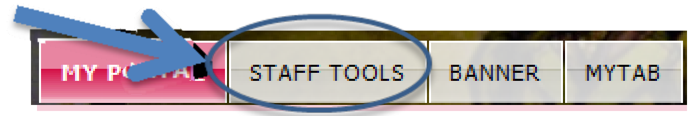
TEMPLE UNIVERSITY®
Human Resources

New Hire/Re-Hire Grad Form Quick Guide

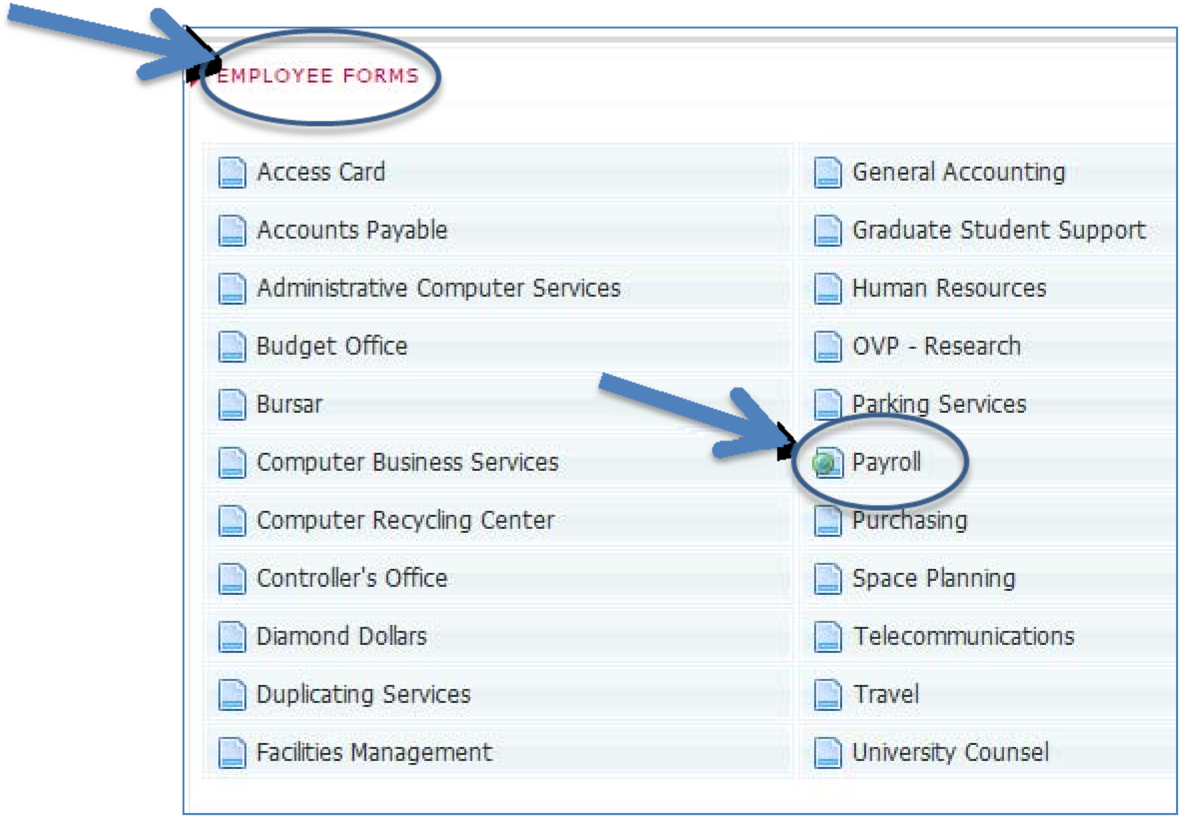
1. **Log onto the TU Portal and Go to STAFF TOOLS**



2. **Go to EMPLOYEE FORMS**

3. **Click on Payroll**

4. **Click on New Hire/Re-Hire-Graduate**



NEW HIRE/REHIRE-GRADUATE

Complete required fields:

-New Hire/Rehire

-Tuid- Name will prefill.

-PCN

-Job Org

-Home Org

-Pay Period Begin Date-Always 1st of mon.

-Pay Period End Date - Always last of mon.

-Hours per Week

-**Offer Amount in Letter**—This is either the Academic Year amount or Semester Amount. The monthly amount will be calculated based on this amount and the Pay Period Begin and End dates.

-Title- **Added combined TA/RA no DAB** for combined assistantships with a 50%/50% split-Only one form is required

-Supervisor Tuid- Name will prefill.

