

# 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 Equifax Employment Center 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 Temple University Human Resource Department and Equifax Employment Center emails.

**Step 2.** Complete the new hire documents as instructed in your Equifax Employment Center 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.** Submit two forms of unexpired original documentation that verifies your identity and employment eligibility. The I-9 documentation must be submitted in-person to Temple University Human Resources within 3 days of your first day of work. Please refer to the Equifax Employment Center email for the list of on-campus and off-campus I-9 Certified Completers 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](mailto:i9upload@temple.edu)

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

**Step 4.** Forward the **I-9 Completion Confirmation – Temple HR** email to the Law School Financial Aid Office, [lawFAO@temple.edu](mailto:lawFAO@temple.edu) prior to working.

**Step 5.** 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. *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.**