How to ‘Hire Right’
EVERYTHING YOU EVER NEEDED TO KNOW ABOUT THE I-9 CERTIFICATION PROCESS
Step 1: Hiring

- Employee is hired by department or HR Generalist
  - iGreentree (Students, Adjuncts, & all non-faculty/scholar employees)
  - TUPortal Hiring Workflow (Full time Faculty, Scholars, & Graduate Students)

This box indicates the date that job was sent to Banner (if box is blank, job was not successfully hired).
Step 1: Hiring

- Overnight, employee’s job will drop into Banner
  - Unless job shows up on error report (which Data Management must fix manually the next morning)

- Personal email address from iGreentree or Workflow will drop into Banner
  - If hiring address is not correct (or is completely missing), employee will not receive onboarding emails
Step 2: AccessNet Created

- Previously established TUIDs already have an AccessNet & TUMail account
  - Current Students/Grad Students
  - Previous Temple Employees
  - Anyone paid through Accounts Payable prior to hire date

- New AccessNet & TUMail accounts will be created for new employees without TUIDs
  - This happens the night after job drops into Banner
Step 3: Welcome Email

- Next morning (after job is in Banner & AccessNet account has been created), employee will receive Welcome Email
  
  - Subject of email: “New Employee Information”
  - Sent from “Temple University Human Resources” (noreply@temple.edu)
  - Delivered to employee’s personal email address
  - Different emails for New Hires, Rehires, or Students/Graduate Students
  - Details about:
    1. HireRight I-9 process
    2. Activating the AccessNet account (if applicable)
    3. SelfService Banner Onboarding (W-4, Direct Deposit, PA Act 32, etc.)
    4. Visiting HR Employment to finalize I-9 Certification
Step 3: Welcome Email

Welcome to Temple University! We are pleased that you have accepted our offer of employment and look forward to working with you.

Our electronic new hire process is designed to ensure your smooth transition to the university by obtaining information to establish your employee record and provide you with a login and password to access university systems prior to your first day of work. Completing this process will ensure we have all the information we need to make sure you can be paid.

The information listed below outlines the steps required to begin the electronic new hire process.

Verify Employment Eligibility via HireRight.com

Temple University uses HireRight.com to obtain required documentation to verify your eligibility to work in the United States as defined by the United States Citizenship and Immigration Services (USCIS), also known as Form I-9. You will be receiving an email from HireRight.com at the email address you provided during the application process, with detailed instructions for completing this form. This information must be completed prior to your first day of employment. If you do not receive an email from HireRight within 48 hours of this email please contact the Human Resources Department at 215-204-7724.

HireRight is also used to conduct background and verification checks for employers hired into certain positions. If you are being hired into a position which requires either check HireRight will request that you provide additional information which will initiate the background and/or verification process.

Activate your AccessNet Account Note that your ID is

In order to access Temple University’s technology resources you will need an AccessNet username and password.

- Click the “Activate AccessNet account” link.
- Enter your last name, your nine-digit TUID listed above, and date of birth.
- Make note of your AccessNet username as it displays on the screen.
- Follow the screen prompts to view the AccessNet username and e-mail address, and create security questions and a password.

Self Service Banner (SSB) Onboarding

If you have your username and password, you can access a wide range of technology tools including your @temple.edu e-mail account that is accessible everywhere on the web through named.temple.edu and portal.temple.edu websites. The e-mail account is the official mechanism for receiving important university communications.

If you have any questions regarding your AccessNet username and password please contact the Computer Services Help Desk at 215-204-9000 or help@temple.edu.

Documents on TUportal using Self Service Banner (SSB)

The TUportal is a secure portal where you can access university resources such as the employee electronic I-9 process. By accessing the convenient channels on the Staff Tools tab in SSB an employee is able to enter the information required by Personnel to process your paycheck.

- Log into TUportal using your AccessNet username and password.
- Click the Staff Tools tab and complete the information as listed below in the Pay and Tax Information and Personal Information channels.

For HR locations and times available for new hire processing at Temple visit:

http://hr.temple.edu/hr-departments/employment/index.html
Step 4: HireRight Email

- All new hires & rehires (with no I-9 Date) will receive email from HireRight

- Subject of email: “Temple University Employment Eligibility (I-9) Form”
- Sent from “HireRight Customer Support” (customersupport@hireright.com)
- Delivered to employee’s personal email address
- Provides HireRight website link & login information
- Employee will continue to receive reminder emails until I-9 process is complete
Step 5: Online I-9 Form

- Employee must log into HireRight (using link & username/password provided in email) to complete online portion of I-9 form.
### Step 6: HR Document Certification

- After completing online I-9, employee MUST go to Employment office.

They MUST provide original documentation that certifies identity & eligibility to work in U.S.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Hours</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>Mitten Hall 1913 N. Broad Street</td>
<td>8:00 am – 5:00 pm</td>
<td>Iris Falu-Skinner</td>
<td>215-625-5231</td>
</tr>
<tr>
<td>HSC Campus</td>
<td>Student Faculty Center 3340 N. Broad Street Suite 300</td>
<td>8:00 am – 5:00 pm</td>
<td>Michelle Monnies-Whiting</td>
<td>267-468-8940</td>
</tr>
<tr>
<td>Harrisburg Campus</td>
<td>236 Strawberry Square Harrisburg, PA 17101</td>
<td>by appointment only</td>
<td>Michelle Monnies-Whiting</td>
<td>267-468-8940</td>
</tr>
<tr>
<td>Ambler Campus</td>
<td>Administration Bldg. 560 Meetinghouse Rd. Ambler, PA 19002</td>
<td>by appointment only</td>
<td>Ruth Gardner</td>
<td>215-266-4358</td>
</tr>
<tr>
<td>School of Podiatric Medicine</td>
<td>148 N. 8th Street Philadelphia, PA 19107</td>
<td>by appointment only</td>
<td>Mark Huxsoll</td>
<td>215-266-4242</td>
</tr>
<tr>
<td>Center City Campus</td>
<td>1515 Market Street Suite 215</td>
<td>by appointment only</td>
<td></td>
<td></td>
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</tbody>
</table>

