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.

Contents

Example Emails

Faculty/Staff Example:

09-NOV-2021

Xxxxx Xxxxxxxx,

Welcome to the University of Missouri and congratulations on accepting the Xxxxxx Xxxxxxx position with Xxxxxxx Xxxxxxx Xxxxxxx at Xxxxxxxxx Xx Xxxxxxxxx. 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: xxxxxxxx@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: xxxxxxxx@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.

   ○ Full-time employee notice (works 30+ hours per week)
   ○ 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 Xxxxxxxxx,

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

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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
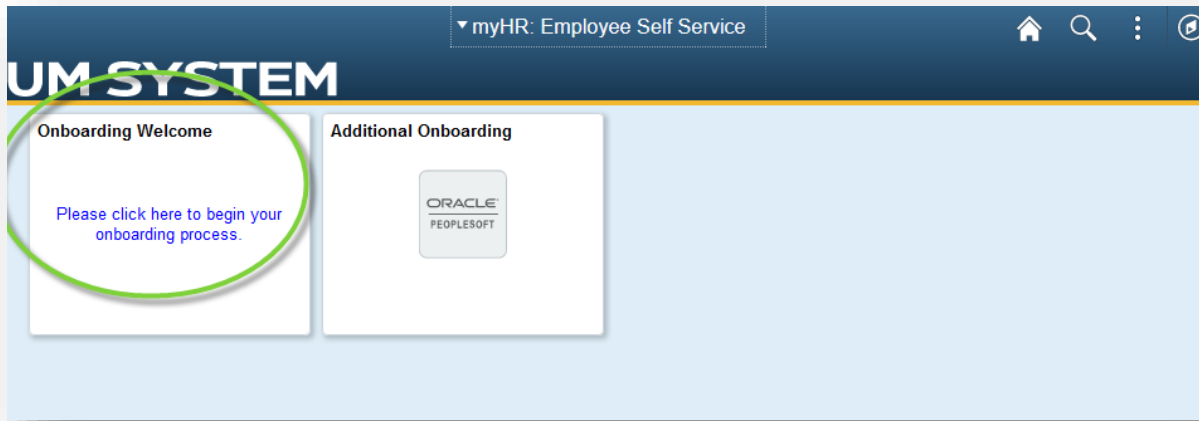
My Personal Information Form

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.
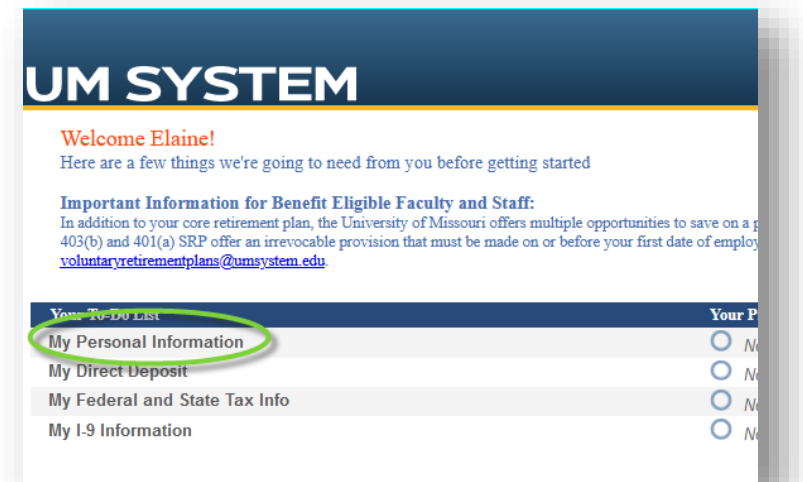
2. **Your Personal Information, Step 1 of 2: Address and Phone**
   Complete the fields on this page so that your address and phone information is accurately recorded by the university.

   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.

