

myHR: New Employee Onboarding

Introduction to Onboarding

Welcome to the University of Missouri!

As a new employee, you will need to provide us with some information so that you can complete the onboarding process and we can properly process you in our administrative system. Onboarding refers to completing the following forms: **Personal Data, Direct Deposit, W-4, I-9** and **Appointment Notification**

It is recommended that once you start a form you complete it. To complete these forms, you will need your Social Security Number, checking/saving account information, and Visa information (if applicable).

You should have received an email from the University (see examples below). If you are a student, this email may appear slightly different. If you did not receive this email, please contact your campus HR office. Follow the steps in the email to complete the onboarding process. (**Note:** This email may appear in your spam/junk folder instead of your inbox.) For step-by-step instructions, refer to the corresponding lesson in these training materials.

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Example Emails

Faculty/Staff Example:

09-NOV-2021

Xxxxx Xxxxxxxx,

Welcome to the University of Missouri and congratulations on accepting the Xxxxxx Xxxxxxxx position with Xxxxxxx Xxxxxxxx Xxxxxxx at Xxxxxxxx Xx Xxxxxxxx. Your employee ID (emplid) is #####.

The initial step in the onboarding process includes completing required new hire forms in myHR. To accomplish this, we strongly recommend using a Windows platform desktop or laptop and the Firefox web browser. Mobile devices are not compatible with our forms.

Steps for completing required new hire forms:

1. Visit the [UM System Passwords](#) page.
 - a. For users who need to create a password:
 - Select "Establish/Forgot/Change Password" link in the Tools section in the upper right of page.
 - b. Enter your Username: xxxxxxx@umsystem.edu
 - c. Fill in the characters within the picture and click Next.
 - d. Verify your phone number by typing it into the box and select "Text" or "Call". If you experience any issues, contact your campus [IT Help Desk](#) for assistance.
 - e. Receive your passcode via text or call.
 - f. Create a password following the [password standards](#).
 - g. If you were a former employee or student and you need to update your authentication methods, you can do so by visiting [Password Manage Settings](#) to add another method such as a security key, authenticator app, or secondary number.
 - h. Contact your campus [IT Help Desk](#) for Step 1 assistance.
2. Login to [myHR](#) using your Username: xxxxxxx@umsystem.edu and Password.
3. Upon logging into myHR, click the **Onboarding Welcome tile** and complete and submit the following forms. Please note: If a form requires an electronic signature, enter only xxxxxxxx in the User ID field and enter your password:
 - 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. All documents presented must be originals.
4. Click the **Home icon** in the upper right corner.
5. Click the **Additional Onboarding tile** to complete the following items:
 - a. **Appointment Notification** - If you have an unsigned Appointment Notification Form, you will see a red pen in the Action column. **No red pen will be shown if you don't have a form ready to sign.**
 - b. **Veteran Status and Disability** - 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.
 - c. **Bayh Dole (Invention Assignment) Agreement** - Please review and provide electronic signature if you haven't already provided during previous employment with the University. If you previously signed electronically but no longer agree, you will need to email um-research@umsystem.edu.
6. **Health Care Reform** requires employers to provide a notice about the health insurance Marketplace Exchange. Select a link below to view the notice. If you have questions regarding the marketplace, coverage options, or costs, visit HealthCare.gov.
 - o [Full-time employee notice \(works 30+ hours per week\)](#)
 - o [Part-time or temporary employees](#)
6. **University Policies and Labor Law Posters** - University of Missouri System Policies are located at www.umsystem.edu/ums/rules. By completing your onboarding forms, you are acknowledging that you have been informed where university policies are located, including Human Resources, Finance, Facilities, and Board approved, as well as electronic labor law posters.

After completion of your onboarding forms, there may be a few days that you won't have access to log back in to myHR. Full employee access is available once your hire form has been loaded and you are within 30 days of your start date.

If you experience issues or have questions while completing the forms, contact [PeopleSoft HR Support](#) by calling 800-488-5288 (toll-free) or emailing umpshrsupport@umsystem.edu.

For information about the University of Missouri system vision, mission and values, please visit www.umsystem.edu.

For HR campus-specific questions, please contact your campus's Human Resources office:

[University of Missouri-Columbia](#)

[University of Missouri-Kansas City](#)

[Missouri S&T-Rolla](#)

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

Figure 1: University of Missouri New Employee (Faculty/Staff) Example Email

09-NOV-2021

Xxxxxx XXXXXXXXXXXX,

Welcome to the University of Missouri and congratulations on accepting a student position with Xxxxxx XXXXXXXX at Xxxxxx XXXXXXXX. We are pleased to offer employment opportunities to students like yourself, and hope you will gain valuable job experiences while pursuing your academic goals.

The initial step in the onboarding process includes completing required new hire forms in myHR. To accomplish this, we strongly recommend using a Windows platform desktop or laptop and the Firefox web browser. Mobile devices are not compatible with our forms.

Steps for completing required new hire forms:

1. Login to myHR using your Student Login and Password: myhr.umsystem.edu
 - a. If you need to change your password, visit the [UM System Passwords](#) page.
 - b. If you need to update your authentication methods, you can do so by visiting <https://password.umsystem.edu/managesettings> to add another method such as a security key, authenticator app, or secondary number.
 - c. Contact your campus [IT Helpdesk](#) for email/log-in assistance.
2. Upon logging into myHR, click the **Onboarding Welcome tile** and complete and submit the following forms. Please note: If a form requires an electronic signature, enter only the user name portion of your Student login which is the portion prior to @umsystem.edu:
 - 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. All documents presented must be originals.
3. Click the **Home icon** in the upper right corner.
4. Click the **Additional Onboarding tile** to complete the following items:
 - a. **Appointment Notification** - Skip for student positions.
 - b. **Veteran Status and Disability** - 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.
 - c. **Bayh Dole (Invention Assignment) Agreement** - Please review and provide electronic signature if you haven't already provided during previous employment with the University. If you previously signed electronically but no longer agree, you will need to email um-research@umsystem.edu.
5. **University Policies and Labor Law Posters** - University of Missouri System Policies are located at www.umsystem.edu/ums/rules. By completing your onboarding forms, you are acknowledging that you have been informed where university policies are located, including Human Resources, Finance, Facilities, and Board approved, as well as electronic labor law posters.

After completion of your onboarding forms, there may be a few days that you won't have access to log back in to myHR. Full employee access is available once your hire form has been loaded and you are within 30 days of your start date.

If you experience issues or have questions while completing the forms, contact [PeopleSoft HR Support](#) by calling 800-488-5288 (toll-free) or emailing umpshrsupport@umsystem.edu.

For information about the University of Missouri system vision, mission and values, please visit www.umsystem.edu.