List of I-9 Certification Locations can be found at bottom of Welcome Email, or on Temple HR’s Website: [http://www.temple.edu/hr/departments/employment/index.html](http://www.temple.edu/hr/departments/employment/index.html)
Step 6: HR Document Certification

Acceptable Documents for Identity & Employment Eligibility Certification:

**LIST A DOCUMENTS:**
- U.S. Passport/Passport Card
- Permanent Resident Card/Alien Registration Card
- Foreign Passport with I-551
- Employment Authorization Document (Form I-766)
- Non-resident Aliens: Foreign Passport & Form I-94

**LIST B DOCUMENTS:**
- Driver’s License
- Federal, State, or Local Gov. Issued ID Card
- School Photo ID Card
- Voter Registration Card
- U.S. Military Card
- Military Dependent’s ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver’s License

AND

**LIST C DOCUMENTS:**
- Social Security Card
- Certificate of Birth Abroad (Form FS-545)
- Certificate of Report of Birth (Form DS-1350)
- Original or Certified Copy of Birth Certificate
- Native American Tribal Document
- ID Card for Use of Resident Citizen in the U.S. (Form I-179)
- Employment Authorization Document issued by Dept. of Homeland Security

HR Representative Required

Fields & Signature/Date of Employee I-9 Certification

► 1 document from List A

OR

► 1 document from List B AND 1 document from List C
Step 6: HR Document Certification

► Employment Representative will:
  ► Verify employee’s documents & online I-9 Form
  ► Scan a copy of documents into HireRight (to be added with employee’s record)
  ► Sign I-9 Form & give employee a receipt certifying completion

► If employee is not local (cannot come in person to certify documents), they MUST have a notary verify documents
  ► Notary is NOT stamping I-9 form – they are simply certifying that employee’s documents are VALID
  ► Employee can mail notarized copies of documents to Employment to complete I-9 certification

Temple University
Human Resources Department
1852 North 10th Street
Philadelphia, PA 19122
Step 7: I-9 Received

- Once employee has completed I-9 process, I-9 will automatically drop into Banner as “Received” the following morning
  - Date they completed I-9 process
  - Citizenship field updated
  - A copy of I-9 form in xTender employment record
  - Employee is now eligible to work & receive payment
  - Job will drop into Kronos the day AFTER I-9 drops into Banner
**Employee Onboarding Process/Timeline**

**Monday, Jan. 1st**
- Employee is hired through iGreenTree or Hiring Workflow

**Overnight**
- Employee’s job drops into Banner; TUID and AccessNet account are created

**Tuesday, Jan. 2nd**
- Employee’s TUMail account is added to Banner at 11:30AM

**Tuesday, Jan. 2nd**
- Employee is sent the HireRight email to their personal email address at 11:30AM
- Employee is sent the Welcome Letter to their personal email address at 1:00PM; Base Deductions set up

**Next Day, 7:00AM**
- Employee goes to HR Employment to complete I9 certification with personal documents
- Employee’s I9 status drops into Banner as "Received"

**Next Day, 8:00AM**
- Employee’s job drops into Kronos
Rules About I-9 Certification:

- Employees MUST complete I-9 Process within 3 days of hire date
- Banner will NOT pay employee without I-9
- Employee will NOT show up in Kronos without I-9

- If employee previously worked at Temple, & entire employment record was terminated for ANY reason:
  - Employee MUST complete new I-9
  - Even if they were rehired the next day
  - Previous I-9 “Received” status disappears

- Any employee that has not been paid in 6 months will be automatically terminated

- They MUST be rehired & complete the onboarding process again

- If employee previously worked at Temple (& employment record is still active), they do NOT have to renew I-9 IF:
  - Previous I-9 date is still in Banner

PLEASE REMEMBER:
Rules About I-9 Certification:

- If employee comes to Employment office stating that they never received HireRight email, Employment will NOT turn them away unless employee does not have certifying documents.

- Employment will verify:
  - Was HireRight email sent (& to which email address)?
  - Has employee been successfully hired (i.e. w/out errors) by department or Generalist?
  - Does employee need to complete I-9 process?

- Employment will have employee complete online I-9 at a computer in the office (& also certify documents).
Reminders & Updates:

- Hire Dates/Payroll Deadlines
- Signatures Authorization
- Census Reports
- Graduate Student Department Fringe Rates
- New Policy Regarding All Direct Deposit Changes

**Biweekly Department Hiring/Changes Deadline:**

- Wednesday (Before Pay Period Ends)

**12-Month Direct Deposit Allocation**

The following accounts are listed in the order in which your pay will be distributed. If you have any questions, please contact your manager.

- **6303** – Teaching Assistant
- **6304** – Pre-Doc Fellow-Medical Benefits
- **6314** – Pre-Doc Fellow-Medical Benefits
- **6307** – Pre-Doc Fellow-No Medical Benefits

In order to protect the security of your personal financial information, changes to your direct deposit routing and contact information must be made by contacting the Temple University Payroll Management staff member via telephone. The identity of the person making the request will be verified.

**Signature Authorization**

**Signature Authorization Hierarchy**

**Search Records by Organization**

**Search History by Name**

**Signature Authorization Results**

**Kronos Sign Off** is every other Monday no later than 3pm
Happy Hiring