-Position Funding

Additional Requirements:

-Driving

-JCAHO

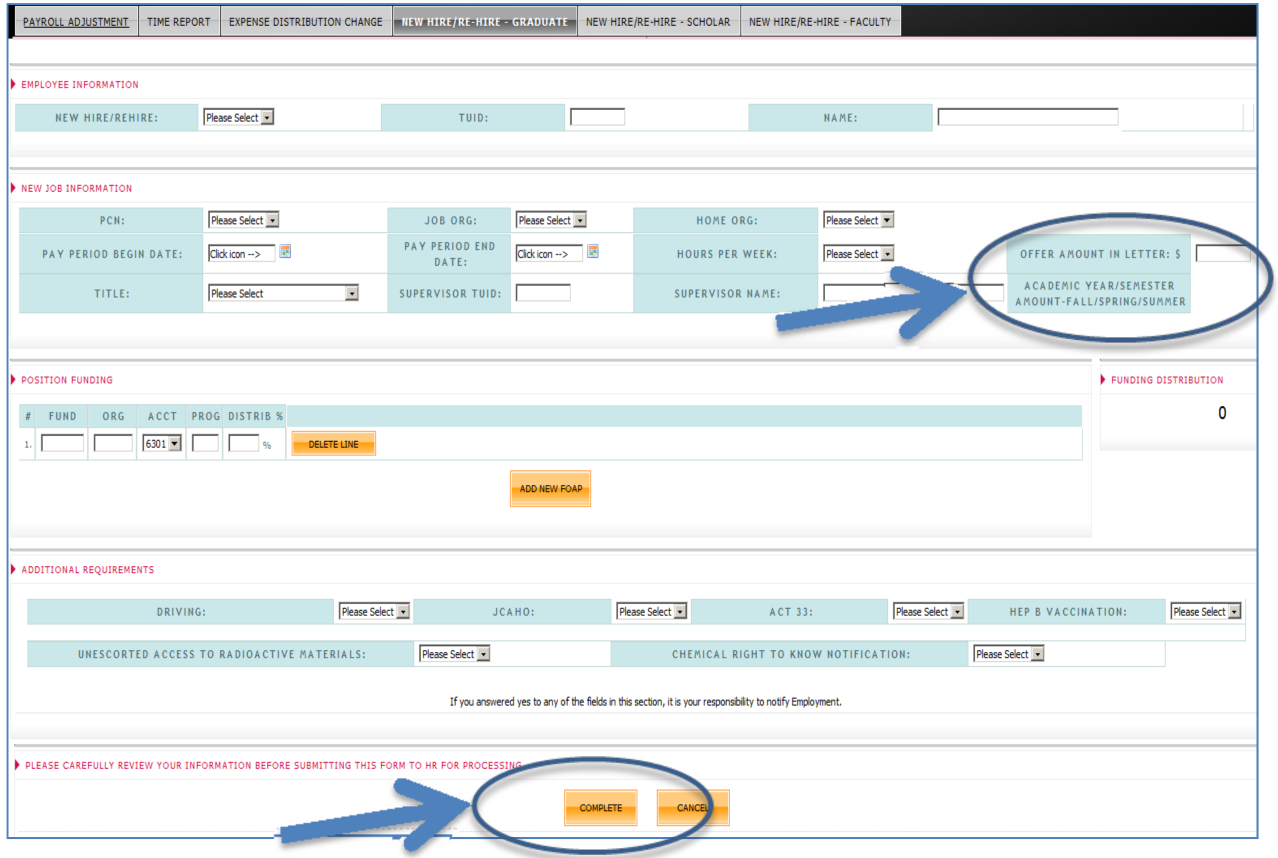
-ACT 33

-HEP B Vaccination

-Unescorted access to Radioactive Materials

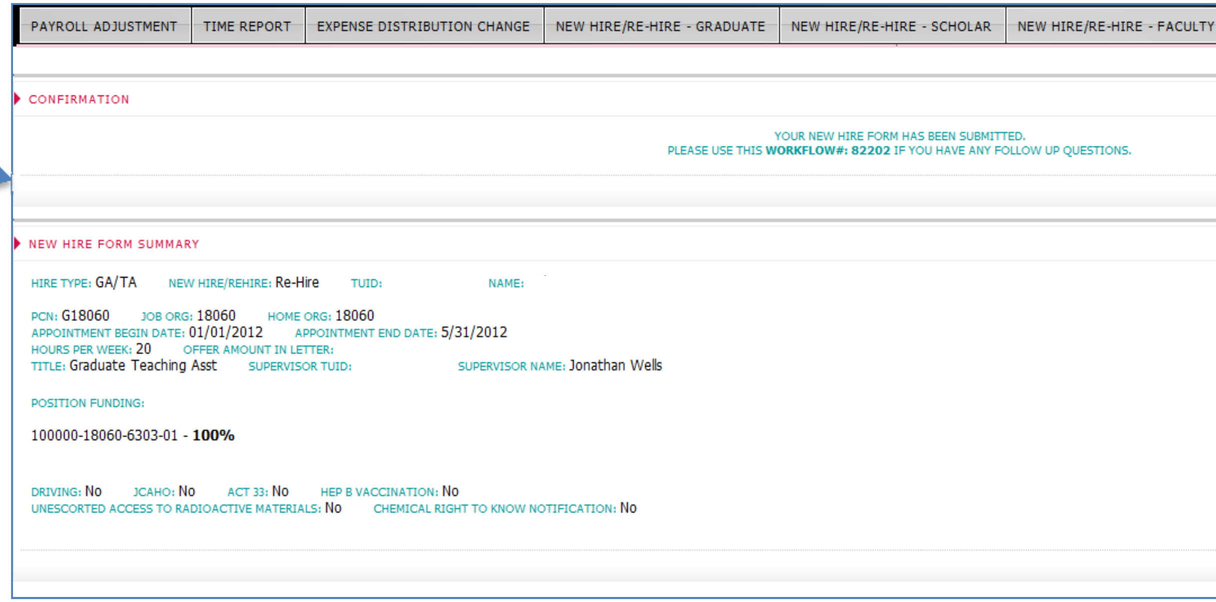
-Chemical Right to Know Notification

Click COMPLETE



NEW HIRE/REHIRE-GRADUATE

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

CONFIRMATION

YOUR NEW HIRE FORM HAS BEEN SUBMITTED.
PLEASE USE THIS **WORKFLOW#: 82202** IF YOU HAVE ANY FOLLOW UP QUESTIONS.

NEW HIRE FORM SUMMARY

HIRE TYPE: GA/TA NEW HIRE/REHIRE: Re-Hire TUID: NAME:

PCN: G18060 JOB ORG: 18060 HOME ORG: 18060
