Temple University Payroll Process Instructions - Summer 2015

**Please Note:** The entire process should be completed in person through Temple's Human Resources Department BEFORE you can start working. If you submit hours prior to completing the payroll process, your pay for those hours may be subject to a monetary penalty by the university. You will be considered an employee of Temple University since Temple University will be providing the matching funds required for you to be paid through the federal work study program for the work you are doing this summer.

**Step A.**
Go online through TUPortal and access StudentJobs@temple.edu to complete TU employment application, apply for job titled Off Campus Work Study job requisition # TUS-10935. If you have never applied for a job at Temple, you will first need to register as a NEW APPLICANT by selecting One Time iGreenTree Setup on the bottom left side of the page.

**Step B.**
Print the completed application, sign and date it, and submit it to the Law School Financial Aid Office either in person or as an email attachment to lwfinaid@temple.edu

**STEP C.**
Within 3-5 business days after submitting your online job application, you will receive two emails; a welcoming letter from Temple University Human Resource Department and an email from HireRight.com to complete the online federal I-9 form. Complete the I-9 form through HireRight.com, then follow STEP 3 in your HR Welcome Letter email to complete the W-4 tax forms and payroll direct deposit authorization on TUPortal.

**STEP D.**
After receiving the email and completing both the online I-9 and W-4, you must meet with an HR specialist located in the Human Resources and Benefits Department on the lower level of Mitten Hall, Suite 40, to provide original documentation for the I-9, verifying your eligibility to work in the United States. Human Resources will give you a Verification Form after they have verified the documentation you provided.

Acceptable documentation includes:

- US Passport (active)
- OR
- Social security card AND current driver’s license
- Social security card AND Temple ID (OWLcard)
- State issued birth certificate AND current driver’s license
- State issued birth certificate AND Temple ID (OWLcard)

**STEP E.**
Submit the Verification Form to the Law School Financial Aid Office.

**STEP F.**
If you are working out of state, please complete the Residency Certification Form (PA Act 32 information) online in order to update your work location. Please go to TU Portal, click on the
Staff Tools tab, then go to the Personal Information section on the right side of the page and click on "Update Work Location." When the summer work study period ends, you will need to update your work location again to set it back to the appropriate state of employment.

You can keep track of the steps that need to be completed for payroll on the Next Steps Channel under the MyPortal tab on TUPortal. When all steps are completed, the notification icon will be changed to a green checkmark.

**PLEASE NOTE, THE PAYROLL PROCESS CAN TAKE 7 - 10 BUSINESS DAYS TO COMPLETE. PLEASE MAKE SURE TO ALLOW ENOUGH TIME FOR YOU TO COMPLETE THE PAYROLL PROCESS BEFORE YOU BEGIN WORK.**