How to Access the Employee Information Lookup Tool

Employee Information Lookup Tool is accessed from the TUportal. This tool allows hiring managers to access an employee’s Child Abuse Certification process status to determine if the employee is authorized to interact with minors.

Step 1. Go to TUportal at https://tuportal.temple.edu and select the Banner tab.

Step 2. To search for the employee information, go to “EMPLOYEE INFORMATION LOOKUP” channel and enter the employee’s TUid, First, or Last name. Next, click the button to begin the search.

Note: Search results for the employee will populate the specific employee when their TUid is entered. Name searches will return employees with similar letters in their name. The information displayed will also include the employee’s job title and the corresponding department.

Step 3. Click the symbol to see available information for the employee.

Step 4. To access Child Abuse Certifications, click the symbol to see the Child Abuse Certification process status.

Note: Search results will produce one (1) of five (5) status.
Additional information regarding individuals who have contact with minors is located on the Background Checks & Compliance website at http://www.temple.edu/hr/departments/employment/backgroundcheckclearances.htm. You may also request information by email, HRBackgroundcheck@temple.edu or phone, 215-204-5512 (1-5512).