



Congrats you have been officially hired to work as a Work Study/Regular student worker!



You will receive a welcome email from Equifax within 24-48 hours to your Temple Email on file. This email will prompt you to complete:

I-9 Verification, PA Act Cert W4 and Direct Deposit Paperwork.



Once you complete the steps in your email, proceed to designated HR office with (2) forms of original forms of ID to complete the I-9 Verification Process.



## STUDENT HIRE PROCESS

After all paperwork is submitted. Please allow up to 48 hours for your account to be updated.



Best of luck and welcome to **Temple University!**

REVIEW the Quick Guides on the Kronos Webpage

*Temple.edu/hr – Kronos*



Please check in with your supervisor to make sure you are in the Kronos system PRIOR to your first day of work!



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## **FAQ's with the Hiring Process:**

### **How do I know if I have been officially hired?**

*You should receive notification from the specific department in which you applied. Remember during your interview to ask how their specific hiring notifications are set. For example, some offices will only contact those interviewees who have been selected for hire. Please contact the hiring manager or department for more information.*

### **What if I haven't received the HireRight email and I was officially offered the position?**

*Typically it takes up to 72 hours for your information to be "dropped" into the system once your supervisor enters your information. If it has been more than 48 hours and you still have not received your email, confirm with your supervisor or hiring manager that (s)he has hired you through the Toleo System ( the official hiring system of Temple University). Please remember to check your Temple Email as the HireRight email is sent to this address on file.*

### **Where is my designated HR Office?**

The office in which you provide your Identification will depend on what location you will be working for. For example, if you are working in any department or office on the Main Campus you will report to Mitten Hall. Please view the link below for our multiple locations.

[http://www.temple.edu/hr/departments/employment/documents/Welcome\\_Letter\\_I-9\\_HR\\_Locations\\_asof12122014.pdf](http://www.temple.edu/hr/departments/employment/documents/Welcome_Letter_I-9_HR_Locations_asof12122014.pdf)

### **I have to submit (2) forms of ID to complete my I-9 Verification Process, what are acceptable forms of ID?**

*U.S Passport or U.S Passport Card*

*Permanent Resident Card with Signature*

*Driver License*

*ID Card (issued by federal, state or local government agencies)*

*Temple ID Card*

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