



# University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

## Onboarding Checklist

For New Employees

### Your First Day

- Learn more about the structure of the university and your department by:
  - Reviewing the [About the University of Missouri System](https://www.umsystem.edu/about-us) on the UM System Mission website (<https://www.umsystem.edu/about-us>)
  - Watching the [UM System at a Glance](https://www.umsystem.edu/glance) videos on the UM System Mission website (<https://www.umsystem.edu/glance>)
  - Asking your manager or appropriate departmental contact about the specifics of your department
  - Obtaining Organization Charts, if available
- If necessary, obtain a parking pass. Consult with your supervisor or HR for instructions.
  - University of Missouri - Columbia [Parking and Transportation](https://parking.missouri.edu/) (<https://parking.missouri.edu/>)
  - University of Missouri - Kansas City [Parking Operations](https://parking.umkc.edu/) (<https://parking.umkc.edu/>)
  - Missouri University of Science and Technology [Parking Lot Operations](https://police.mst.edu/parking) (<https://police.mst.edu/parking>)
  - University of Missouri - St. Louis [Parking and Transportation](https://www.umsf.edu/~transportation/index.html) (<https://www.umsf.edu/~transportation/index.html>)
- Obtain your university ID card. Consult with your supervisor or HR for instructions.
  - University of Missouri - Columbia [Tiger Card](https://doit.missouri.edu/services/id-card-details/id-cards) (<https://doit.missouri.edu/services/id-card-details/id-cards>)
  - University of Missouri - Kansas City [Roo Card](https://info.umkc.edu/one-card) (<https://info.umkc.edu/one-card>)
  - Missouri University of Science and Technology [Miner Card](https://pro.mst.edu/minercard) (<https://pro.mst.edu/minercard>)
  - University of Missouri - St. Louis [Triton Card](http://umsl.edu/tritoncard) (<http://umsl.edu/tritoncard>)
- Whether you're an hourly or salaried employee, learn how to fill out your time sheet by visiting the [PeopleSoft HR Support](https://www.umsystem.edu/ums/hr/peoplesoft-hr/timelaboradmin) website (<https://www.umsystem.edu/ums/hr/peoplesoft-hr/timelaboradmin>).
- Get to know each university in the system by visiting each of their web pages:
  - University of Missouri-Columbia (<http://missouri.edu>)
  - University of Missouri-Kansas City (<http://www.umkc.edu>)
  - Missouri University of Science and Technology (<http://www.mst.edu>)
  - University of Missouri-St. Louis (<http://umsl.edu>)



# University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

## Your First Week

- Enroll in your benefits by logging on to myHR (<http://myhr.umsystem.edu/>). 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.
  - The "Enrolling in Benefits for the First Time" webpage (<http://umurl.us/enrolling>) can help you decide which benefits are right for you.
  - Note that unless you experience a Qualified Life Status event, your next opportunity to make changes to your benefits will be during the next annual enrollment, which is held in the fall.
- Attend New Employee Orientation –or– Mark your calendar for the next orientation session
  - University of Missouri-Columbia [New Employee Orientation](https://hr.missouri.edu/new-employees/information-new-employees) (<https://hr.missouri.edu/new-employees/information-new-employees>)
  - University of Missouri-Kansas City [New Employee Orientation](https://info.umkc.edu/hr/talent-management/new-employees) (<https://info.umkc.edu/hr/talent-management/new-employees>)
  - Missouri University of Science and Technology [New Employee Orientation](https://hr.mst.edu/resources/getting-started) (<https://hr.mst.edu/resources/getting-started>)
  - University of Missouri-St. Louis [New Employee Orientation](https://www.umsl.edu/services/hrs/employerresources/engagement.html) (<https://www.umsl.edu/services/hrs/employerresources/engagement.html>)
- Log into Percipio with your normal University ID and password and complete your assigned compliance training modules within 30 days of hire. Compliance and regulatory trainings are assigned to you based on your role or the needs of the organization. More information can be found on the [UM System Human Resources website](https://www.umsystem.edu/ums/hr/tmr/compliance_regulatory_training) ([https://www.umsystem.edu/ums/hr/tmr/compliance\\_regulatory\\_training](https://www.umsystem.edu/ums/hr/tmr/compliance_regulatory_training)).
- Educate yourself on the industry of higher education to help yourself be successful in your new role. Visit industry publications such as The Chronicle or Inside Higher Ed to begin.
- Clarify any performance expectations or [policy](https://umsystem.edu/ums/rules/hrm/fullindex) (<https://umsystem.edu/ums/rules/hrm/fullindex>) questions that you have with your supervisor or HR. Things you might discuss include:
  - Breaks/Lunch
  - Overtime/Comp Time (non-exempt staff)
  - Process for Requesting Time Off (Vacation/Personal/Sick)
  - Performance expectations
  - Suggested Percipio Trainings
- Personalize your workspace. Research has shown that making your space your own can help reduce exhaustion and stress at work.