3. 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. ☐

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.

f.   If "**Alien authorized to work**" is selected for the Citizenship Status, the **Visa/Permit Type** field will display and require a selection.
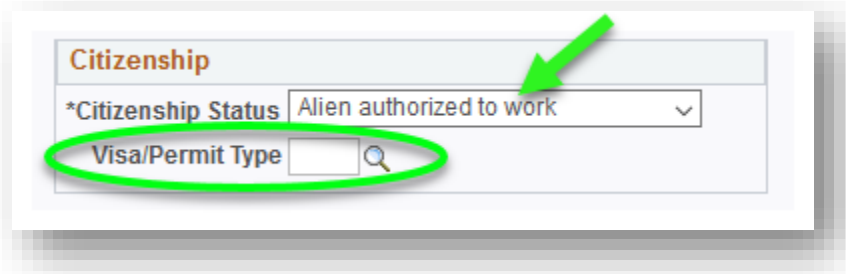
4.   When you are finished entering information, click the **Submit** button.
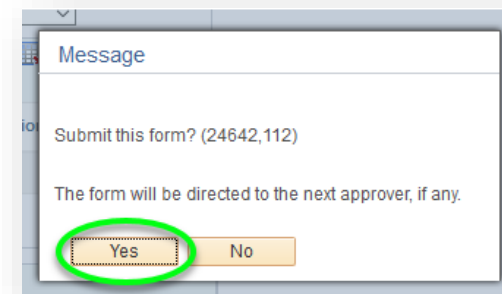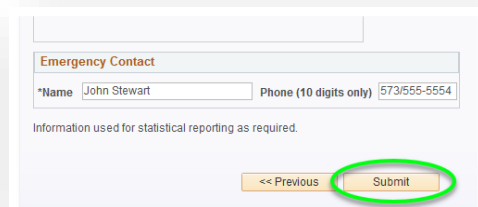
5.   Your Onboarding Checklist shows the **My Personal Information** form as complete.
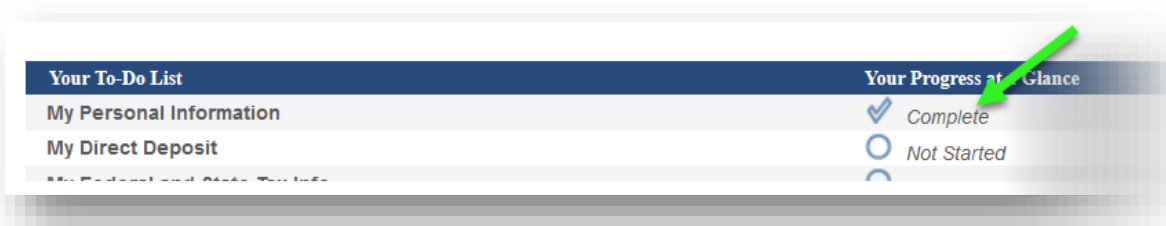
My Direct Deposit Form

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	✔ Complete
My Direct Deposit	◯ Not Started
My Federal and State Tax Info	◯ 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 Infomation

| Request Date:	02/02/2021
*Routing Number:	021000089 CITIBANK NA
*Account Number:	987654321 View check example
*Confirm Acct Number:	987654321
*Account Type:	Checking

