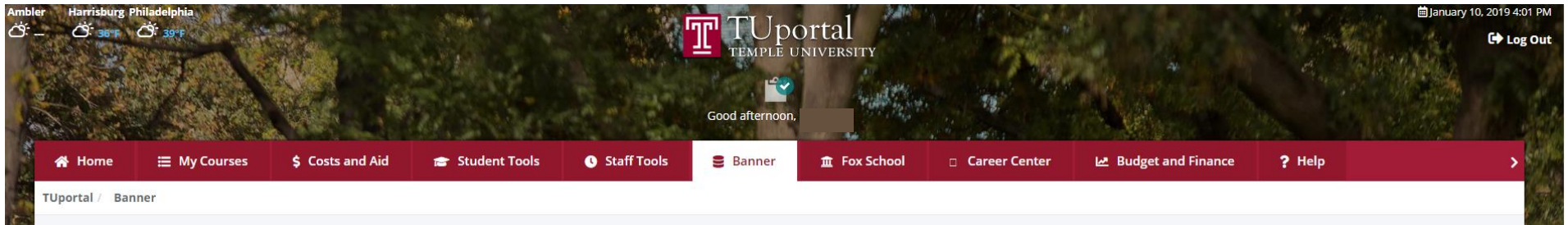



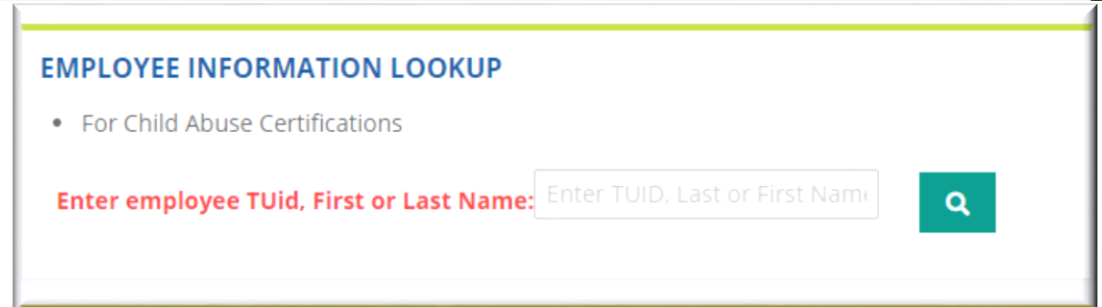
## How to Access the Employee Information Lookup Tool

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.

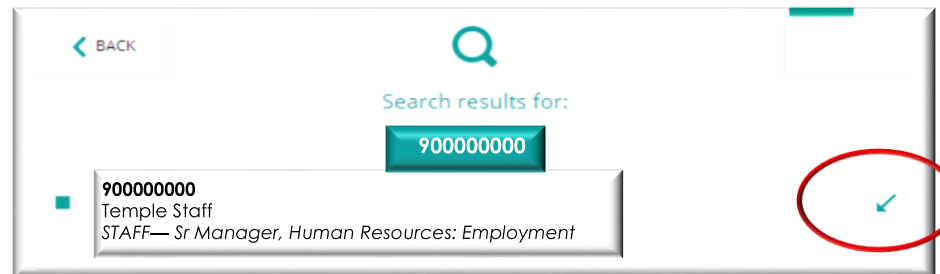



**Step 2.** To search for the employee information, go to "EMPLOYEE INFORMATION LOOKUP" channel and enter the employee's TUID, First, or Last name. Next, click the  button to begin the search.

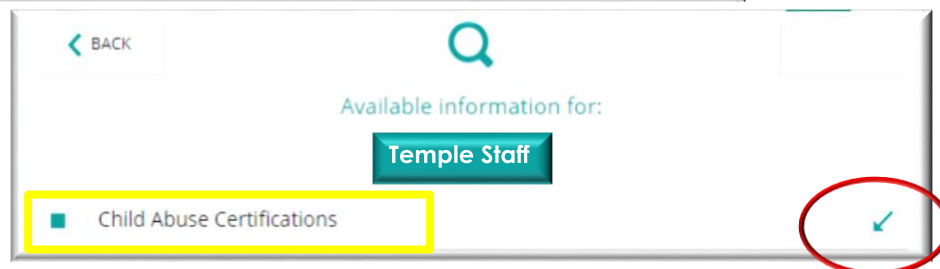


**Note:** Search results for the employee will populate the specific employee when their TUID is entered. Name searches will return employees with similar letters in their name. The information displayed will also include the employee's job title and the corresponding department.

**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.

**AUTHORIZED:**

*Authorized to work with minors, and will display the date the authorization expires.*

*As of Fri Jan 11 09:09:35 EST 2019*

- **AUTHORIZED**  
Authorized to work with minors until **10-JUN-2019**

**NOT AUTHORIZED:**

*Not authorized to work with minors, this employee may be terminated, removed from the process or Human Resources was not notified that the individual works with minors.*

*As of Fri Jan 11 09:50:48 EST 2019*

- **NOT AUTHORIZED**  
Not Authorized to work with minors

**IN PROGRESS:**

*Not authorized to work with minors, and will display if the certification is pending or completed.*

*As of Fri Jan 11 09:34:47 EST 2019*

- **IN PROGRESS**  
Authorization in progress since **05-JAN-2019**. Not authorized to work with minors at this time
  - Pennsylvania Criminal History Record:  
*Employee Action Required*
  - Pennsylvania Child Abuse History Certification:  
*Employee Action Required*
  - Federal Criminal History Record:  
*Employee Action Required*
  - Disclosure Statement and Authorization:  
*Completed*
  - Fair Credit Act Reporting Act Disclosure:  
*Completed*

**AUTHORIZED/IN PROGRESS:**

This employee is in a recertification status and will display both that they are Authorized and In Progress. Supervisors should encourage their employee to be recertified as soon as possible to avoid any authorization interruptions.

*As of Fri Jan 11 09:09:35 EST 2019*

- **AUTHORIZED**  
Authorized to work with minors until **10-JUN-2019**
- **IN PROGRESS**  
Recertification in progress since **10-DEC-2018**. Please make sure employee completes this process immediately.
  - Pennsylvania Criminal History Record:  
*Employee Action Required*
  - Pennsylvania Child Abuse History Certification:  
*Employee Action Required*
  - Federal Criminal History Record:  
*Employee Action Required*
  - Disclosure Statement and Authorization:  
*Employee Action Required*
  - Fair Credit Act Reporting Act Disclosure:  
*Employee Action Required*

**SECURITY ACCESS:**

*You are not authorized to look up this employee*

- **SECURITY ACCESS**  
You are not authorized to look up this employee

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](mailto:HRBackgroundcheck@temple.edu) or phone, 215-204-5512 (1-5512).