APPOINTMENT BEGIN DATE: 01/01/2012 APPOINTMENT END DATE: 5/31/2012
HOURS PER WEEK: 20 OFFER AMOUNT IN LETTER:
TITLE: Graduate Teaching Asst SUPERVISOR TUID: SUPERVISOR NAME: Jonathan Wells

POSITION FUNDING:

100000-18060-6303-01 - **100%**

DRIVING: No JCAHO: No 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: Kathleen S. Nogami

You have a new work item on your worklist.

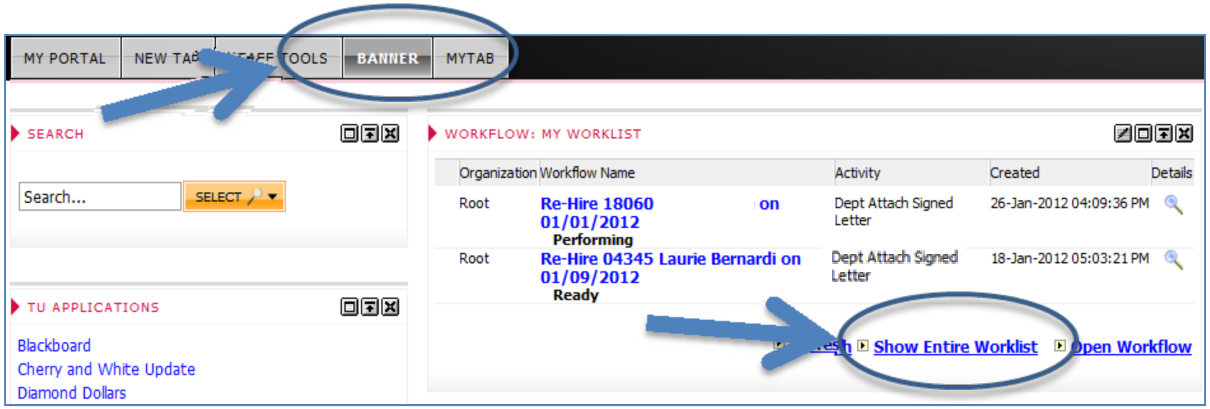
Please note: You must attach the signed offer letter for the job recently entered into the TUPortal New Hire Form. The job record will not be added to the system until the Attachment Step is completed in workflow.