For HR campus-specific questions, please contact your campus's Human Resources office:

[University of Missouri-Columbia](#)

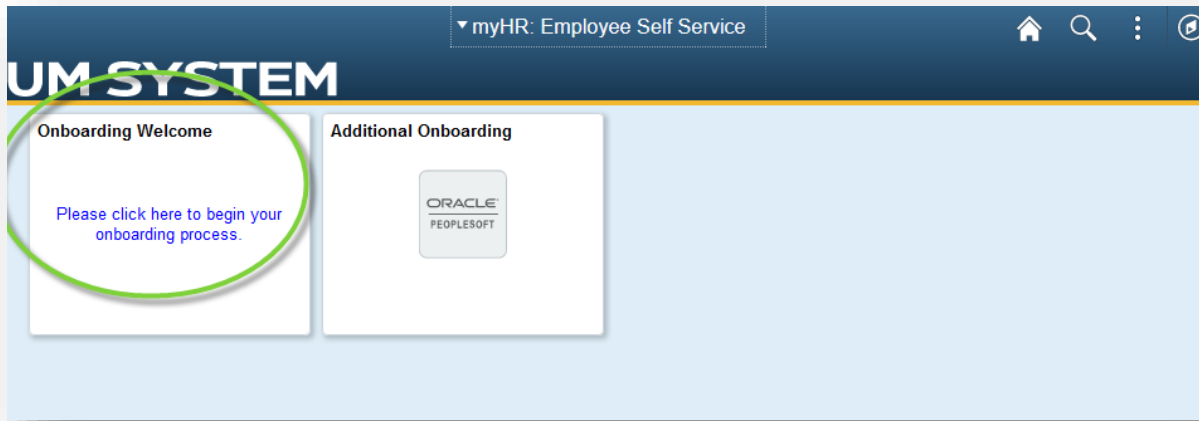
[University of Missouri-Kansas City](#)

[Missouri S&T-Rolla](#)

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

Figure 2: University of Missouri New Employee (Student) Example Email

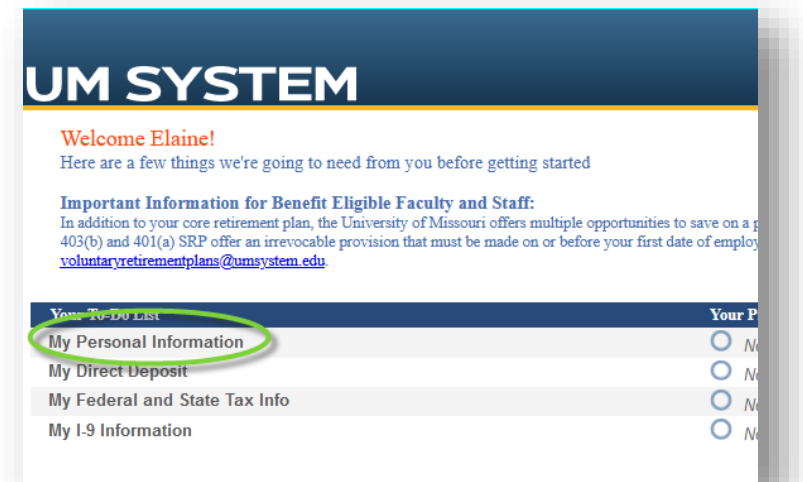
Completing the Onboarding Forms



My Personal Information Form

After clicking the **Onboarding Welcome** tile, a checklist displays a list of forms you must complete. The Last Updated date is your hire date. The first form you must complete is the Personal Data form.

1. Click the **My Personal Information** checklist item.



2. **Your Personal Information, Step 1 of 2: Address and Phone**

Complete the fields on this page so that your address and phone information is accurately recorded by the university.

- a. Fields marked with an asterisk (*) are required.

Note: If you have existing information in the system (e.g., former employee who is rehired), your previous data may display in the forms. Update this information accordingly.

- b. If you are unsure of what to enter in a field, use the **look up feature** (magnifying glass) when available.

- c. If your mailing address is different from your home address, clear the **Mailing address is the same as home address** checkbox. Enter the appropriate address in the **Mailing Address** fields that appear.

- d. When you are finished, click the **Next >>** button.

Your Personal Information

Step 1 of 2: Address and Phone

To update your HR record, complete or change the information below.

If your name is incorrect, please complete the information below and then contact your campus HR/Payroll office. You will need to provide a copy of your Social Security card to validate your name.

Campus HR/Payroll Office contacts: <http://www.umsystem.edu/ums/hr/myhr/myhr-contact#hrpayroll>

Personal Info

Prefix Empl ID: 12345678 eForm ID 850061

Home Address and Phone

a address is your current physical address.

*Address 1:

Address 2:

*City: *State:

*Phone:

Mailing address is the same as home address

- The second page contains University specific information. Complete the fields on this page so that your personal information is accurately recorded by the university.

Your Personal Information

Step 2 of 2: UM Information

To update your HR record, complete or change the information below.

If your name is incorrect, please complete the information below and then contact your campus HR/Payroll office. You will need to provide a copy of your Social Security card to validate your name.

Campus HR/Payroll Office contacts: <http://www.umsystem.edu/ums/hr/myhr/myhr-contact#hrpayroll>

Personal Info

Prefix Name: Wilson, Wade W Empl ID: 12345678 eForm ID 850062

Personal info

Prefix Name: Wilson, Wade W Empl ID: 12345678 eForm ID 850062

Check if you want to restrict release of home address and telephone number.

Check if you will be working with or around animals that are used for research or teaching, or if you will be handling research/teaching animal tissue or fluids.

*Date of Birth

*Gender

*Marital Status

*Highest Education Level Not Indic

- c. Although they contain similar information, you are required to complete both **the Highest Education Level** and **Highest Degree** fields. The Highest Degree field allows for more specific degree information.

Education

*Highest Degree BACHELOR

Date Acquired 05/25/2012

Major Description English

Institution Name University of Missouri - Columbi

Institution Name University of Missouri - Columbi

Ethnicity

Are you Hispanic or Latino? No

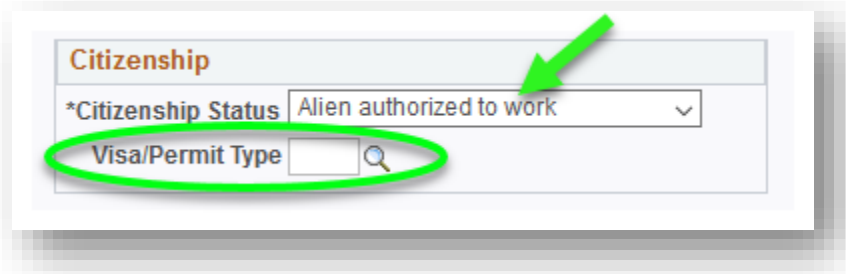
Personalize | Find | | First 1
of 1 Last

