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 %

1/25/2012
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.
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
A Confirmation will appear automatically-

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.
NEW HIRE/REHIRE-FACULTY

MY PORTAL

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

Your Workflow New Hire Request should appear in your worklist.
3. Click on your Workflow.
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.
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.

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