<< Previous   Submit

3. Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.
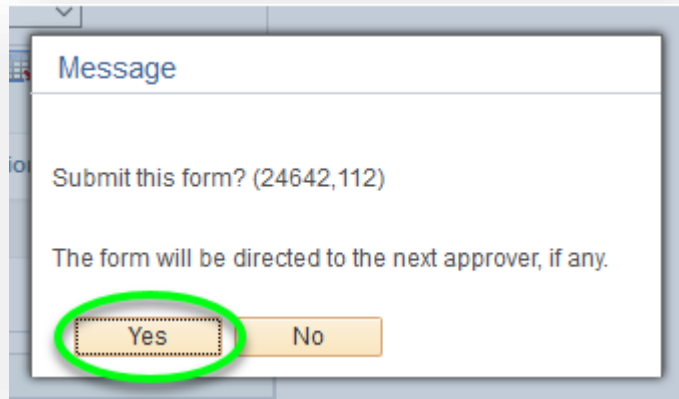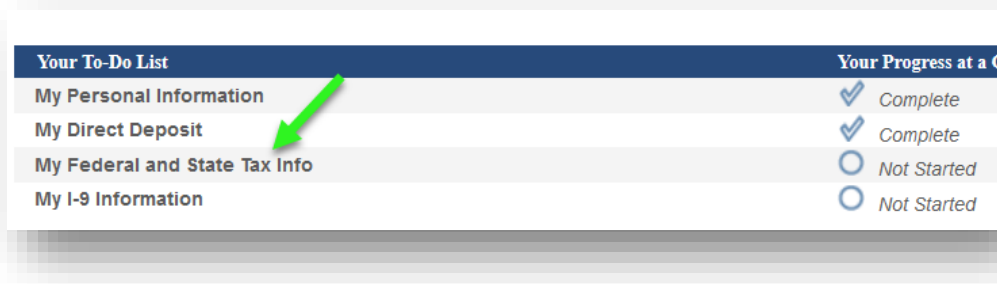
4. Your Onboarding Checklist shows the **My Direct Deposit** form as complete.
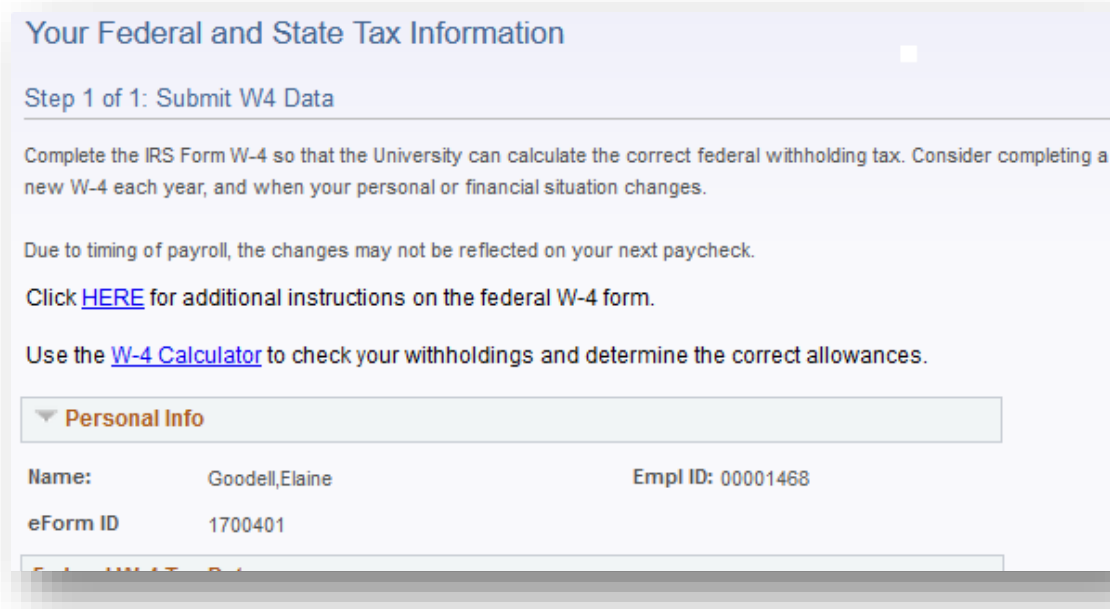
My Federal and State Tax Info Form

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

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.

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.

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

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.

