

Applying for Taleo User Access Online

Using Administrative Systems Access On TUportal

Start in TuPortal with your SSO credentials,
Click on Administrative Systems Access

The screenshot displays the TuPortal home page with a dark red navigation bar at the top containing links for Home, Staff Tools, Banner, Budget and Finance, Research, and Help. Below the navigation bar, the page is organized into several sections:

- SEARCH:** A search bar with the text "Enter Keywords" and a "Where.." dropdown menu.
- TUAPPLICATIONS:** A vertical list of links including Canvas, Self-Service Banner, TEmail (Exchange / Gmail), Google Apps, OWLbox, TULibrary, Lynda.com, Diamond Dollars, Get My TUID, Cherry and White Update, **Administrative Systems Access** (highlighted in yellow), Adobe Creative Cloud, Banner Admin (Banner - INB), and Banner Environments.
- ANNOUNCEMENTS:** A section titled "Announcements" with a dropdown menu set to "All". It lists several subjects: "Online Program Development Workshop", "Annual Notice: Medicare Part D Coverage for Prescription Drugs", "Office of Digital Education", and "Fingerprinting Services on Campus". A "Show Hidden" checkbox is located below the list.
- SPOTLIGHT:** A section featuring a yellow warning icon and a link to "Office 365 Phishing Scam". Below this, there is a paragraph about Temple's digital landscape and a large graphic titled "TEMPLE'S WEB PROJECT" with various sub-sections like "TUITION & FEES", "SCHOLARSHIPS & AID", "SCHOOLS & COLLEGES", "ABOUT", "RANKINGS MAPS & DIRECTS", and "HISTORY & TRADITION".
- NEXT STEPS:** A section with a "All done!" message and a list of steps: "ICON LEGEND", "REFRESH LIST", and "SHOW COMPLETED".
- Footer:** A "Select a newsletter" dropdown menu and the Temple University logo with links for "News Center", "Temple.edu", and "Contact Us".

On the right-hand side select “HR-Request access to applications”

The screenshot displays the 'TUportal / Administrative System Access' interface. It is divided into three main sections:

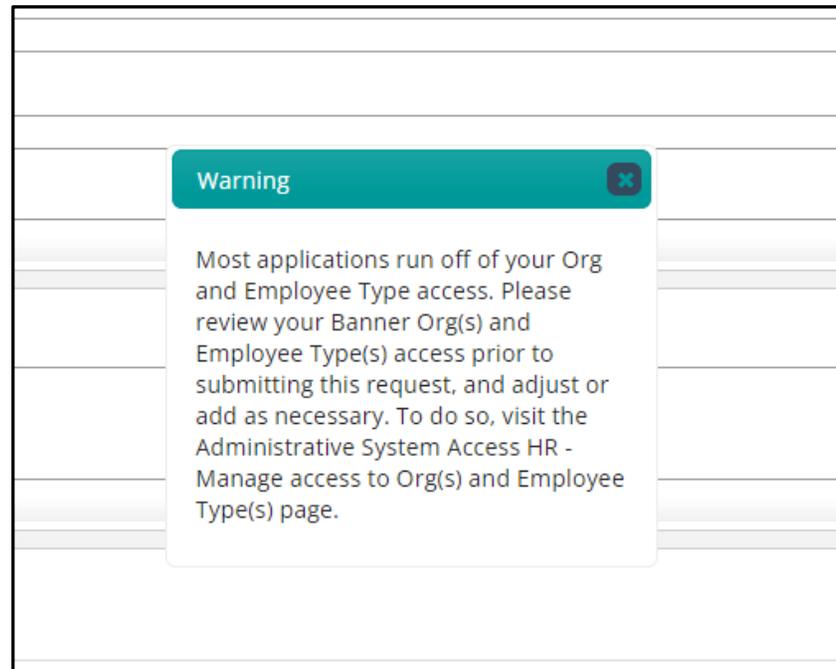
- Request For Another User:** Includes a search box for 'Search user's Last Name or TUID' and a 'Search' button. Below it, it states 'Currently running request for: Karly Simon'.
- Previous Requests For Karly Simon:** A table with columns for ID, APPLICATION, SUBMITTED BY, STATUS, and ACTION. A search bar and a filter dropdown are at the top. The table contains one entry:

ID	APPLICATION	SUBMITTED BY	STATUS	ACTION
10565	HR - Request access to applications	Dawn Lomden 07-15-2019	Complete 07-15-2019	VIEW

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.
- Request New Access:** A sidebar with a list of access requests, each with a right-pointing chevron icon:
 - Finance
 - Student
 - HR - Request access to applications
 - HR - Manage access to Org(s) and Employee Type(s)
 - HR - Manage access to Banner

A callout box highlights the 'Request New Access' sidebar, showing the same list. The 'HR - Request access to applications' item is selected, indicated by a red dot on the left and a red dot on the right of the text.

Remove pop up by selecting the X



If you are completing the request for someone else, select “Request access for Different User” from the menu on the left-hand side.

The screenshot displays the 'Administrative System Access' portal. At the top, there is a navigation bar with a 'Back to TUportal' link on the left, the title 'Administrative System Access' in the center, and a 'Login User: Dawn Lomden' indicator on the right. The main content area is divided into several sections. On the left, there is a 'REQUEST FOR' section with user details: NAME: Dawn Lomden, TUID: 915230015, ACCESSNET: tuf73958, ORG: 46020 (HR:Employment), TITLE: Taleo System Administrator, and PHONE: 215-204-3332. Below this is a green 'History' button. Further down is a 'REQUEST TOOLS' section with three options: 'Current Banner Org and E-Class Access', 'Request Access For Different User' (highlighted in yellow), and 'FAQs'. To the right of the 'REQUEST FOR' section is a 'SEND REQUEST TO' section with fields for Supervisor (Karen Ward), Supervisor Phone (215-204-3317), and Level 2 Approver (Grimes, James P.). Below this is a 'REQUEST TOOLS' section with three options: 'Current Banner Org and E-Class Access', 'Request Access For Different User' (highlighted in yellow), and 'FAQs'. At the bottom, there are links for 'Terminate Employment (Separation From Employment EPAFs)' and 'TUportal Channels'. A 'Bitpipe.com' logo is visible in the bottom right corner.

Search for the user, then select the individual's last name.

Administrative System Access

SELECT USER

Search For User

Search For User By Last Name or TUID Required

Search

Administrative System Access

SELECT USER

Search For User

Select User Like '%SLAVIN%'

FILTER SEARCH RESULTS:

NAME	DEPARTMENT	E-MAIL
Dorothy Marie Slavin	HR:Employment	tug23538@temple.edu
Maria F. Slavin	CPH:Rehabilitation Sciences	tuk55872@temple.edu
Ovid Slavin	Dental:Orthodontics	null
Stephanie A. Slavin	TUSM:Orthopedics	stefatc@temple.edu

Check the **Supervisor** and ensure the **Department Steward** is correct by checking the tiny dropdown arrow on the far right of the field to select.

▶ SEND REQUEST TO

Supervisor

- Dawn Lomden **This is the first approver**

Supervisor Phone

215-204-3332

Department Steward

- Grimes, James P. **This is the second approver** *Make sure you use this dropdown to select the correct Dept. Steward ▼

Select Hiring Applications under Access Groups

The screenshot displays the 'Administrative System Access' portal. At the top, there is a 'Back to TUportal' link and a user login area for 'Dawn Lomden'. The main content is divided into several sections:

- REQUEST FOR:** Details for Dorothy Marie Slavin, including TUID (915312736), ACCESSNET (tug23538), ORG (46020), HR (Employment), TITLE (Asst Talent Acquisition Specs), and PHONE (215-204-0145). A 'History' button is located below this section.
- SEND REQUEST TO:** Supervisor Dawn Lomden, Supervisor Phone 215-204-3332, and Level 2 Approver James P. Grimes.
- COMMENTS:** A single comment stating 'This is a demo.'
- REQUEST TOOLS:** A sidebar menu with three items: 'Current Banner Org and E-Class Access', 'Request Access For Different User', and 'FAQs'.
- ACCESS GROUPS:** A list of access groups with right-pointing arrows. The 'Hiring Applications' group is highlighted in yellow.