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-GRADUATE

MY PORTAL

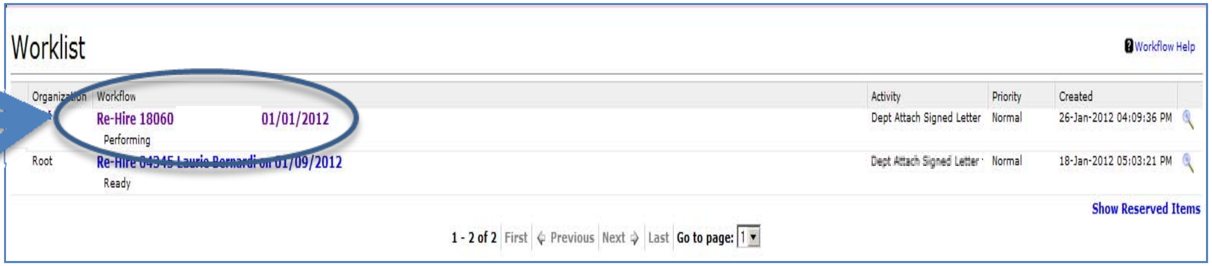


1. Go to BANNER tab

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

Your Workflow New Hire Request should appear in you Worklist.

3. Click on your Workflow.



NEW HIRE/REHIRE-GRADUATE

Attach Signed Offer Letter will appear in your worklist.

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

-Name

-Title

-Offer Amt in Letter

The attachment should be in pdf file format. The file name should consist of:

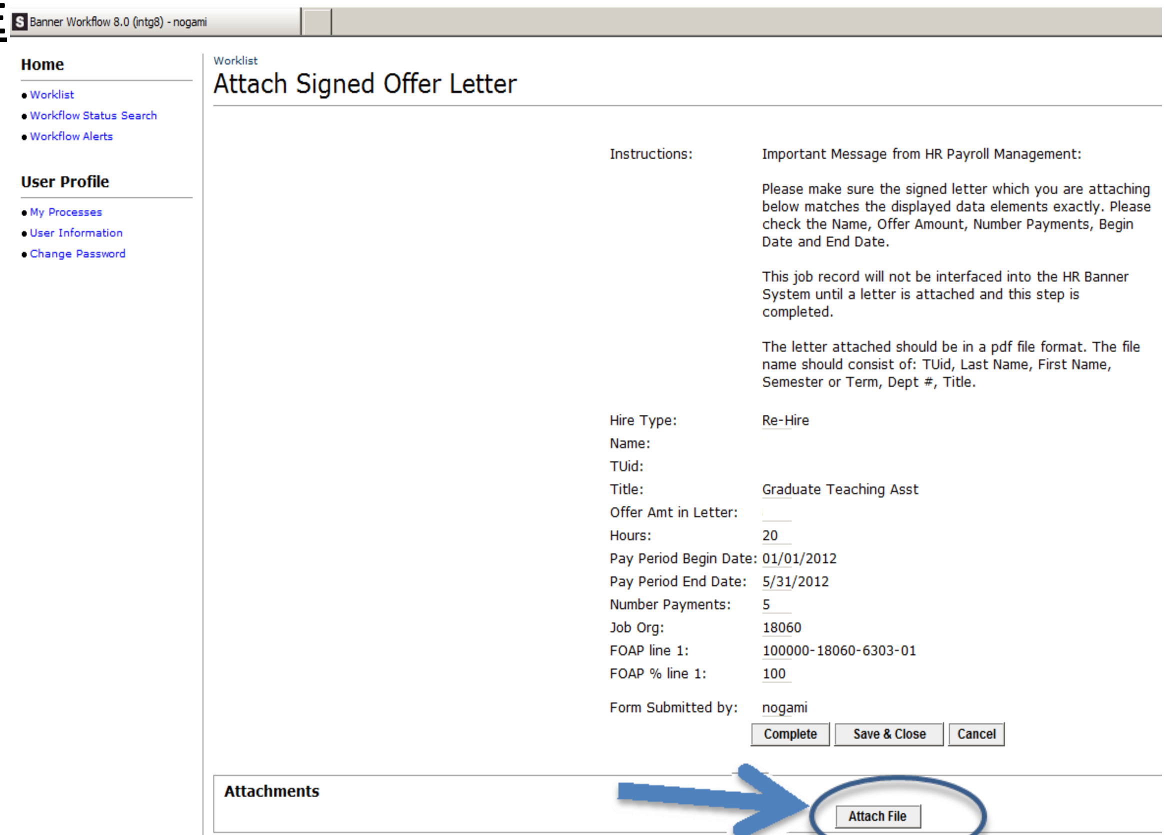
Tuid, Last Name, First Name, Semester or Term, Dept # and Title.

