

New Employee Checklist for Success

Welcome to Missouri S&T! Please review this two-part checklist with items that should be completed before your first day of work and items that should be completed during your first week.

Employee Information

Employee ID:	Click or tap here to enter text.	Title:	Click or tap here to enter text.
SSO/Username:	Click or tap here to enter text.	Office Address:	Click or tap here to enter text.
Start Date:	Click or tap to enter a date.	Telephone No.:	Click or tap here to enter text.

Prior to Your First Day

- ☐ Explore the functions of [myHR](#)

Once your hire is processed, you should be able to log into myHR. This is where you will clock your time (if applicable), report absences, enroll for benefits, and update your personal information.

- ☐ Educate yourself about [UM System Benefits](#)

You will have within 31 days of your start date to enroll in medical & insurance benefits. There will also be more information given to you at your New Employee Orientation.

- ☐ Request a preferred first and/or middle name (if applicable)

Send an email to your supervisor and hrs@mst.edu with your ID number, legal name, and preferred name.

- ☐ Set up your one-week temporary universal parking pass by following directions provided by HR via email.
- ☐ Start a list of questions that you have for your manager and coworkers (if applicable)

- ☐ Question:

- ☐ Question:

- ☐ Question:

During Your First Day

- ☐ Arrive at your department at the time designated by your supervisor
- ☐ Attend New Employee Orientation

NEO occurs every Monday from 8:30-10:30am. You will learn about the history of the university, campus resources, and more from a representative of the staff success center. You will also receive an overview of the university's health benefits from the HR Benefits Partner.

- ☐ Obtain your University ID card

During NEO, HR will take your photo and provide directions regarding when and where to pick up your ID.

- ☐ Obtain your parking permit

Visit parking.mst.edu for instructions on how to set up your parking account and obtain the permit.

- ☐ Set up an email alias

Visit Information Technology's [S&T Email](#) website for instructions.

- ☐ Set up an email signature

Visit Marketing and Communications [Email Signature](#) website for instructions.

During Your First Week

- ☐ Get your professional portrait taken for the website

Visit Marketing and Communications [Faculty and Staff Portraits](#) website for more information.

- ☐ Enroll in your benefits by logging into MyHR

If you do not enroll within 31 days of your hire date, you will be defaulted to employee only medical coverage in the Health Savings Plan.

Note: Unless you experience a Qualified Family Status event, your next opportunity to make changes to your benefits will be during annual enrollment in the fall.

- ☐ Learn about your timesheet

Whether you are an hourly or salaried employee, learn how to fill out your timesheet by visiting the PeopleSoft HR support website [myHR: Time and Labor](#).

- ☐ Learn more about the University of Missouri System

The system includes S&T, Columbia, Kansas City, and St. Louis. You can learn more at www.umsystem.edu

- ☐ Complete your compliance training

Compliance Trainings must be completed within your first 31 days. The compliance trainings can be found visiting [Percipio](#).

Trainings include: Eliminating Discrimination and Harassment, Electronic Data Protection, Our Community Our Commitment, and Campus Emergency Alert

- ☐ Learn about office policies and procedures including:

- Working hours
- Dress code
- Telephone, email, and internet use (i.e. email alias/signature)
- Department and/or building specific safety and emergency information
- Office Organization (files, supplies, etc.) & Office Resources
- Accountability, Confidentiality, and Ethics

Staff [resources](#)

Faculty [resources](#)

- ☐ Review the staff [HR-109 Probationary and Qualifying Periods](#) policy.