Employment Office Update

On Monday, September 7, 2020, the Employment Offices will resume remote operations to process Form I-9 employment authorizations and process requests for employee ID cards. The TimeTap appointment scheduling system for I-9 certification is unavailable, until further notice. Step 2 in-person I-9 document inspection and verification will be handled remotely.

Currently, we are issuing ID cards to new employees who will be working on campus only. If you need an ID card, you must upload your photo image no later than 24 hrs. before you report to work. Click here for instructions on requesting an ID card.

If you are an existing employee who needs a replacement ID card, you must contact HR at IDBadge@temple.edu. You do not need to upload a photo image for a replacement card. We will use the image currently on file.

I-9 Document Upload Instructions

Shortly after accepting your offer of employment, you will receive an email from Equifax to initiate the onboarding process. One component of onboarding is verifying your identity and authorization to work in the United States by completing the Form I-9. You must first complete Step 1 of the I-9 in Equifax, and then submit Step 2 documents to Human Resources through the HR Documents Upload Channel - Employment in TUportal. This is a university secured method for document submission.

Within three (3) business days of Temple University resuming normal business operations, you must report to one of our I-9 processing locations, with the original documents you uploaded, for visual inspection and final certification of your authorization to work.

Listed below are instructions on accessing TUportal. HR will notify you when your documents are received and processed.

TUportal Access

- To create an AccessNet username and password follow the instructions provided through Equifax or go to accounts.temple.edu and click the link for Activate AccessNet Account
- Go to Temple’s home page at www.temple.edu and click the TUportal link at the top of the page
• Login using your AccessNet username and password

• The HR Documents Upload Channel is in the Staff Tab under HR Documents Upload for Employees

• Click upload your document and select Employment department

For a list of Acceptable I-9 Documents click here (If you experience difficulty accessing this link, copy and paste in your web browser)

Capturing an image of your I-9 Documents

• Document images can be taken with a cellular phone, scanner, or photocopier

• Images must be legible

• All documents that require a signature must be signed before submitting to HR

• Acceptable I-9 documents must be unexpired

Questions can be sent to i9upload@temple.edu. We will respond to all inquiries within 48 hours.

If you need assistance with background checks, please contact the Office of Background Checks and Compliance at HRBackgroundcheck@temple.edu, or 215-204-5512. On-Campus fingerprinting is currently unavailable.