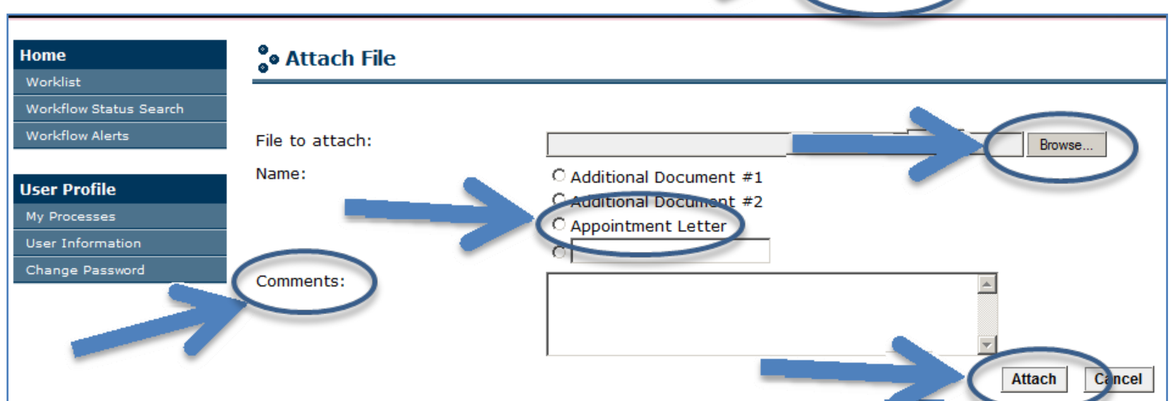
1. Click on **Attach File**.

You must attach each 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**.



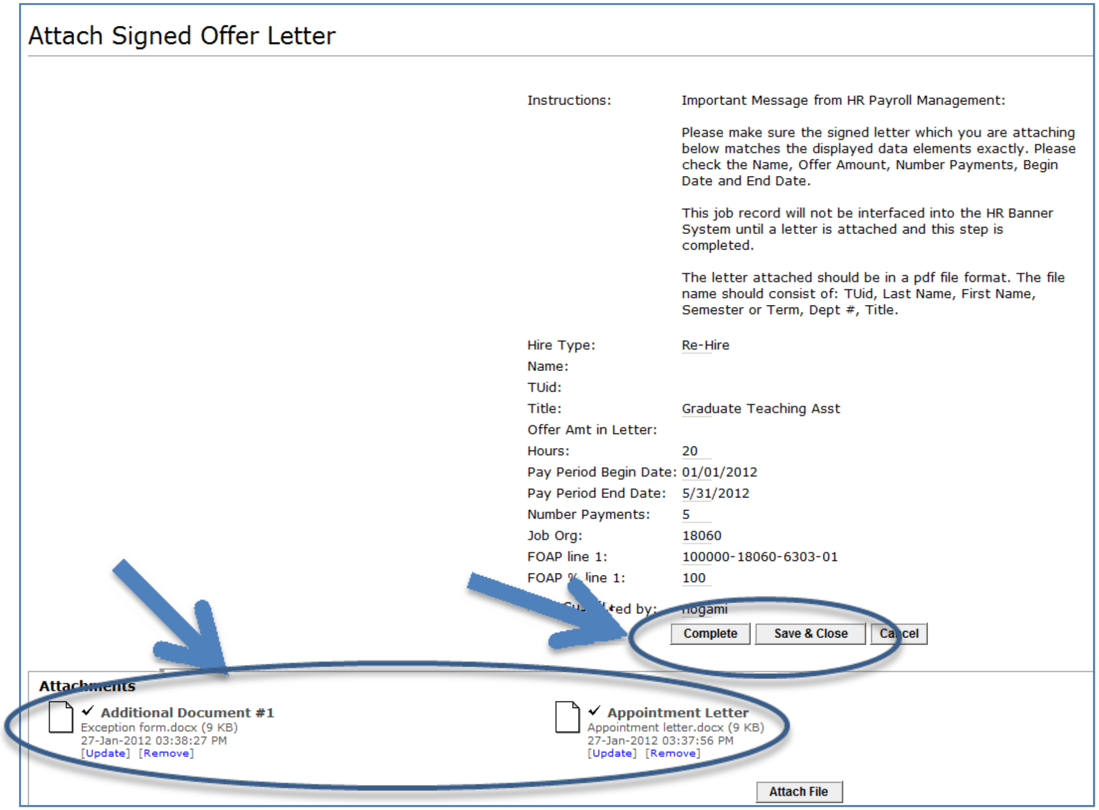


NEW HIRE/REHIRE-GRADUATE

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.