4. The electronic signature appears. Click **Submit**.
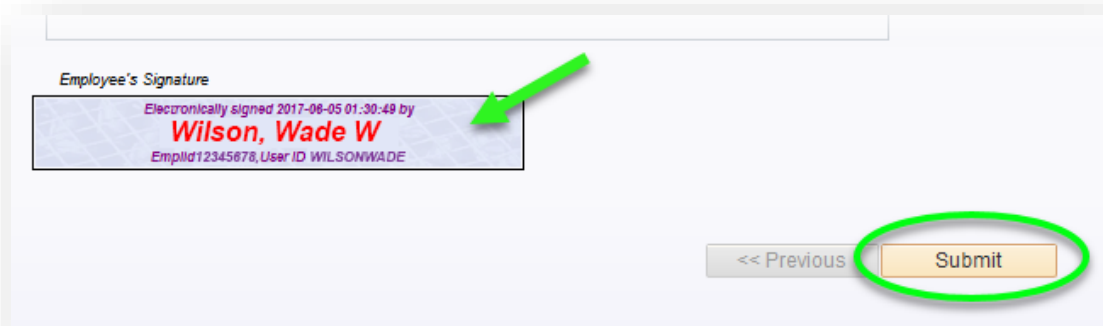
5. Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.
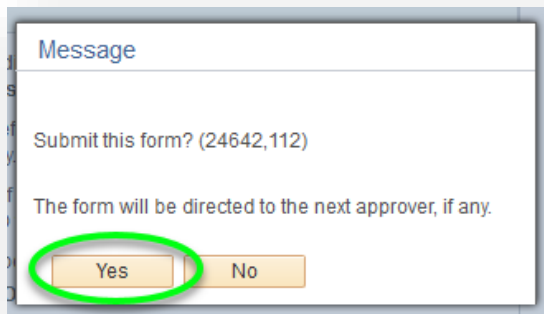
6. Your Onboarding Checklist will now show the W-4 form as complete.

My I-9 Information

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

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

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.

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.
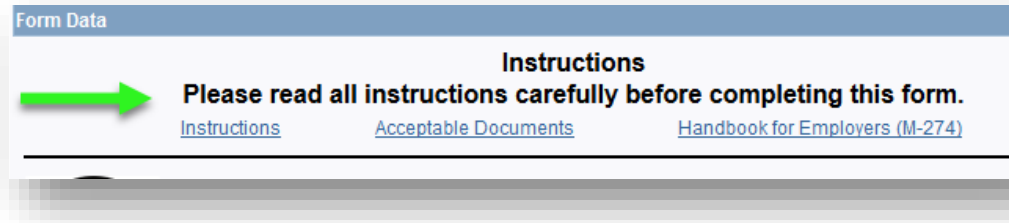
b. Your name in the **Personal Info** section appears after you enter your first and last name in **Section 1**. After entering your name, verify it displays correctly in the Personal Info section.
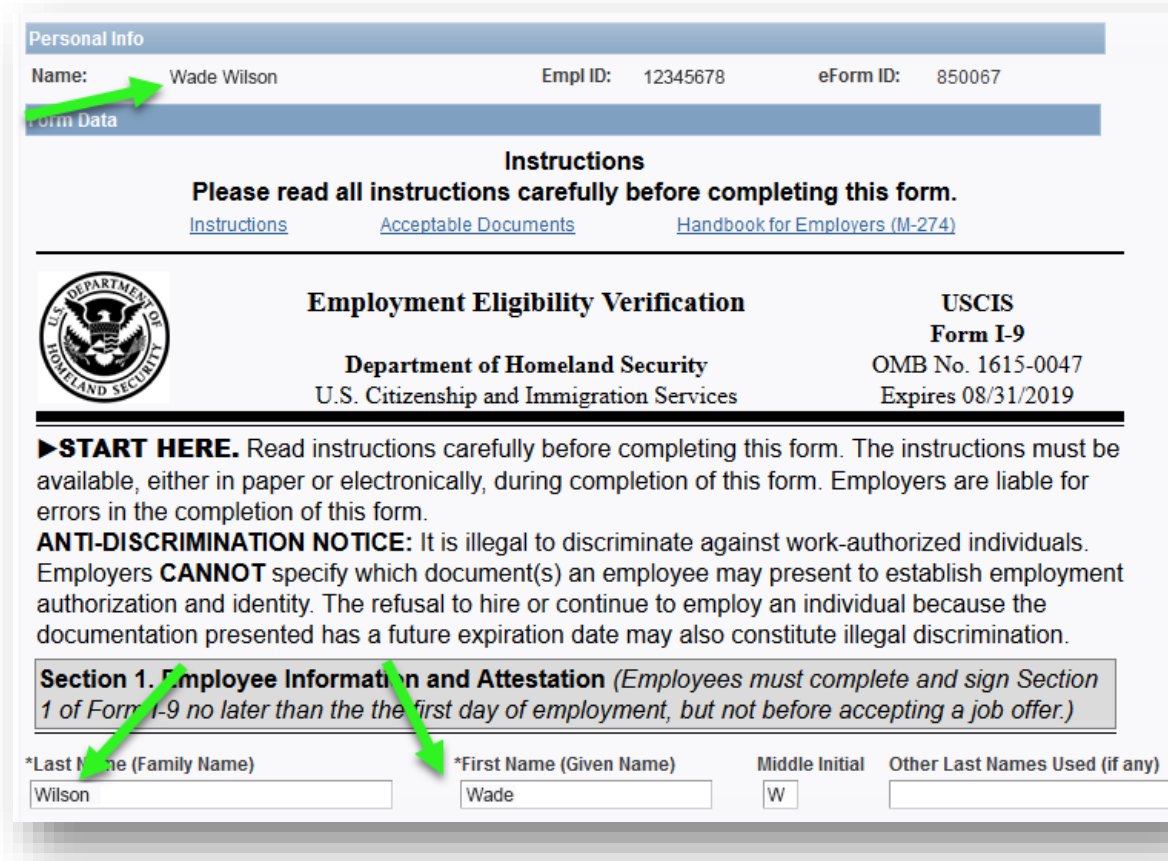
    c.   When you enter your Social Security Number the numbers will not display. If you need to verify you have entered the correct information, click the **View** link. The Social Security Number field is required. If you do not have a SSN at the time you are completing Section 1, enter 999999999 in this field. This field will be updated once you obtain your SSN and present it to your campus HR office.
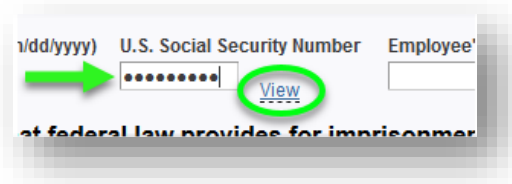
    d.   If you enter an e-mail address, make sure it is a valid email address to avoid problems with submission of your I-9. Also, if you enter a phone number, please only enter a 10-digit number beginning with area code.

