

SIGNING UP FOR PAYROLL

Once you are hired by Temple University, you will receive welcome email from Equifax with instructions on how to complete the required federal employment forms.

ALL STEPS MUST BE COMPLETED BEFORE YOU BEGIN WORKING

Step 1. Review and carefully follow all instructions in the Equifax email.

Step 2. Complete the new hire documents as instructed in your Equifax email.

- Federal I-9 tax form (link in email)
- W-4 and Direct Deposit Authorization on TUPortal

You must complete the new hire documents before starting *Step 3*.

Step 3. Complete the Employment Eligibility Verification – Required by the *Department of Homeland Security's U.S. Citizenship and Immigrations Services*

Follow the instructions in the Equifax email to schedule an appointment to submit the required documents that verifies your identity and employment eligibility. The I-9 documentation must be submitted in-person within 3 days of your first day of work. Please refer to the Equifax Employment Center email for the list of I-9 verification locations and how to schedule your appointment. If you miss or need to reschedule your I-9 document appointment, please contact Temple University Human Resources at i9upload@temple.edu

If your job is located outside of the Philadelphia region, please make sure that you complete Step 3 before you leave.

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

Step 4. Send the I-9 Completion Confirmation email to the Law School Financial Aid Office.

Forward the confirmation email that you receive after completing Step 3 to lawFAO@temple.edu. **YOU** must send us the I-9 completion email to receive further instructions on how to submit your hours.

Step 5. Complete PA Act 32 Certification Update – only if you're working outside of PA

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. *Please note: If you start working before the I-9 onboarding process is fully completed, you are in legal violation of federal and University policy regarding I-9 compliance.*

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.