Access Group	Action
Hiring Applications	>
Kronos Time & Attendance	>
Update Banner Job Records (EPAFs)	>
Update Student Worker Job Rates (EPAFs)	>
Issue One Time Payments	>
Terminate Employment (Separation From Employment EPAFs)	>
TUportal Channels	>

Select the checkbox to Grant/Modify or Remove for the Taleo Talent Management System

Administrative System Access

Back to Top Portal

REQUEST FOR

NAME: Dorothy Marie Slavin
TUID: 915312736
ACCESSNET: tug23538
ORG: 46020
HR:Employment
TITLE: Asst Talent Acquisition Specs
PHONE: 215-204-0145

History

REQUEST TOOLS

- Current Banner Org and E-Class Access
- Request Access For Different User
- FAQs

SEND REQUEST TO

Supervisor
Dawn Lomden
Supervisor Phone
215-204-3332
Level 2 Approver
Grimes, James P.

COMMENTS

Comments
This is a demo.

ACCESS GROUPS

- Hiring Applications
- Kronos Time & Attendance
- Update Banner Job Records (EPAFs)
- Update Student Worker Job Rates (EPAFs)
- Issue One Time Payments
- Terminate Employment (Separation From Employment EPAFs)

HIRING

ACCESS	ROLE	DESCRIPTION
<input checked="" type="checkbox"/> Grant/Modify <input checked="" type="checkbox"/> Remove	Taleo Talent Management System	Supports entire hiring process including Recruitment, Offer Management and Onboarding for Administrative Staff, Adjuncts, Educational Support Professionals, Non-Credit Instructors and Student Workers.
<input type="checkbox"/> Grant <input type="checkbox"/> Remove	HR Hiring Process - Initiator-Hire Graduate/Scholar/Full-time Faculty/Summer Faculty	Hire/Re-hire Grad Intern/Extern, Research/Teaching Assistants or Graduate Fellows in Banner. Hire Scholars/Post Doc Fellows/Residents in Banner. Ability to Hire/Re-hire or Re-appoint Full-time Faculty in Banner, including Chair appointments, Stipends, Overload and BCM (med only). Ability to initiate payments for Summer Teaching/Research appointments for Full-time Faculty in Banner.
<input type="checkbox"/> Grant <input type="checkbox"/> Remove	HR Hiring Process- Approver-Full time Faculty/Summer Payments	Ability to approve the Hire/Re-hire of Full-time Faculty in Banner, including Chair appointments, Stipends, Overloads and BCM (med only). Ability to approve the payments for Summer Teaching/Research appointments for Full-time Faculty in Banner.

Select the Complete Selections button.

The screenshot displays the 'Administrative System Access' interface. The top navigation bar includes a 'Back to TUportal' link, the title 'Administrative System Access', and a user profile for 'Dawn Lomden'. The main content area is divided into several sections:

- REQUEST FOR:** NAME: Dorothy Marie Slavin, TUID: 915312736, ACCESSNET: tug23538, ORG: 46020 (HR:Employment), TITLE: Asst Talent Acquisition Specs, PHONE: 215-204-0145. A 'History' button is present.
- SEND REQUEST TO:** Supervisor: Dawn Lomden, Supervisor Phone: 215-204-3332, Level 2 Approver: Grimes, James P.
- COMMENTS:** This is a demo.
- REQUEST TOOLS:** Current Banner Org and E-Class Access, Request Access For Different User, FAQs.
- ACCESS GROUPS:** Hiring Applications, Kronos Time & Attendance, Update Banner Job Records (EPAFs), Update Student Worker Job Rates (EPAFs), Issue One Time Payments, Terminate Employment (Separation From Employment EPAFs), TUportal Channels.
- REQUEST ACTIONS:** A list of access groups with 'Grant' and 'Remove' options. The first group, 'Taleo Talent Management System', has 'Grant/Modify' and 'Remove' buttons highlighted in yellow. Other groups include 'HR Hiring Process - Initiator-Hire Graduate/Scholar/Full-time Faculty/Summer Faculty' and 'HR Hiring Process- Approver-Full time Faculty/Summer Payments'.

At the bottom right, there are two buttons: 'Complete Selections' and 'Cancel'.

View the **Community Role Definitions** document, then select the appropriate responses

The screenshot shows a web form titled "Administrative System Access" with a sub-header "Taleo Talent Management System User Role Form". The form includes several sections with "Required" labels:

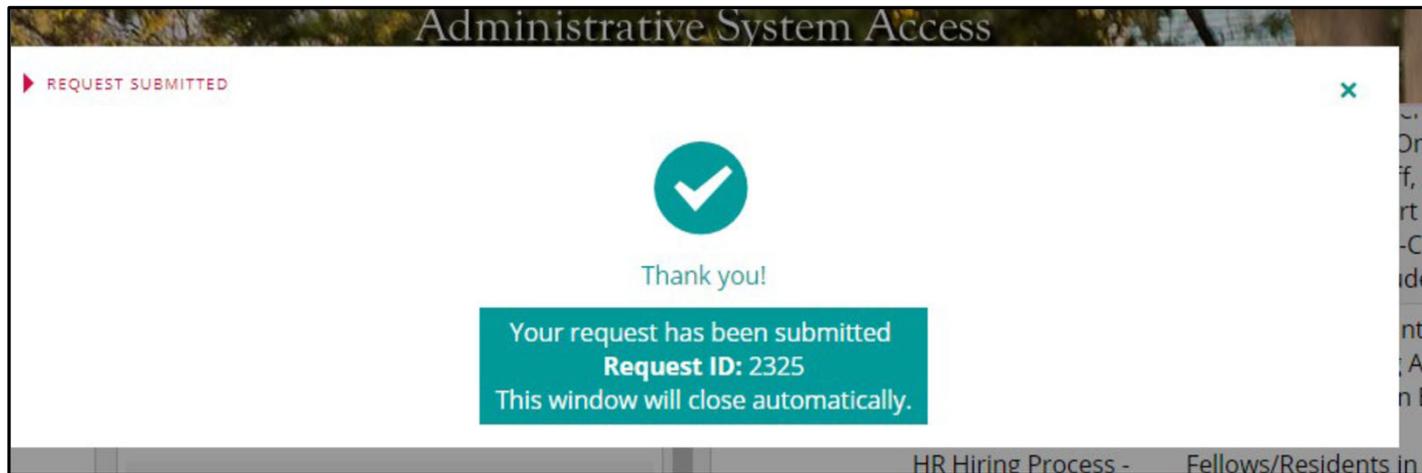
- Required To Add Or Change A User's Permissions:** Includes a note about using the 'CTRL' button for multiple selections and a list of roles: HR Employment, Senior HR Staff/Compensation, Labor Relations/Payroll/Data Management, Absence Management & Employee Health Services, Admin Support, Recruiter, Hiring Manager, Requisition Approver, and Search Committee.
- Employee Types:** Includes a list of employee types: Staff, Adjuncts, Educational Support Professionals, Non-Credit / Continuing Education Instructors, Post Doctorate / Scholars, Graduate Students, and Student Worker.
- Coverage Area(s):** A section for listing 3 or 5 digit orgs, with a sub-section "Option 1: Add Org Access" and a plus sign icon.

Complete your selections for Role(s), Employee Types, and Coverage Areas of 3 or 5 digit org code(s), then select submit.

The screenshot shows a web-based administrative interface for assigning roles and coverage areas. At the top, the text 'Administrative System / ACCESS' is visible. The main content area is divided into several sections:

- Role Selection:** A list of roles including 'Recruiter', 'Hiring Manager', 'Requisition Approver', and 'Search Committee'. The 'Requisition Approver' and 'Search Committee' options are highlighted with a grey background.
- Employee Types:** A section titled 'Employee Types: Select all that apply.' with a red 'Required' label. It lists several employee categories: 'Staff', 'Adjuncts', 'Educational Support Professionals', 'Non-Credit / Continuing Education Instructors', 'Post Doctorate / Scholars', 'Graduate Students', and 'Student Worker'. The 'Student Worker' option is highlighted with a grey background.
- Coverage Area(s):** A section titled 'Coverage Area(s) - Please list all 3 or 5 digit orgs this user requires' with a red 'Required' label. It contains three options, each with a plus sign on the right: 'Option 1: Add Org Access', 'Option 2: Remove Org Access', and 'Option 3: Keep Org Access'.
- Selected Orgs:** A section titled 'Selected Orgs:' showing two tags: 'add: 46020 - HR:Employment x' and 'remove: 46020 - HR:Employment x'.
- Disclaimer:** A paragraph at the bottom states: 'Please be reminded that the role of Recruiter has the ability to extend offers and hire adjuncts and student workers. Therefore, any employee in this role must have the appropriate signature authority.'
- Submit Button:** A green button labeled 'Submit' is located at the bottom center of the form.

Receive confirmation and #.



Supervisors will receive an email and will go to their Banner Workflow.

The screenshot displays the TUportal Banner interface. At the top, a navigation bar includes links for Home, Staff Tools, Banner, Budget and Finance, and Research. Below this, the page is titled 'TUportal / Banner'. On the left, there is a 'SEARCH' section with a text input for 'Enter Keywords' and a dropdown for 'Where..'. Below the search is a 'TUAPPLICATIONS' section with links for Canvas, Self-Service Banner, TUmial (Exchange / Gmail), Google Apps, and OWLbox. The main content area is titled 'MY WORKLIST' and features a 'My Worklist' button and a 'New Request' button. Below these buttons, it shows 'List as of 0:53:13 PM' and a 'Refresh' button. A 'SEARCH:' input field is also present. The main content area contains a table with columns for 'FORM NAME' and 'CREATION DATE'. A dropdown menu for 'Filter by System' is located above the table. The table lists a 'BANNER WORKFLOW' for 'ASA - HR - Dorothy Marie Slavin' with an activity of 'SUPERVISOR_REVIEW' and a creation date of '10/15/2018'. The status 'READY' is shown below the table entry.

FORM NAME	CREATION DATE
ASA - HR - Dorothy Marie Slavin ACTIVITY: SUPERVISOR_REVIEW READY	10/15/2018

Select Taleo Talent Management System to view request.

Administrative System Access

Back to TUportal

Log In User: Dawn Londen

REQUEST FOR

NAME: Dorothy Marie Slavin
TUID: 915312736
ACCESSNET: tug23538
ORG: 46020
 HR:Employment
TITLE:
 Asst Talent Acquisition Specs
PHONE: 215-204-0145

REQUEST SPECIFICS

Selected Banner Orgs [EDIT](#)

Selected Banner E-Classes [EDIT](#)

REQUEST TOOLS

Current Banner Org and E-Class Access

FAQs

STATUS (HOVER OVER EACH STEP FOR DETAILS)

Initiator **Supervis** **Level 2** **HR** **Security**

REQUEST COMMENTS

Initiator Comment
This is a demo.