3.   After completing the employee information section, you must checkmark the correct **attestation of citizenship**.

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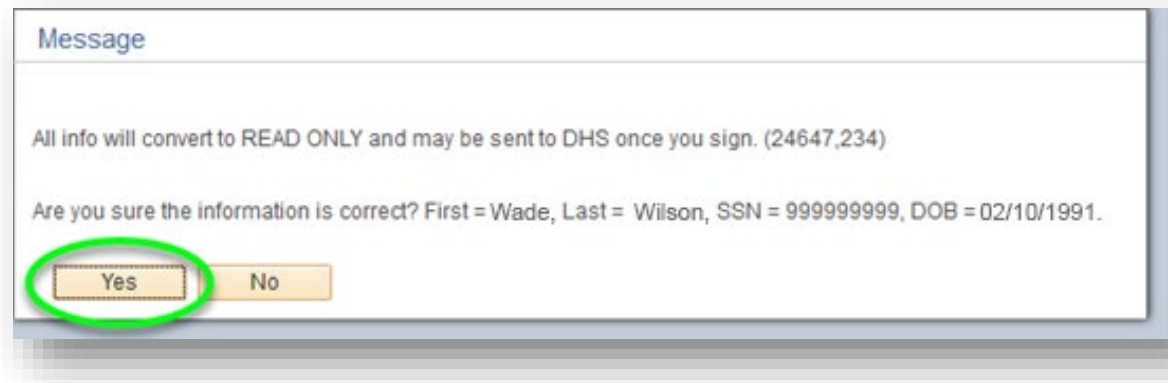
b. You must provide your electronic signature on the I-9.