Ethnic Group	Short Description
1 WHITE	

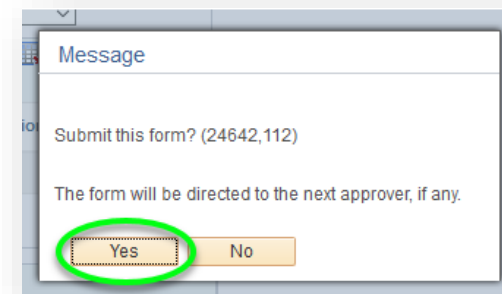
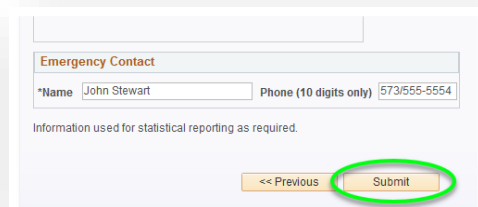
Add an Ethnic Group

Citizenship

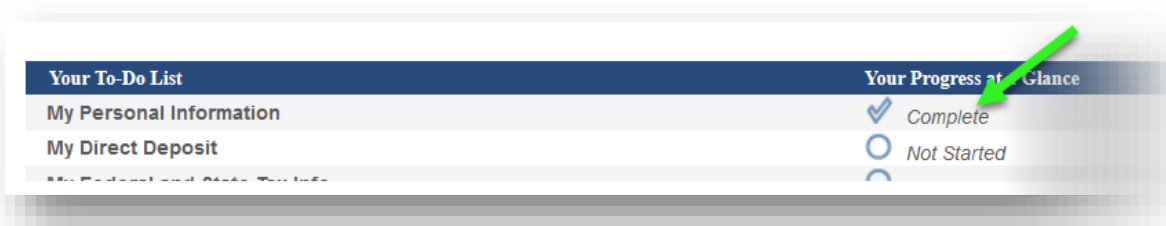
f. If "Alien authorized to work" is selected for the Citizenship Status, the **Visa/Permit Type** field will display and require a selection.



4. When you are finished entering information, click the **Submit** button.



5. Your Onboarding Checklist shows the **My Personal Information** form as complete.



My Direct Deposit Form

The next form you will complete is the Direct Deposit form.

1. Click the **My Direct Deposit** checklist item.
2. **Your Direct Deposit Information, Step 1 of 1**
 Complete the fields on this page so that your paycheck can be successfully deposited. Fields marked with an asterisk (*) are required.
 - a. Enter your bank's **Routing Number** and your **Account Number** in their respective fields. If you're unsure where to find this information, click the **View check example** link to launch an image of a check that shows where these numbers are located.

***Note:** If you have existing information in the system (e.g., former employee who is rehired), your previous data may display in the forms. Update this information accordingly.*

 - b. After entering a Routing Number, the name of the bank will display so that you can confirm your entry.
 - c. To ensure accuracy, you will be required to enter your **Account Number** twice.
 - d. Select the **Account Type** (Checking or Savings).
 - e. Click the **Submit** button.

Your To-Do List	Your Progress at a Glance
My Personal Information	<input checked="" type="checkbox"/> Complete
My Direct Deposit	<input type="checkbox"/> Not Started
My Federal and State Tax Info	<input type="checkbox"/> Not Started

Your Direct Deposit Information

Step 1 of 1: Your Direct Deposit Information

Add or update your direct deposit information. Only one account is allowed per employee.

The Direct Deposit information entered on this page is utilized primarily for payroll purposes. By providing this information, the employee authorizes the University of Missouri, including University of Missouri Health Care, to use the employee's direct deposit information to issue any payments, refunds or reimbursements which may be due to the employee.

Personal Info

Name: Goodell, Elaine Empl ID: 00001468

eForm ID: 1700399

Bank Information

Request Date: 02/02/2021

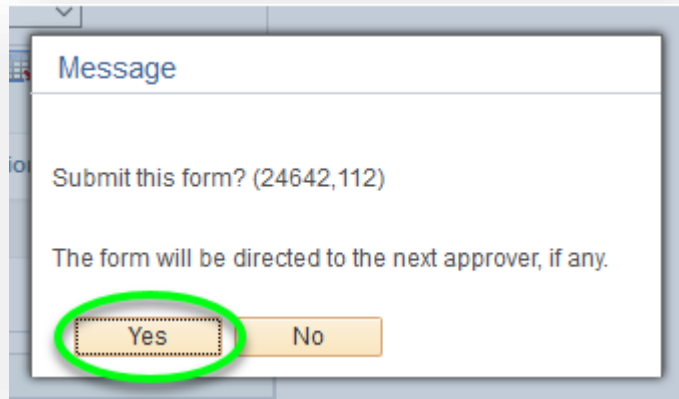
*Routing Number: CITIBANK NA

*Account Number: [View check example](#)

*Confirm Acct Number:

*Account Type:

- Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.

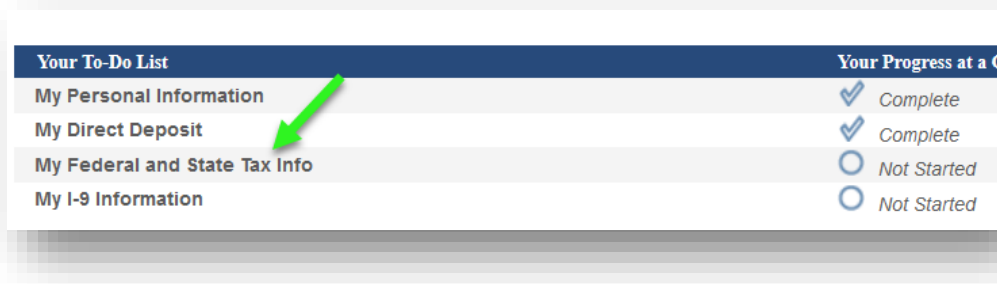


- Your Onboarding Checklist shows the **My Direct Deposit** form as complete.



