Applying for Taleo User Access Online

Using Administrative Systems Access On TUportal
Start in TuPortal with your SSO credentials, Click on Administrative Systems Access
Select HR
Instructions

Welcome to the Administrative Systems Access Request Page

Below is a list of the current administrative system access groups. Click on one of the links below to start a new request.

<table>
<thead>
<tr>
<th>Administrative Systems Access Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>HR</td>
</tr>
<tr>
<td>Request access to applications</td>
</tr>
<tr>
<td>Manage access to Org(s) and Employee Type(s)</td>
</tr>
</tbody>
</table>
### Administrative System Access

#### Search For User

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Marie Slavin</td>
<td>HR:Employment</td>
<td><a href="mailto:tug23538@temple.edu">tug23538@temple.edu</a></td>
</tr>
<tr>
<td>Maria F. Slavin</td>
<td>CPH:Rehabilitation Sciences</td>
<td><a href="mailto:tuk55872@temple.edu">tuk55872@temple.edu</a></td>
</tr>
<tr>
<td>Ovid Slavin</td>
<td>Dental:Orthodontics</td>
<td>null</td>
</tr>
<tr>
<td>Stephanie A. Slavin</td>
<td>TUSM:Orthopedics</td>
<td><a href="mailto:stofatc@temple.edu">stofatc@temple.edu</a></td>
</tr>
</tbody>
</table>
This is the first approver.

This is the second approver.
*Make sure you use this dropdown to select the correct Dept.

Steward
Select and then Click on Complete Selections
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.

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.

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

Option 1: Add Org Access
Complete your selections

Selected Orgs:
add: 46020 - HR:Employment  remove: 46020 - HR:Employment

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.
Hit submit; receive confirmation and #
Supervisors will receive an email and will go to their Banner Workflow
Track your request's progress

<table>
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<tr>
<th>Initator</th>
<th>Supervisor</th>
<th>Level 2</th>
<th>HR Review</th>
<th>Security</th>
</tr>
</thead>
</table>

**REQUEST FOR**
- **NAME:** Dorothy Marie Slavin
- **TUID:** 915312736
- **ACCESSNET:** tgu23538
- **org:** 46020
- **HR:Employment**
- **TITLE:** Asst Talent Acquisition Specialist
- **PHONE:** 215-204-0145

**REQUEST SPECIES**
- Selected Banner Org
- Selected Banner E-Courses

**REQUEST TOOLS**
- Current Banner Org and E-Course Access
- FAQ

**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

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**HR Review:** Access is reviewed and set up in Taleo by one of two System Administrators.

**Security:** Access is reviewed and set up by IT ERP (Banner) Security. Link is added to TUportal.