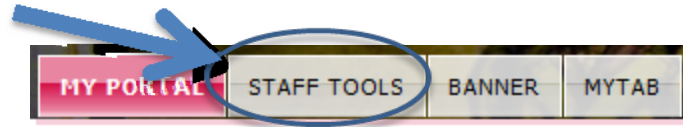
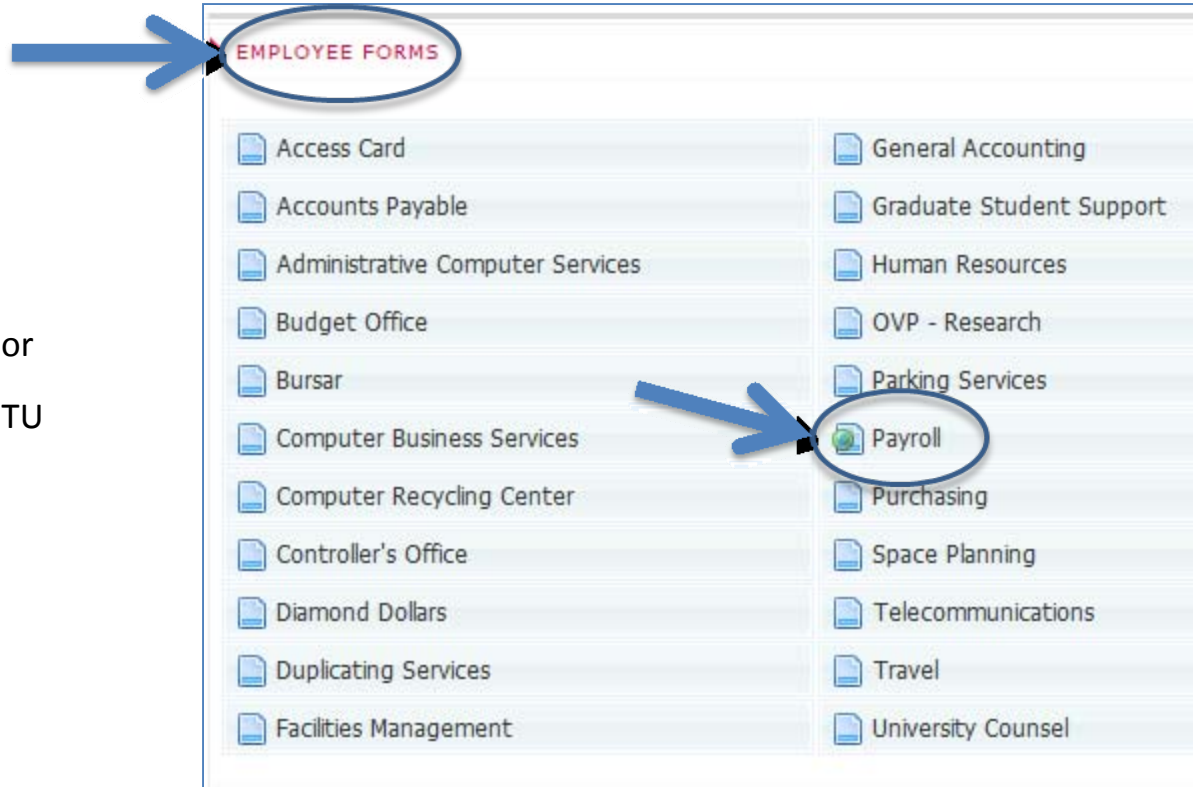


New Hire/Re-Hire Scholar Form Quick Guide

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

The screenshot shows a web-based form for a 'NEW HIRE/REHIRE-SCHOLAR'. The form is divided into several sections:

- EMPLOYEE INFORMATION:** Fields for TUID, NAME, and EMAIL.
- NEW JOB INFORMATION:** Fields for TITLE, PCN, JOB ORG, HOME ORG, NEW HIRE/REHIRE, SUPERVISOR TUID, SUPERVISOR NAME, PAY PERIOD BEGIN DATE, and PAY PERIOD END DATE. A blue arrow points to the 'TOTAL CONTRACTED PAY AMOUNT IN LETTER' field, which is circled in blue.
- IF HR HAS ANY QUESTIONS REGARDING THIS COMPLETED FORM WHO SHOULD BE CONTACTED?:** Fields for CONTACT TUID, CONTACT NAME, CONTACT EMAIL, and CONTACT PHONE.
- ADDITIONAL COMMENTS/NOTES:** A text area for notes.
- POSITION FUNDING:** A table with columns for #, FUND, ORG, ACCT, PROG, and DISTRIB %. The first row shows '1.' in the # column, '6880' in the ACCT column, and a '%' in the DISTRIB % column. There are 'DELETE LINE' and 'ADD NEW FOAP' buttons.
- FUNDING DISTRIBUTION:** A field showing the value '0'.
- ADDITIONAL REQUIREMENTS:** Fields for DRIVING, JCAHO, ACT 33, HEP B VACCINATION, UNSCORTED ACCESS TO RADIOACTIVE MATERIALS, and CHEMICAL RIGHT TO KNOW NOTIFICATION. A note below states: 'If you answered yes to any of the fields in this section, it is your responsibility to notify Employment.'
- PLEASE CAREFULLY REVIEW YOUR INFORMATION BEFORE SUBMITTING THIS FORM TO HR FOR PROCESSING:** A section with 'COMPLETE' and 'CANCEL' buttons. A blue arrow points to the 'COMPLETE' button, which is circled in blue.