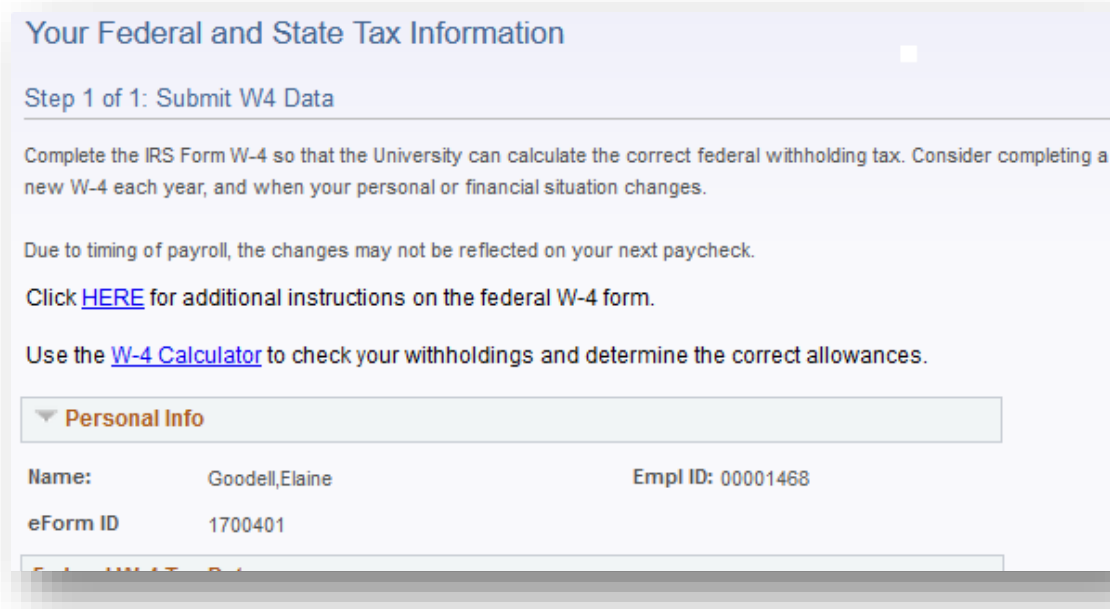
My Federal and State Tax Info Form

1. Click the **My Federal and State Tax Info** checklist item.



Your To-Do List	Your Progress at a Glance
My Personal Information	<input checked="" type="checkbox"/> Complete
My Direct Deposit	<input checked="" type="checkbox"/> Complete
My Federal and State Tax Info	<input type="checkbox"/> Not Started
My I-9 Information	<input type="checkbox"/> Not Started

2. **Your Federal and State Tax Information, Step 1 of 1: Submit W4 Data**
Complete the fields on this page so that your federal and state tax information is accurate. Fields marked with an asterisk (*) are required.



Your Federal and State Tax Information

Step 1 of 1: Submit W4 Data

Complete the IRS Form W-4 so that the University can calculate the correct federal withholding tax. Consider completing a new W-4 each year, and when your personal or financial situation changes.

Due to timing of payroll, the changes may not be reflected on your next paycheck.

Click [HERE](#) for additional instructions on the federal W-4 form.

Use the [W-4 Calculator](#) to check your withholdings and determine the correct allowances.

▼ **Personal Info**

Name:	Goodell, Elaine	Empl ID:	00001468
eForm ID	1700401		

Note: If you have existing information in the system (e.g., former employee who is rehired), your previous data may display in the forms. Update this information accordingly.

- a. If you are tax exempt, there are fields available to indicate this for both federal and state. If you have questions about your elections, contact your tax preparation specialist.

Federal W-4 Tax Data

Tax Status:

- Single or Married filing separately
- Married filing jointly (for Qualifying widow(er))
- Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete the following steps ONLY if they apply to you:

Multiple Jobs or Spouse Works:

Dependent Claim Amount:

Other income (Not from jobs):

Deductions:

Extra Withholding:

You may claim **exemption** from withholding if you meet both of the following conditions: you have no federal income tax in 2019 and you expect to have no federal income tax liability this current year.

Check this box if you meet both conditions to claim exempt status.

MO State Tax Data

State: MO

Indicate Filing Status:

- Single or Married Spouse Works or Married Filing Separate
- Married (Spouse does not work)
- Head of household

Additional Withholding:

Enter Additional Amount, if any, you want withheld from each paycheck:

Reduced Withholding:

(Enter the amount to be withheld instead of the standard calculation.)

Missouri State Exemptions

Select the appropriate reason you are claiming an exemption from withholding below:

- I am exempt because I had a right to refund of all Missouri income tax withheld last year and expect to have no tax liability this year. A new MO W-4 must be completed annually if you wish to continue the exemption.
 - OR
 - I have elected the Reduced Withholding option
- I am exempt because I meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Missouri tax liability.
 - OR
 - I am exempt because my income is earned as a member of an active duty component of the Armed Forces of the United States and I am eligible for the military income deduction.

- b. Click the **Click to Sign** button.

I am exempt because my income is earned as a member of an active duty component of the Armed Forces of the United States and I am eligible for the military income deduction.

Employee's Signature

Click to Sign

- 3. You must provide your electronic signature on the W-4. Enter the User ID you were provided in the onboarding email into the **User ID** field and your newly created password into the **User Password** field.

Click the **Sign** button.

Enter Electronic Signature

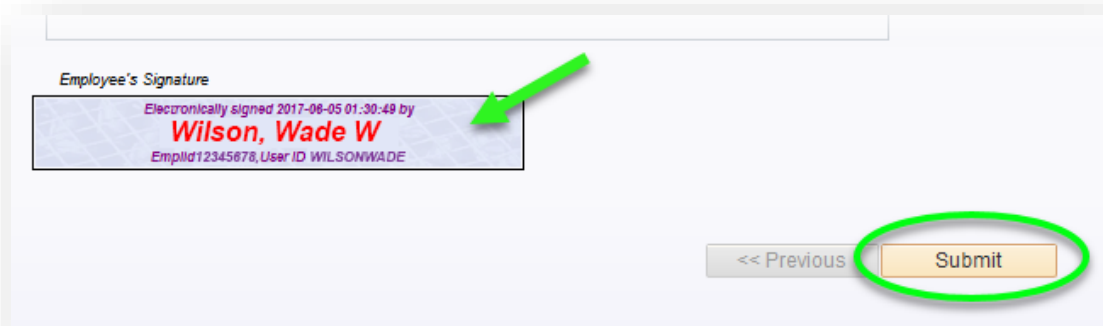
To protect your privacy, verify your identity by entering your User ID and Password

User ID:

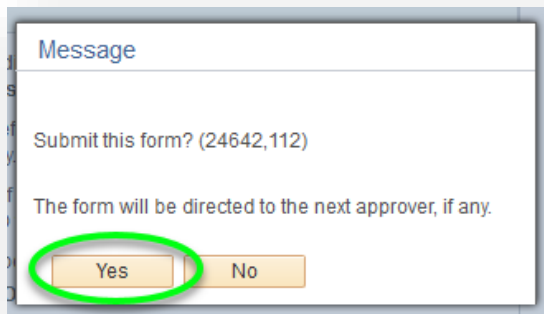
User Password:

Sign **Cancel**

- The electronic signature appears. Click **Submit**.



- Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.



- Your Onboarding Checklist will now show the W-4 form as complete.

Your To-Do List	Your Progress at a Glance
My Personal Information	✓ Complete
My Direct Deposit	✓ Complete
My Federal and State Tax Info	✓ Complete
My I-9 Information	○ Not Started

My I-9 Information

The fourth form you will complete is your I-9 form.

