

New Employee Registration

MU-HRS NER Participants

Purpose of NER:

At NER you will provide documentation to prove Employment Eligibility, a step that is required before you are allowed to begin work.

****All onboarding should be completed in myHR prior to attending NER. ****
<https://myHR.umsystem.edu>

**All NERs will be held in
Parking Structure #7**
(PS#7—1095 Virginia Ave)

Please use the South Entrance of PS#7 directly across from
the Missouri Orthopaedic Institute (MOI).



Hours of Operation

Monday—Friday

8:00 AM - 4:00 PM

Required Documents:

The following documents will be required in order for you to complete your onboarding.

— **Social Security Card** (SS card must be provided for W-2 purposes to ensure correct entry of your name and SSN)

— **Employment Eligibility Verification Identification item(s)** List A document(s) OR List B and List C documents (see page 2).

***Please note: since the University participates in E-Verify, List B documents must contain a photograph.**

Failure to bring all required documents will result in return trip to NER which will also result in a delay in your start date.

Additional Questions?

Please direct the following questions to your supervisor or department contact:

- Work Schedule
- Job Duties, Goals and Performance Appraisals
- Training
- Parking Permit & Where to Park (staff only)
- Timesheet - How to clock in / out of work
- Time Off - How to request time off from work
- University ID Card (Staff ID)
- Keys
- Computer Usage and E-mail Access
- Travel Card
- Telephone Calling Card/WATS Number
- New Employee Orientation

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



HUMAN RESOURCE SER-

PARKING STRUCTURE #7
1095 VIRGINIA AVE