NEW HIRE/REHIRE-SCHOLAR

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#: 2520134 IF YOU HAVE ANY FOLLOW UP QUESTIONS.					
NEW HIRE FORM SUMMARY					
TUID:	NAME: Kathleen Nogami	EMAIL: nogami@temple.edu			
TITLE: Post Doc Fellow	PCN: 011146	JOB ORG: 04800	HOME ORG: 04800		
NEW HIRE/REHIRE: New-Hire	SUPERVISOR TUID	SUPERVISOR NAME: Joseph Plymouth			
PAY PERIOD BEGIN DATE: 01/01/2012	PAY PERIOD END DATE: 12/31/2012	MONTHLY PAY PERIOD AMOUNT: null	ANNUAL SALARY: 39000		
CONTACT TUID:	CONTACT NAME: Joseph Plymouth	CONTACT EMAIL: aaaaa@temple.edu	CONTACT PHONE: 1-9999		
POSITION FUNDING:					
490150-04800-6580-02 - 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-SCHOLAR

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, TOOLS, BANNER, MYTAB, and RESEARCH. The BANNER tab is highlighted with a blue circle and an arrow. Below the navigation bar, there is a search box and a 'SELECT' button. To the right, the 'WORKFLOW: MY WORKLIST' section contains a table with the following data:

Organization	Workflow Name	Activity	Created	Details
Root	New-Hire 04800 Kathleen Nogami on 01/01/2012 Ready	Dept Attach Signed Letter	09-Apr-2012 04:57:55 PM	
Root	New-Hire 15010 Kathleen Nogami on 09/01/2012 Ready	HR Faculty JobForm Letter	09-Apr-2012 04:27:13 PM	
Root	New Hire Priyanka Madireddi on 06-Apr-2012 14:24:46 Ready	New Hire Form GA TA	06-Apr-2012 02:25:01 PM	

At the bottom right of the table, there are three buttons: Refresh, Show Entire Worklist, and Open Workflow. A blue arrow points to the first row of the table.

Your Workflow New Hire Request should appear in you Worklist.

3. Click on your Workflow.

The screenshot shows a 'Worklist' section with a table containing the same data as the previous screenshot. The first row is highlighted with a blue circle and a blue arrow pointing to it. At the bottom of the page, there is a pagination control: '1 - 3 of 3' with 'First', 'Previous', 'Next', and 'Last' buttons, 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-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.**

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: Post Doc Fellow
Offer Amt in Letter: 39000
Hours: 173.33
Pay Period Begin Date: 01/01/2012
Pay Period End Date: 12/31/2012
Number Payments: 12
Job Org: 04800
FOAP line 1: 490150-04800-6580-02
FOAP % line 1: 100
FOAP line 2:
FOAP % line 2:
Form Submitted by: nogami

Attachments

Attach File

File to attach: \\Temple\Depts\HR\Home\Nogami Kathleen, Kathleen
Name:

Appointment Letter
 Payroll Adjustment Form
 Request for Additional Employment

Comments:

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.

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: Post Doc Fellow
Offer Amt in Letter: 39000
Hours: 173.33
Pay Period Begin Date: 01/01/2012
Pay Period End Date: 12/31/2012
Number Payments: 12
Job Org: 04800
FOAP Line 1: 490150-04800-6580-02
FOAP % line 1: 100
FOAP line 2:
FOAP % line 2:
Form Submitted By: knogami

Attachments

 ✓ Appointment Letter
Nogami, Kathleen, 2012-2013, 04800, Post Doc Feillow.pdf (79 KB)
09-Apr-2012 05:24:21 PM
[\[Update\]](#) [\[Remove\]](#)

Worklist

 Workflow Help

Organization	Workflow	Activity	Priority	Created
Root	New-Hire 15010 Kathleen Nogami on 09/01/2012 Ready	HR Faculty JobForm Letter	Normal	09-Apr-2012 04:27:13 PM
Root	New Hire Priyanka Madireddi on 06-Apr-2012 14:24:46 Ready	New Hire Form GA TA	Normal	06-Apr-2012 02:25:01 PM

[Show Reserved Items](#)

1 - 2 of 2 First Last Go to page: