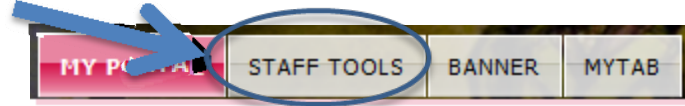
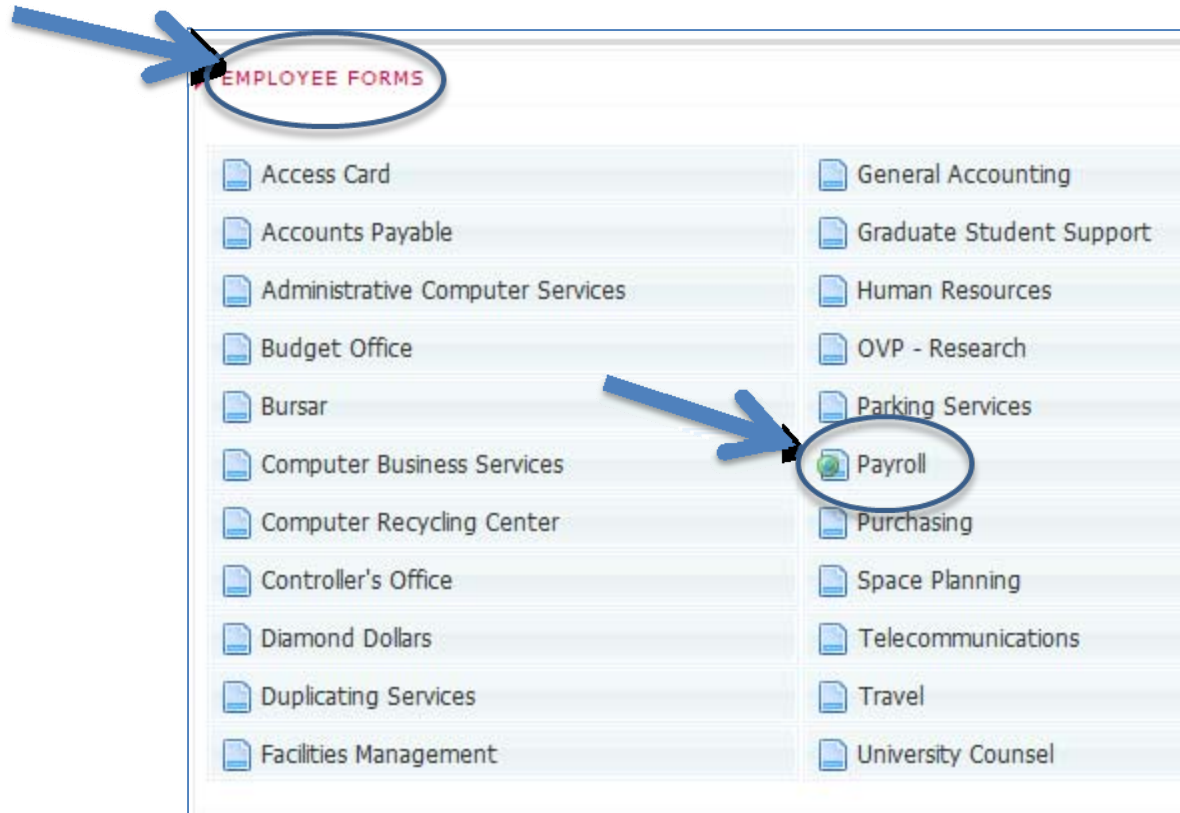


