



## Completing Your On-boarding at Temple University

Welcome to Temple University! We are excited that you have joined our team. One of the first responsibilities as a new hire is to complete payroll and employment related compliance documents through Equifax. Shortly after accepting your offer of employment, you will receive a welcome email to initiate the on-boarding process. It is important that you begin this process *prior to your first day of work*. During this stage of on-boarding you will also be instructed to create an AccessNet username and password and set up your official Temple email account.

All new hires must complete an I-9 Employment Eligibility Verification form. Step 1 is completed online through Equifax. Step 2 is completed by scheduling an appointment at an *I-9 Anywhere* location. *I-9 Anywhere* is a remote compliance solution that offers newly hired employees the flexibility of completing Section 2 of the I-9 at one of many locations across the United States. *I-9 Anywhere* is a quick and convenient option for employees to comply with I-9 processing requirements using a certified I-9 completer.

List of acceptable I-9 documents: <https://www.uscis.gov/i-9-central/acceptable-documents>

To finalize the I-9 new hires must present **unexpired original** documentation that shows their identity and employment authorization to work in the United States, **within three (3) business days** of their first day of work.

Please direct questions regarding I-9 employment eligibility and processing to [i9upload@temple.edu](mailto:i9upload@temple.edu). We will respond to all inquiries within 48 hours. You may also contact a member of the Employment Team directly. Please [click here](#) for the directory.

## Employees Hired Before November 2, 2020

New hires who received an invitation from Equifax to initiate on-boarding prior to November 2, 2020 will complete Step 2 of the I-9 by submitting acceptable documents to Human Resources through the *HR Documents Upload for Employees* channel in TUportal, under the Staff Tools tab. This is a secure method for document submission.

You will be contacted by Human Resources when your documents are processed, to confirm your temporary work authorization and schedule an appointment for visual inspection and final certification of the I-9. Listed below are instructions on accessing TUportal.

## TUportal Access

- To create an AccessNet username and password follow the instructions provided through Equifax or go to [accounts.temple.edu](https://accounts.temple.edu) and click the link for *Activate AccessNet Account*

- Go to Temple's home page at [www.temple.edu](http://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

### **Employee ID Card**

During COVID-19 modified work scheduling, we are issuing ID cards to employees who are working on campus only. To request an ID card submit your photo image to [IDbadge@temple.edu](mailto:IDbadge@temple.edu) at least 24 hours before your first day of work. Photos will not be taken in the office. For photo submission requirements [click here](#). When your photo has been processed, you will receive email instructions for ID pick up.

Remote workers should contact HR to obtain an ID card when they are scheduled to begin work on campus.

Student ID cards are issued by the Owl Card Office. Student workers will not receive a separate employee ID card.

Please direct questions regarding ID cards to [IDbadge@temple.edu](mailto:IDbadge@temple.edu).

For payroll or tax questions call 215-926-2244.

### **New Employee Orientation and Benefits Enrollment**

Both New Employee Orientation and Benefits Enrollment are conducted electronically. All regular, full and part-time employees will receive an email from Learning and Development to complete the mandatory on-line New Employee Orientation. This program should be completed during the first week of work, but no later than (2) weeks after the start date.

Benefit Enrollment is also facilitated electronically. If you are in a benefit eligible position, enrollment materials will be sent to you through email. You should complete all documents as soon as the information is received, to ensure timely enrollment and coverage.

For New Employee Orientation questions call 215-926-2218.

For Benefit enrollment questions call 215-926-2270.