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

2. Go to EMPLOYEE FORMS

3. Click on Payroll

If you do not see the NEW HIRE/RE-HIRE – SCHOLAR tab, please have someone with Signature Authorization Level 1 or 2 email Kathy Nogami at nogami@temple.edu with your TU User Name and TUID.

4. Click on New Hire/Re-Hire-Scholar
NEW HIRE/REHIRE-SCHOLAR

Complete required fields:
- Tuid- Name will prefill.
- Email
- Title
- PCN
- Job Org
- Home Org
- New Hire/Rehire
- Supervisor Tuid- Name will prefill.
- Pay Period Begin Date- Always 1st of mon.
- Pay Period End Date - Always last of mon.
- Monthly Pay Period Amount
- 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.

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

Additional Comments/Notes

- Position Funding

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

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-SCHOLAR

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-SCHOLAR

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
- Offer Amt in Letter - Contracted amount

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-SCHOLAR**

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.