1. Click the **My I-9 Information** checklist item.

Your To-Do List	Your Progress at a Glance
My Personal Information	<input checked="" type="checkbox"/> Complete
My Direct Deposit	<input checked="" type="checkbox"/> Complete
My Federal and State Tax Info	<input checked="" type="checkbox"/> Complete
My I-9 Information	<input type="checkbox"/> Not Started

2. **Your I-9 Information, Step 1 of 2: Section 1. Employee Information and Verification.**

Complete the fields on this page so that your employment eligibility information is accurate. Fields marked with an asterisk (*) are required.

Your I-9 Information

Step 1 of 2: Section 1. Employee Information and Verification

The person being hired should follow the instructions below and fill out this page. When all required fields are entered, the person being hired should select the "Click to Sign" button to enter his or her electronic signature.

Personal Info


Name: _____ Empl ID: 123456789 eForm ID: 850067

Form Data

Instructions

Please read all instructions carefully before completing this form.

[Instructions](#) [Acceptable Documents](#) [Handbook for Employers \(M-274\)](#)

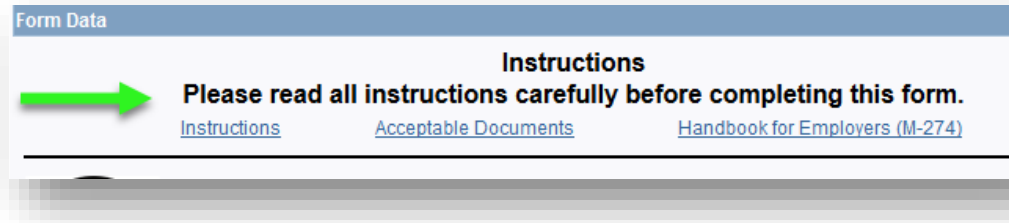


Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

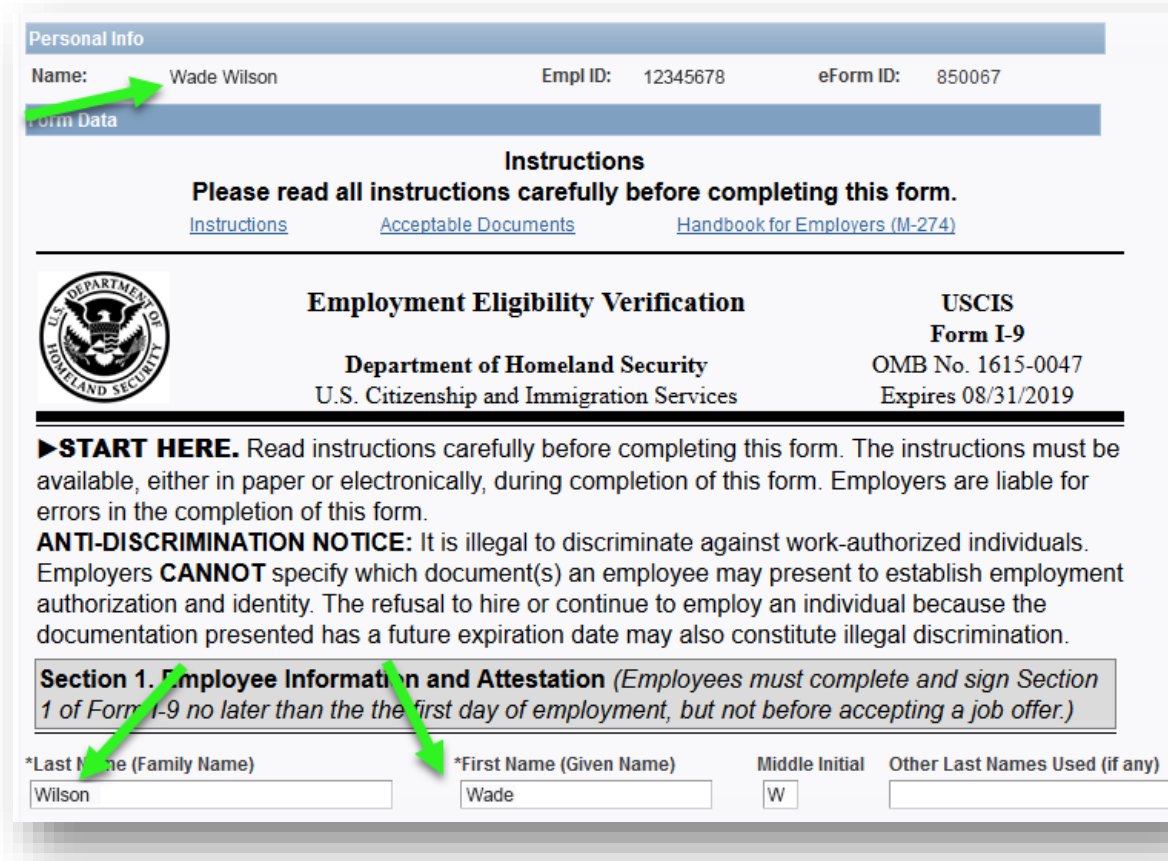
**USCIS
Form I-9**
OMB No. 1615-0047
Expires 08/31/2019

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

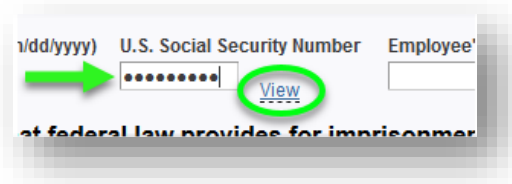
- a. In the **Form Data** section, click the **Instructions**, **Acceptable Documents**, and **Handbook for Employers (M-274)** links to read all instructions carefully before completing the form.



- b. Your name in the **Personal Info** section appears after you enter your first and last name in **Section 1**. After entering your name, verify it displays correctly in the Personal Info section.



- c. When you enter your Social Security Number the numbers will not display. If you need to verify you have entered the correct information, click the **View** link. The Social Security Number field is required. If you do not have a SSN at the time you are completing Section 1, enter 999999999 in this field. This field will be updated once you obtain your SSN and present it to your campus HR office.



