

# WELCOME!

Review our *Checklist for Success*. It is a two part checklist; items that should be completed prior to your first day and items that should be completed during your first week.

## PRIOR TO YOUR FIRST DAY

- Complete your preboarding forms.**  
You will receive an automated email outlining this process once your information is entered into the system.
- Schedule an appointment to meet with an HR representative.**  
We ask that you schedule a time to meet with an HR representative prior to your first day to present your [I-9 documents](#). The HR representative you will meet with is typically the person who sent your offer letter. This will allow us to finalize your hire in the system and get more of your equipment set up prior to your first day so that you are able to hit the ground running!
- Explore the functions in [myHR](#).**  
You'll need to log into [myHR](#) for many reasons throughout your employment, including reporting absences, enrolling for benefits, and updating your personal information. For assistance, [visit the myHR training website](#).
- Educate yourself on the benefits that UM System has to offer by checking out the [enrolling in benefits for the first time webpage](#).**
  - Note that you will need to take action in the first few weeks of your employment to enroll in university-sponsored insurance plans.
  - If you fail to elect or waive medical insurance coverage, you will default to the lowest-cost medical plan available, meaning you will default to the [Healthy Savings Plan](#) and pay taxes on your premiums.

- If you don't enroll in [dental](#), [vision](#), or [accidental death and dismemberment](#) insurance, nothing will happen, meaning you simply won't be enrolled in the plan.
- Finally, if you don't enroll in the [Basic Life Option A](#) insurance plan or the [Long Term Disability \(LTD\) Core Plan](#), you will be automatically enrolled since these are 100% employer paid plans that cost you \$0. Other life and LTD options require your action if you wish to enroll in them.
- The [enrolling in benefits for the first time](#) webpage can help you choose insurance that's right for you; you will also receive an automated email with more instructions.
  - Note that if you are adding any dependents to your coverage, you will need to provide documentation to show dependent eligibility. See the [Proof of Relationship PDF](#) for more information.
  - You will be automatically enrolled in the Employee Retirement Investment Plan (ERIP), but additional retirement options are available. You should receive information in the mail from the university as well as Fidelity Investments soon, but information is also available from the [retirement homepage](#).
  - If you have any questions when reviewing this information, the HR Service Center will be able to assist you. For more information, visit the HR Service Center website.



Start a list of questions that you have for your manager, coworkers, and direct reports about your new job.

## DURING YOUR FIRST WEEK



### Attend new employee orientation.

NEO occurs every Monday from 8:30am to 10:30am via Zoom. You will learn about the history of the university, campus resources, and important policies and procedures from a representative of the Staff Success Center. You will also receive an overview of the university's health benefits from the Total Rewards Generalist.



### Obtain your parking permit.

You have a five (5) day grace period to obtain your parking permit. It is important to call the Parking Office on your first day to provide the necessary details to avoid getting a ticket. In lieu of a parking pass, employees may utilize street parking or metered stalls. To determine what works best for you, visit the [Missouri S&T Parking Lot Operations](#) website.



### Obtain your university ID card.

Visit the [New Student Programs](#) office in 104 Norwood Hall to get your ID card. Your picture will be taken and the card will be printed there for you. Please note that some departments may request you get your ID card prior to your first day. You will be notified by the hiring department and/or HR if that is the case.



### Enroll in your benefits by logging on to [myHR](#).

Remember, if you don't enroll within 31 days of your hire date, you will be defaulted to employee only medical coverage in the Healthy Savings Plan.

Note that unless you experience a Qualified Family Status event, your next opportunity to make changes to your benefits will be during the next annual enrollment, which is held in the fall.



### Learn about your timesheet.

Whether you're an hourly or salaried employee, learn how to fill out your timesheet by visiting the [PeopleSoft HR Support website](#).



Learn more about the [University of Missouri System](#)

- [University of Missouri – Columbia](#)
- [University of Missouri – Kansas City](#)
- [University of Missouri – St. Louis](#)



Complete the necessary compliance training.

Part of your duty as a good university citizen is completing [compliance training](#), which includes Campus Emergency Alert Training, Code of Conduct Training, Electronic Data Protection and Equity in the Workplace: Eliminating Discrimination and Harassment.