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**.
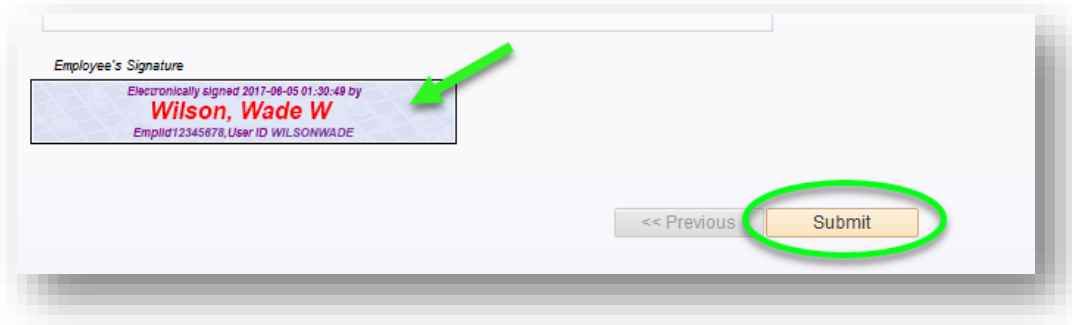
d. Click **Yes** when the Message dialog window appears. The window will close and the form will be directed to the next approver, if any.
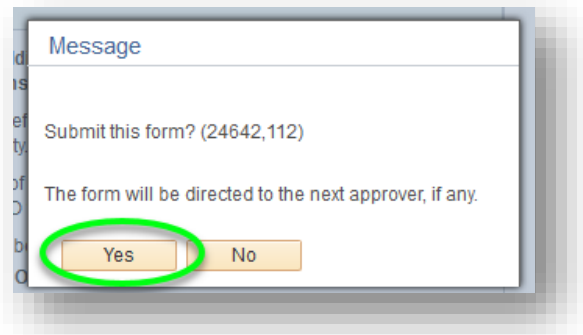
5. Your Onboarding Checklist will now show the I-9 form as complete.

Additional Onboarding
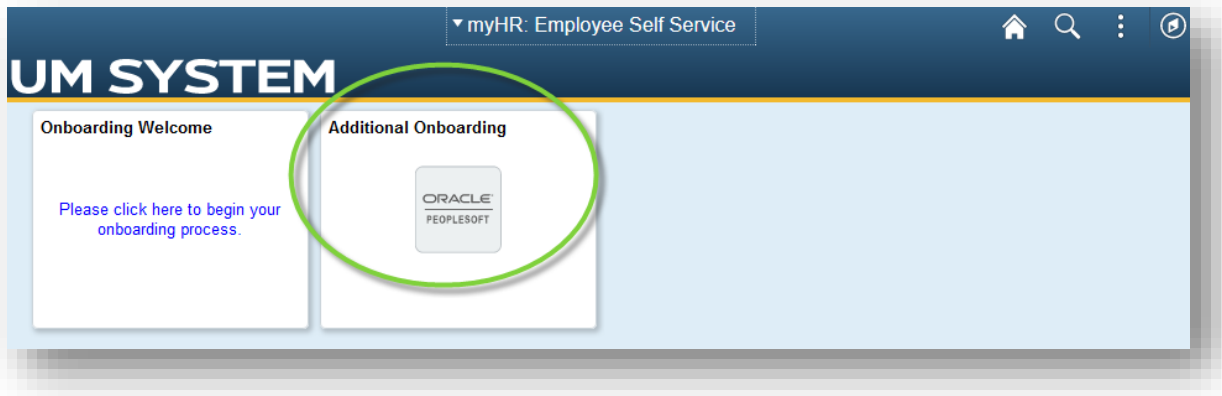
Appointment Notification Form

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.

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

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.