- d. If you enter an e-mail address, make sure it is a valid email address to avoid problems with submission of your I-9. Also, if you enter a phone number, please only enter a 10-digit number beginning with area code.
3. After completing the employee information section, you must checkmark the correct **attestation of citizenship**.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

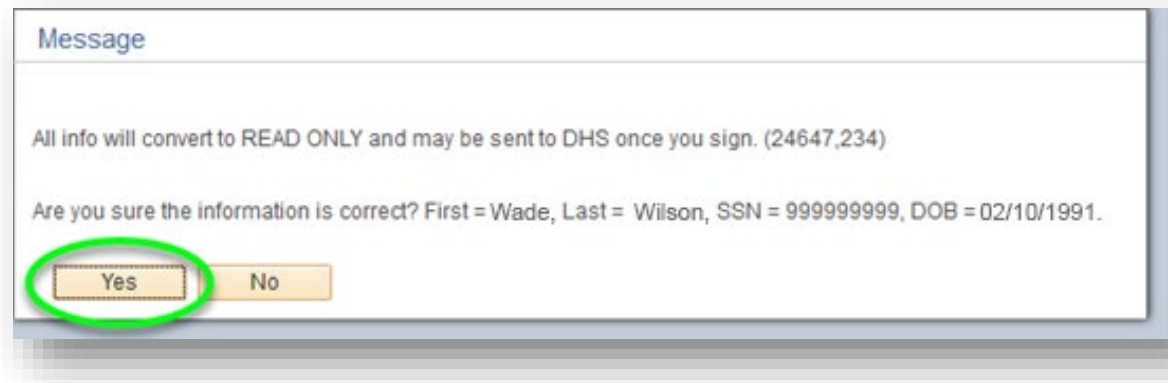
- A citizen of the United States
- A noncitizen national of the United States(See instructions)
- A lawful permanent resident
- An alien authorized to work

Note: If “An alien authorized to work” is selected, one of the following document numbers must be provided to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

- 4. Click the **Click to Sign** button.

A screenshot of the signature section of the form. It shows a line for 'Signature of Employee' and a 'Click to Sign' button. A green arrow points to the 'Click to Sign' button. To the right, it says 'Today's Date (mm/dd/yyyy): 06/05/2017'. At the bottom, it says 'Form I-9 11/14/2016 N'.

- a. In the Message dialog window, confirm that the information listed is correct (First and Last names, SSN and Date of Birth) and click **Yes** if the information is correct or **No** if you need to go back and edit something.

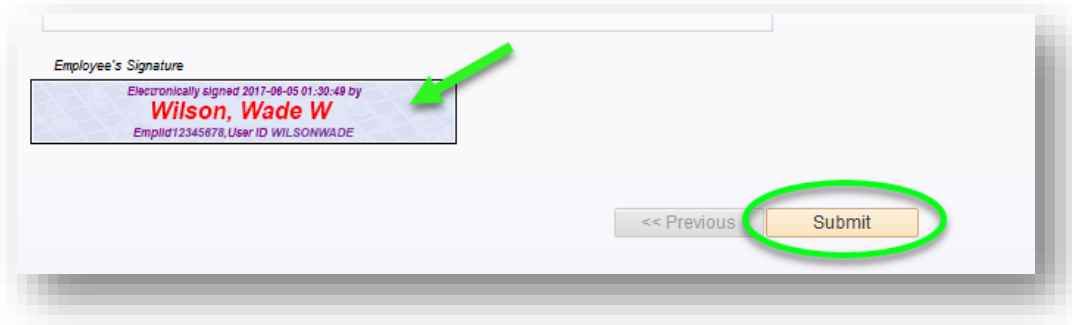


- b. You must provide your electronic signature on the I-9.

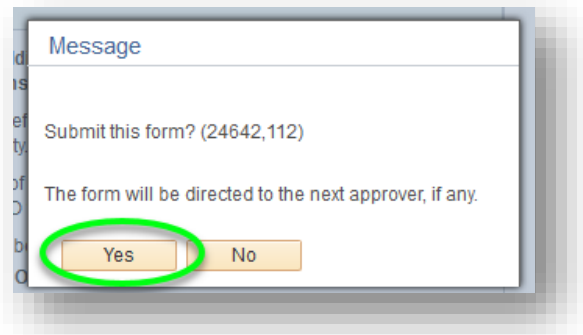
Enter the User ID you were provided in the onboarding email into the **User ID** field, your new password into the **User Password** field, and click **Sign**.



c. The electronic signature appears. Click **Submit**.



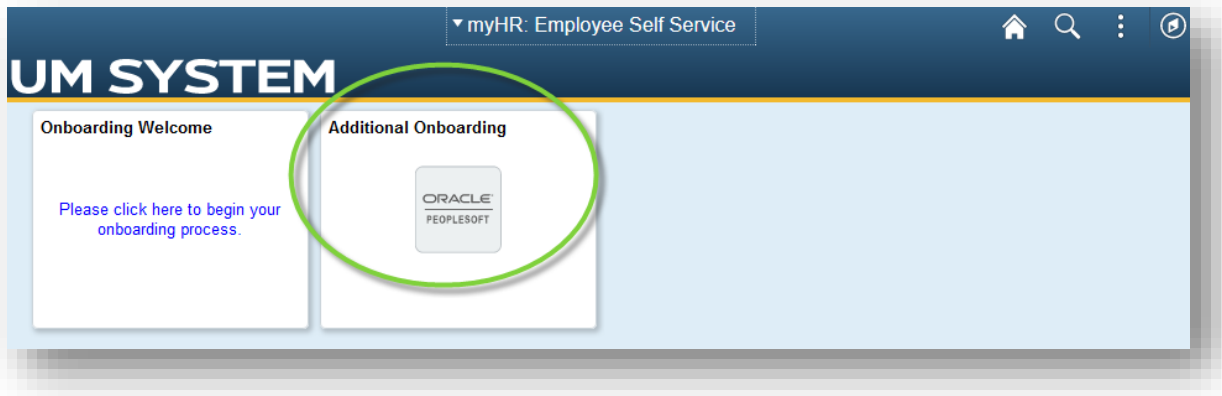
d. Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.



5. Your Onboarding Checklist will now show the I-9 form as complete.

Your To-Do List	Your Progress at a Glance
My Personal Information	✓ Complete
My Direct Deposit	✓ Complete
My Federal and State Tax Info	✓ Complete
My I-9 Information	✓ Complete

