789999, Nogami, Kathleen.pdf (81 KB)
09-Apr-2012 04:16:45 PM
[Update] [Remove]

Attach File

The record has been completed. It will no longer appear on your Worklist and it had been forwarded on to HR.

Worklist Workflow Help

Organization	Workflow	Activity	Priority	Created
	Re-Hire 04345 Laurie Bernardi on 01/09/2012	Dept Attach Signed Letter	irm Letter Normal	18-Jan-2012 05:03:21 PM
	Ready			

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

Show Reserved Items