Veteran Status and Disability

Veteran Status

1. From the Additional Onboarding page, click the **Veteran Status** menu item.
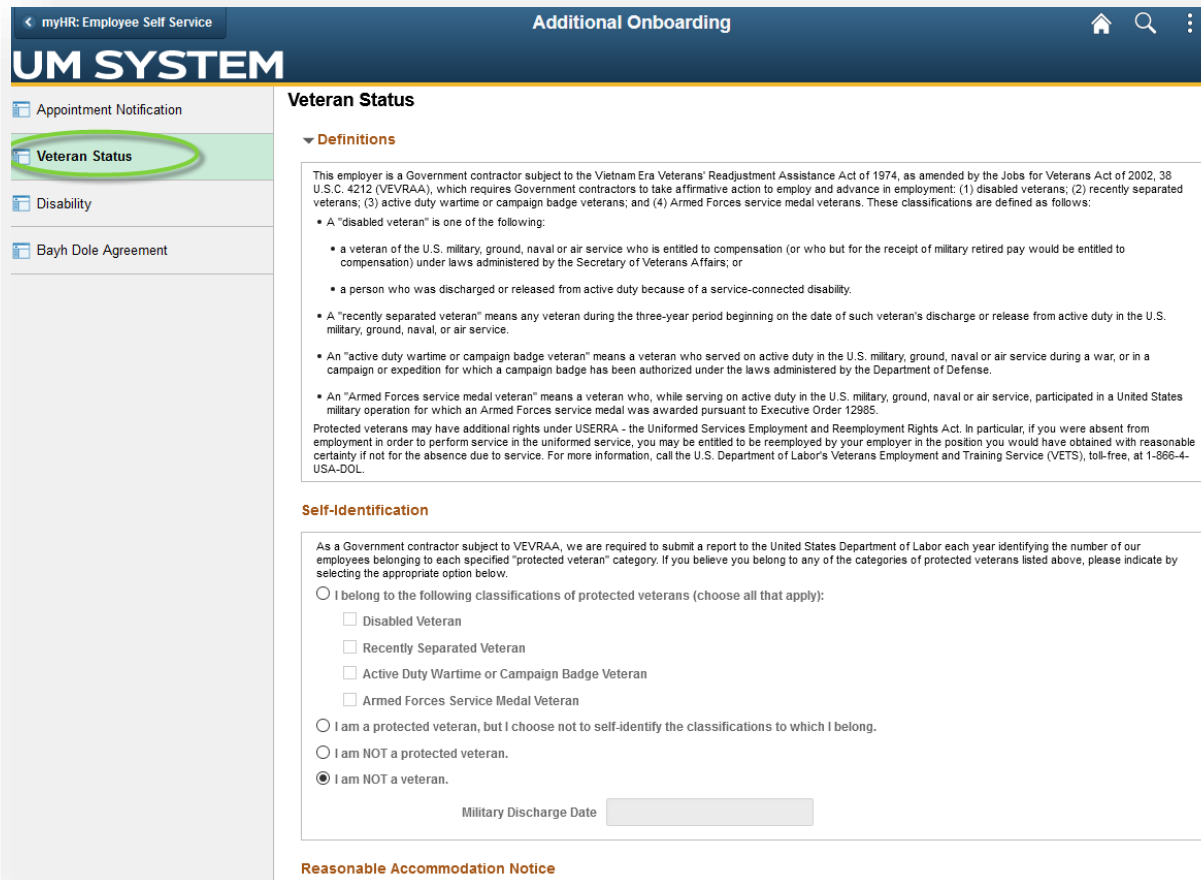
a. After reading the definitions, choose the appropriate option under the Self-Identification section.
    Note: If you choose a category requiring it, the **Military Discharge Date** field will become active and require a date be entered.

b. Click the **Submit** button.
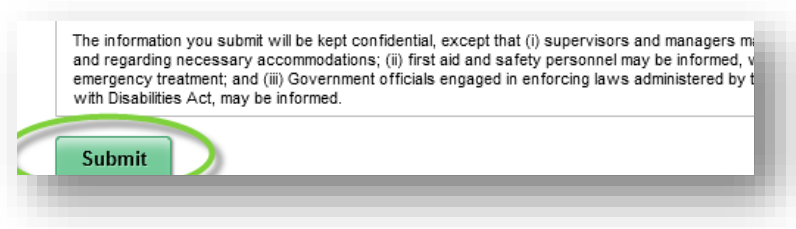
Disability

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

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.

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.