

From: UM PSHRSupport <umpshrsupport@umsystem.edu>
Sent: Tuesday, December 4, 2018 2:36 PM
Subject: University of Missouri New Employee Information

04-DEC-2018

Test Tester,

Welcome to the University of Missouri and congratulations on accepting a student position with (Hiring Department) at Missouri S & T.

The first step in the onboarding process is completing required new hire forms. To accomplish this, please visit our myHR website (we strongly recommend using Firefox web browser): myhr.umsystem.edu

Steps for completing required new hire forms:

1. Login to myHR using your Student login and password.
2. On the myHR: Employee Self Service homepage, click the Onboarding Welcome tile and complete and submit the following forms:
 - a. My Personal Information
 - b. My Direct Deposit
 - c. My Federal and State Tax Info
 - d. My I-9 Information
 - **IMPORTANT:** You are required to physically present Employment Eligibility Verification & Identification item(s) in person as part of the I-9 process. Please follow your campus's procedure, communicated to you upon acceptance of your job offer. Click this [Acceptable Documents](#) link for a list. Any list B document presented must contain a photograph as the University participates in E-Verify.
3. W-2/W-2c Electronic Format Consent - Optional electronic access to your W-2 in myHR will be much quicker than waiting for a hard copy of the tax statement to arrive in your postal mailbox each year. **In myHR, using the NavBar icon in the upper right corner of the page, locate the Navigator icon > Self Service > Payroll and Compensation > W-2/W-2c Consent to provide your consent..**
4. The University of Missouri does business with the government; we must reach out to, hire, and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or being a protected veteran by adding/updating your information. **In myHR, using the NavBar icon, locate the Navigator icon > Self Service > Personal Information > Access the Disability and Veteran Status pages to self-identify.**
5. Invention Assignment Agreement - Please review and provide electronic signature. **In myHR, using the NavBar icon, locate the Navigator icon > Self Service > Bayh Dole Agreement.**

If you experience issues or have questions while completing the forms, contact [PeopleSoft HR Support](#) by calling 855-524-0002 (toll free) or emailing umpshrsupport@umsystem.edu.

For information specific to a campus, please contact the campus' Human Resources office:

[University of Missouri-Columbia](#)

[University of Missouri-Kansas City](#)

[Missouri S&T-Rolla](#)

[University of Missouri-St. Louis](#)