SIGNING UP FOR PAYROLL

Once you are hired by Temple University, you will receive two emails; a welcoming letter from Temple University Human Resource Department and an email from HireRight.com to complete

Step 1. Complete the federal I-9 tax form as instructed in your HireRight email; go to TUPortal to complete the online W-4 tax form and payroll direct deposit authorization.

Step 2. After receiving the email and completing both the online I-9 and W-4, go to Temple University Human Resources and Benefits Department on the lower level of Mitten Hall, Suite 40 (please refer to the HireRight email for additional Temple University HR locations), to provide original documentation for the I-9, verifying your eligibility to work in the United States. Temple University Human Resources will give you a print out of the I-9 Employment Eligibility Form after they have verified the documentation you provided.

Acceptable documentation includes: US Passport (active) OR Social security card AND current driver’s license OR Social security card AND Temple ID (OWLcard) OR State issued birth certificate AND current driver’s license OR State issued birth certificate AND Temple ID (OWLcard).

Step 3. Submit the I-9 Employment Eligibility Form to the Law School Financial Aid Office by email to lwfinaid@temple.edu or in person in Barrack Hall, suite 101.

Step 4. Complete PA Act 32 Certification Update

If you are working out of state, 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." online to update your work location for tax reporting purposes. 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.

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.