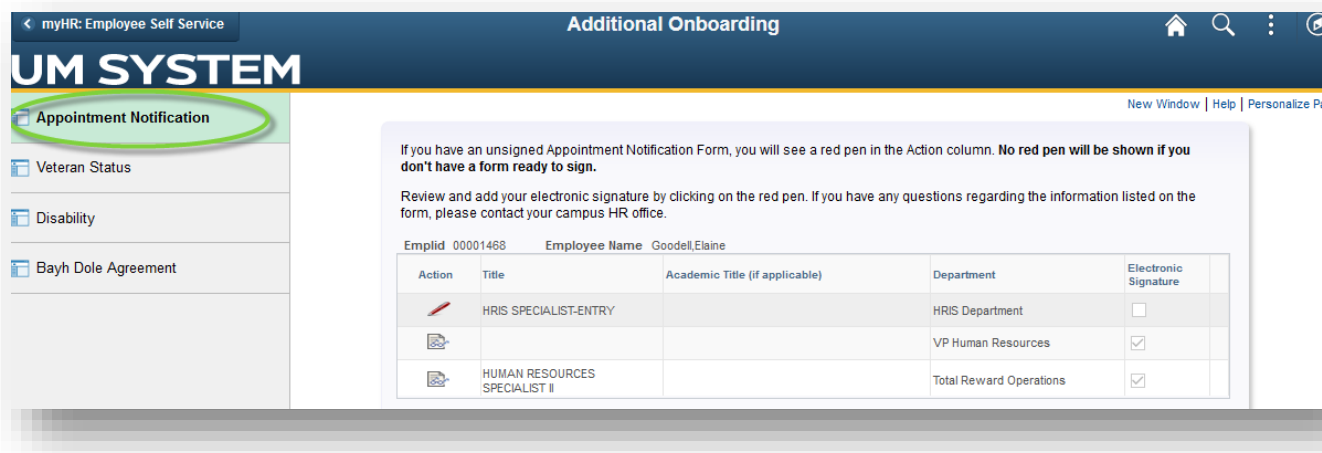
Additional Onboarding



Appointment Notification Form

The **Appointment Notification** form is the first form in the menu. Review the information on the form and sign it. Follow the steps below to complete the form.

Note: If you don't see a red pen icon in the Action Item column, you can skip this step and move on to the Veteran Status menu.






1. Click the red pen **Action** icon. If there is no red pen, please skip.

If you have an unsigned Appointment Notification Form, you will see a red pen in the Action column. **No red pen will be shown if you don't have a form ready to sign.**

Review and add your electronic signature by clicking on the red pen. If you have any questions regarding the information listed on the form, please contact your campus HR office.

Emplid 00001468 Employee Name Goodell,Elaine

Action	Title	Academic Title (if applicable)	Department	Electronic Signature
	HRIS SPECIALIST-ENTRY		HRIS Department	<input type="checkbox"/>
			VP Human Resources	<input checked="" type="checkbox"/>
	HUMAN RESOURCES SPECIALIST II		Total Reward Operations	<input checked="" type="checkbox"/>

2. After reviewing the information, click the **Electronically Sign This Form** button.

Employee Name
Goodell,Elaine

Title HRIS SPECIALIST-ENTRY Home Department HRIS Department Employment Begin Date 02/22/2021

Employee Type
Administrative, Service & Support

Salary Monthly 5500.00 FTE 1.00

Ending Date:

Eligible for the following benefits:

Yes	No	
<input checked="" type="radio"/>	<input type="radio"/>	University of Missouri Health and Welfare Benefits
<input checked="" type="radio"/>	<input type="radio"/>	University of Missouri Retirement Benefit
<input checked="" type="radio"/>	<input type="radio"/>	Voluntary Retirement Plans
<input checked="" type="radio"/>	<input type="radio"/>	Vacation, Sick Leave & Personal Days

All Administrative, Service and Support appointments are indefinite and may end at any time.

The HR Policy Manual is applicable to my appointment and such information is hereby incorporated herein by reference. The HR Policy Manual may be viewed at: <http://www.umssystem.edu/ums/rules/hrm/>

I agree to accept the position on the terms specified above. Subsequent renewals of this appointment, if any, are contingent upon the availability of funds and University approval, and with the understanding that it is subject to all rules, orders and regulations of the Board of Curators. I will report for duty on the date specified.

Created Datetime 02/02/21 11:39AM Created By NELSONGA

Electronic Signature Electronic Signature Date Electronically Signed By

Electronically Sign This Form

- a. You must provide your electronic signature on the Appointment Notification Form. Enter the User ID you were provided in the onboarding email into the User ID field and your new password into the User Password field and click the **Sign** button.






- b. If you wish to view your Appointment Notification Form after signing it, click the **Action** icon to view the form.

If you have an unsigned Appointment Notification Form, you will see a red pen in the Action column. **No red pen will be shown if you don't have a form ready to sign.**

Review and add your electronic signature by clicking on the red pen. If you have any questions regarding the information listed on the form, please contact your campus HR office.

Emplid 12345678 Employee Name Wilson, Wade Woodrow

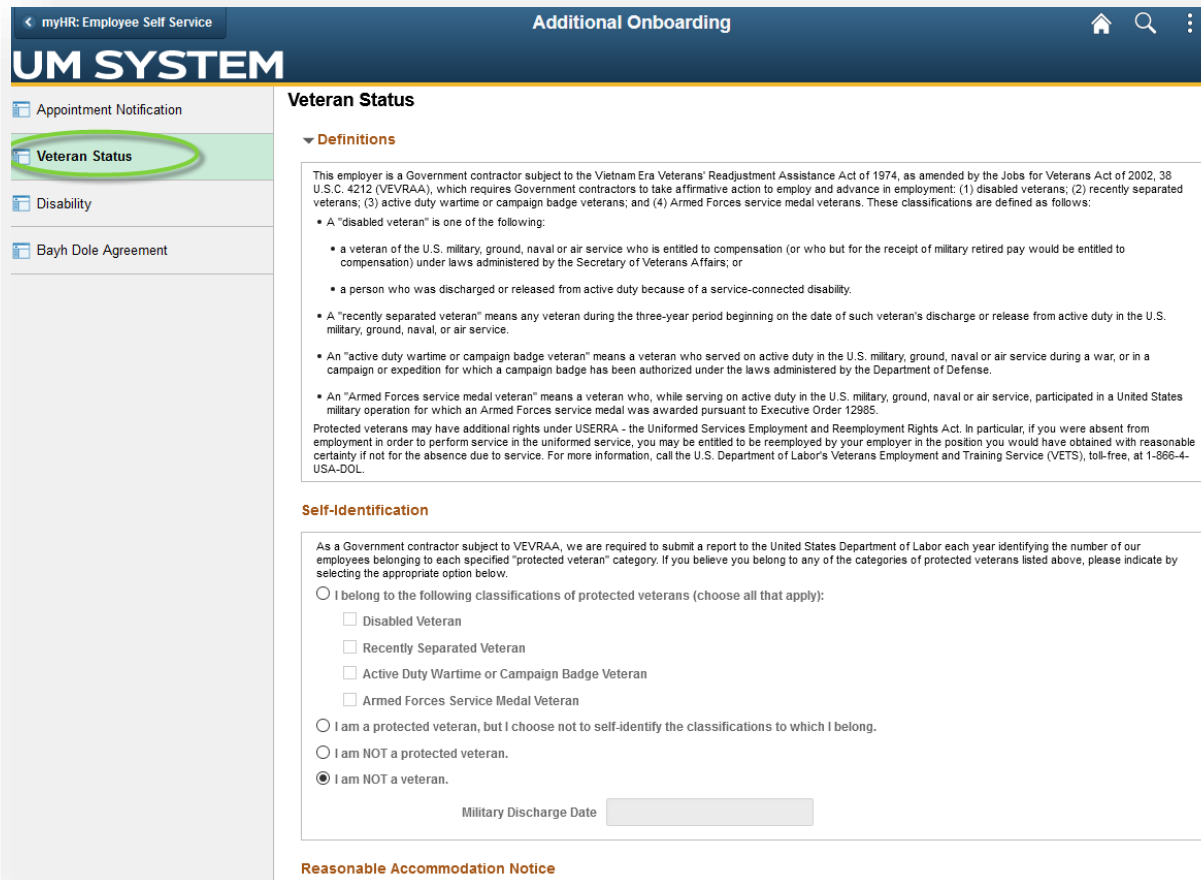
Action	Title	Academic Title (if applicable)	Department	Electronic Signature
	SFTWARE SUPPRT ANALYST-EXPERT		IT Systems Support	<input checked="" type="checkbox"/>
	SFTWARE SUPPRT ANALYST-EXPERT		IT Systems Support	<input checked="" type="checkbox"/>