New Hire/Re-Hire Grad Form Quick Guide

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

The screenshot shows a web-based form for hiring a graduate. The form is divided into several sections: EMPLOYEE INFORMATION, NEW JOB INFORMATION, POSITION FUNDING, and ADDITIONAL REQUIREMENTS. At the top, there are tabs for different employee types: PAYROLL ADJUSTMENT, TIME REPORT, EXPENSE DISTRIBUTION CHANGE, NEW HIRE/RE-HIRE - GRADUATE (selected), NEW HIRE/RE-HIRE - SCHOLAR, and NEW HIRE/RE-HIRE - FACULTY. The EMPLOYEE INFORMATION section includes fields for NEW HIRE/REHIRE (Please Select), TUID, and NAME. The NEW JOB INFORMATION section includes fields for PCN (Please Select), JOB ORG (Please Select), HOME ORG (Please Select), PAY PERIOD BEGIN DATE (Click icon -->), PAY PERIOD END DATE (Click icon -->), HOURS PER WEEK (Please Select), TITLE (Please Select), SUPERVISOR TUID, and SUPERVISOR NAME. A blue arrow points to the OFFER AMOUNT IN LETTER field, which is circled in blue. Below this field is a dropdown menu for ACADEMIC YEAR/SEMESTER AMOUNT-FALL/SPRING/SUMMER. The POSITION FUNDING section includes a table with columns #, FUND, ORG, ACCT, PROG, and DISTRIB %, and a DELETE LINE button. The ADDITIONAL REQUIREMENTS section includes fields for DRIVING (Please Select), JCAHO (Please Select), ACT 33 (Please Select), HEP B VACCINATION (Please Select), UNESCORTED ACCESS TO RADIOACTIVE MATERIALS (Please Select), and CHEMICAL RIGHT TO KNOW NOTIFICATION (Please Select). At the bottom, there is a warning: PLEASE CAREFULLY REVIEW YOUR INFORMATION BEFORE SUBMITTING THIS FORM TO HR FOR PROCESSING. A blue arrow points to the COMPLETE and CANCEL buttons, which are circled in blue.

#	FUND	ORG	ACCT	PROG	DISTRIB %	
1.			6301			%

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
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► 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

The screenshot shows the top navigation bar with tabs: MY PORTAL, NEW TAB, STAFF TOOLS, BANNER, and MYTAB. A blue arrow points to the BANNER tab. Below the navigation bar, there is a search box with a 'SELECT' button and a 'TU APPLICATIONS' section with links for Blackboard, Cherry and White Update, and Diamond Dollars. The main content area is titled 'WORKFLOW: MY WORKLIST' and contains a table with the following data:

Organization	Workflow Name	Activity	Created	Details
Root	Re-Hire 18060 01/01/2012 Performing	Dept Attach Signed Letter	26-Jan-2012 04:09:36 PM	
Root	Re-Hire 04345 Laurie Bernardi on 01/09/2012 Ready	Dept Attach Signed Letter	18-Jan-2012 05:03:21 PM	

At the bottom of the table, there are links: Refresh, Show Entire Worklist, and Open Workflow. A blue arrow points to the 'Show Entire Worklist' link, which is circled in blue.

Your Workflow New Hire Request should appear in you Worklist.

3. Click on your Workflow.

The screenshot shows the 'Worklist' page with a table of workflow items. A blue arrow points to the first row of the table, which is circled in blue. The table has the following data:

Organization	Workflow	Activity	Priority	Created	
Root	Re-Hire 18060 01/01/2012 Performing	Dept Attach Signed Letter	Normal	26-Jan-2012 04:09:36 PM	
Root	Re-Hire 04345 Laurie Bernardi on 01/09/2012 Ready	Dept Attach Signed Letter	Normal	18-Jan-2012 05:03:21 PM	

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

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**.

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Worklist

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: Re-Hire
Name:
TUID:
Title: Graduate Teaching Asst
Offer Amt in Letter:
Hours: 20
Pay Period Begin Date: 01/01/2012
Pay Period End Date: 5/31/2012
Number Payments: 5
Job Org: 18060
FOAP line 1: 100000-18060-6303-01
FOAP % line 1: 100
Form Submitted by: nogami

Attachments

Attach File

File to attach:

Name:

Additional Document #1
 Additional Document #2
 Appointment Letter

Comments:

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.

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: Re-Hire
Name:
TUID:
Title: Graduate Teaching Asst
Offer Amt in Letter:
Hours: 20
Pay Period Begin Date: 01/01/2012
Pay Period End Date: 5/31/2012
Number Payments: 5
Job Org: 18060
FOAP line 1: 100000-18060-6303-01
FOAP % line 1: 100

Created by: nrogami

Attachments

✓ Additional Document #1
Exception form.docx (9 KB)
27-Jan-2012 03:38:27 PM
[Update] [Remove]

✓ Appointment Letter
Appointment letter.docx (9 KB)
27-Jan-2012 03:37:56 PM
[Update] [Remove]

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	Ready	Dept Attach Signed Letter	Normal	18-Jan-2012 05:03:21 PM

[Show Reserved Items](#)

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