Your Comments

ACCESS GROUPS

- Hiring Applications ** >
- Kronos Time & Attendance >
- Update Banner Job Records (EPAFs) >
- Update Student Worker Job Rates (EPAFs) >
- Issue One Time Payments >
- Terminate Employment (Separation From Employment EPAFs) >
- TUportal Channels >

** Indicates - Has Changes

HIRING

ACCESS	ROLE	DESCRIPTION
<input checked="" type="checkbox"/> Grant/Modify <input type="checkbox"/> Remove	Taleo Talent Management System	Supports entire hiring process including Recruitment, Offer Management and Onboarding for Administrative Staff, Adjuncts, Educational Support Professionals, Non-Credit Instructors and Student Workers.
<input type="checkbox"/> Grant <input type="checkbox"/> Remove	HR Hiring Process - Initiator-Hire Graduate/Scholar/Full-time Faculty/Summer Faculty	Hire/Re-hire Grad Intern/Extern, Research/Teaching Assistants or Graduate Fellows in Banner. Hire Scholars/Post Doc Fellows/Residents in Banner. Ability to Hire/Re-hire or Re-appoint Full-time Faculty in Banner, including Chair appointments, Stipends, Overload and BCM (med only). Ability to initiate payments for Summer Teaching/Research appointments for Full-time Faculty in Banner.
<input type="checkbox"/> Grant <input type="checkbox"/> Remove	HR Hiring Process- Approver-Full time Faculty/Summer Payments	Ability to approve the Hire/Re-hire of Full-time Faculty in Banner, including Chair appointments, Stipends, Overloads and BCM (med only). Ability to approve the payments for Summer Teaching/Research appointments for Full-time Faculty in Banner.

Approve or Deny request. If approved, request will automatically move on for Steward approval.

TALEO TALENT MANAGEMENT SYSTEM USER ROLE FORM

TALEO TALENT MANAGEMENT SYSTEM USER ROLE FORM

To add or change a user, please complete all sections.

Required To Add Or Change A User's Permissions:

***To select multiple values, press and hold the 'CTRL' button and select the desired values*
Role: Select all that apply. Please see [Community Role Definitions](#) for reference. Required

HR Employment
Senior HR Staff/Compensation
Labor Relations/Payroll/Data Management
Absence Management & Employee Health Services
Admin Support
Recruiter
Hiring Manager
Requisition Approver
Search Committee

Employee Types: Select all that apply. Required

Staff
Adjuncts
Educational Support Professionals
Non-Credit / Continuing Education Instructors
Post Doctorate / Scholars
Graduate Students
Student Worker

Coverage Area(s) - Please list all 3 or 5 digit orgs this user requires Required

Option 1: Add Org Access +

REQUEST ACTIONS

Approve Deny Cancel

Track your request's progress

HR Review: Access is reviewed and set up in Taleo

Security: Access is reviewed and set up by IT. Link is added to TUportal

The screenshot displays the 'Administrative System Access' request tracking page. The interface is divided into several sections:

- REQUEST FOR:** NAME: Dorothy Marie Slavin, TUID: 915312736, ACCESSNET: tug23538, ORG: 46020, HR:Employment, TITLE: Asst Talent Acquisition Specs, PHONE: 215-204-0145.
- REQUEST SPECIFICS:** Selected Banner Orgs, Selected Banner E-Classes.
- REQUEST TOOLS:** Current Banner Org and E-Class Access, FAQs.
- STATUS (HOVER OVER EACH STEP FOR DETAILS):** A progress bar with steps: Initiator (active), Supervisor, Level 2, HR Review, and Security.
- REQUEST COMMENTS:** Initiator Comment: This is a demo. A field for 'Your Comments' is also present.
- ACCESS GROUPS:** A list of access groups with right-pointing arrows: Hiring Applications **, Kronos Time & Attendance, Update Banner Job Records (EPAFs), Update Student Worker Job Rates (EPAFs), Issue One Time Payments, Terminate Employment (Separation From Employment EPAFs), and TUportal Channels.
- Legend:** ** Indicates - Has Changes.