 Action

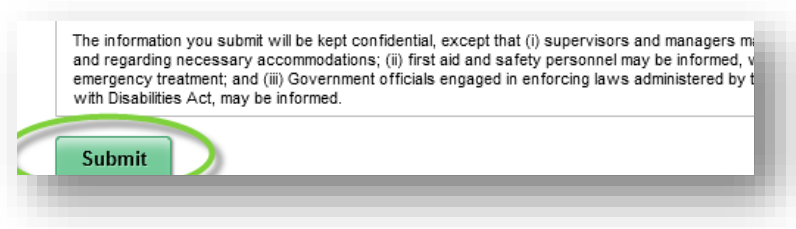
Veteran Status and Disability

Veteran Status

1. From the Additional Onboarding page, click the **Veteran Status** menu item.



- a. After reading the definitions, choose the appropriate option under the Self-Identification section.
Note: If you choose a category requiring it, the **Military Discharge Date** field will become active and require a date be entered.
- b. Click the **Submit** button.



Disability

1. From the Additional Onboarding page, click the **Disability** menu item.

myHR: Employee Self Service Additional Onboarding

UM SYSTEM

Appointment Notification
 Veteran Status
Disability
 Bayh Dole Agreement

Disability
 Form CC-305
 Page 1 of 1
 OMB Control Number 1250-0005
 Expires 05/31/2023

Name: Goodell, Elaine
 Employee ID: 00001468
 (if applicable)
 Date: 02/02/2021

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
 No, I Don't Have A Disability, Or A History/Record Of Having A Disability
 I Don't Wish To Answer

Submit

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

2. Read the descriptions, select a disability self-identify option and click the **Submit** button.

Bayh Dole (Invention Assignment) Agreement

The federal government recently enacted regulations that require, among other things, the University and its employees to have written assignment agreements for inventions made under federally funded projects. To ensure compliance with these recent federal regulations and the University's Collected Rules and Regulations (CRRs), the University therefore requests that you execute a written invention assignment agreement.

As a member of the University community, your rights in inventions are governed by [Collected Rules and Regulations, Section 100.020: Patent and Plant Variety Regulations](#).

CRR 100.020.D.1.a states that the University will have ownership and control of any invention made by an employee within the general scope of the employee's duties for the University. This occurs (1) whenever the employee's duties include research or investigation, and the invention arose in the course of such research or investigation and is relevant to the general field of an inquiry to which the employee was assigned or (2) whenever the invention was in a substantial degree made or developed through the use of University facilities or financing, or on University time, or through the aid of University information not available to the public. CRR 100.020.H further provides that 1/3 of all money received for the sale, waiver, assignment or licensing of University-owned inventions shall go to the inventor(s).

If you have questions about the invention assignment agreement, please contact um-research@umsystem.edu.

The screenshot shows the 'myHR: Employee Self Service' interface. The main header is 'Additional Onboarding' with a search icon and a home icon. The left sidebar contains a list of onboarding steps: Appointment Notification, Veteran Status, Disability, and Bayh Dole Agreement (which is highlighted with a green circle). The main content area is titled 'Bayh Dole Agreement' and contains the following text:

The mission of the University of Missouri System ("University"), is to discover, disseminate, preserve, and apply knowledge. As a member of the University community, rights in inventions are governed by the University Collected Rule and Regulation ("CRR") 100.020 titled "Patent and Plant Variety Regulations."

CRR 100.020.D.1.a states that the University will have ownership and control of any invention made by an employee within the general scope of the employee's duties for the University. This occurs (1) whenever the employee's duties include research or investigation, and the invention arose in the course of such research or investigation and is relevant to the general field of an inquiry to which the employee was assigned or (2) whenever the invention was in a substantial degree made or developed through the use of University facilities or financing, or on University time, or through the aid of University information not available to the public. CRR 100.020.H further provides that 1/3 of all money received for the sale, waiver, assignment or licensing of University-owned inventions shall go to the inventor(s).

The federal government recently enacted regulations which require, among other things, the University and its employees to have written assignment agreements for inventions made under federally funded projects. In order to ensure compliance with these recent federal regulations and the CRRs, the University is therefore requesting that you execute a written invention assignment agreement for inventions when you log on to MyHR.

If you have questions about the invention assignment agreement, please contact um-research@umsystem.edu.

INVENTION ASSIGNMENT AGREEMENT

In consideration of your employment at the University, which may include involvement in federally funded research, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged:

1. You hereby agree to disclose promptly in writing to the campus technology transfer office all inventions made by you using the University Invention Disclosure Form (which is available on the campus technology transfer office website).
2. You hereby assign, transfer, and convey to the University your entire right, title and interest in and to each invention made within the general scope of your duties for the University. This occurs (1) whenever your duties include research or investigation, and the invention arose in the course of such research or investigation and is relevant to the general field of an inquiry to which you were assigned or (2) whenever the invention was in a substantial degree made or developed through the use of University facilities or financing, or on University time, or through the aid of University information not available to the public.
3. You agree to execute any and all assignments and other documents that may be needed to record, vest, or perfect University's right, title, and interest in and to such inventions and to establish the government's rights in the inventions. You agree to execute any and all declarations, oaths, specifications, and other papers or documents requested by University in connection with the filing or prosecution of patents directed to the University-owned inventions.

You further certify that you have no agreements with or obligations to others and have taken no actions that are in conflict with this Agreement or that limit your ability to comply with the obligations set forth herein. You agree to not enter into any such agreement in the future.

Please click on one of the options below:

Congratulations! You have completed your onboarding process. Remember to bring the proper documents with you when you meet with your campus HR representative to complete Section 2 of your I-9.