

Hu, Ying

From: [REDACTED]
Sent: Tuesday, February 28, 2023 11:44 AM
To: Hu, Ying
Subject: Fw: ACTION REQUIRED- New Employee Registration
Attachments: NER Information Sheet.pdf

From: UM MU Shared Services HRPO Stripes <ummusharedserviceshrpostripes@missouri.edu>
Sent: Friday, September 16, 2022 12:06 PM
To: [REDACTED]
Cc: UM MU Shared Services HRPO Stripes <ummusharedserviceshrpostripes@missouri.edu>
Subject: ACTION REQUIRED- New Employee Registration

Hello! MU Libraries Digital Scholarship Department would like to hire you as Student Clerical Assistant.

Please note, there are two steps that you need to complete on or before your start date in order to be hired. You will not be able to begin working or submitting time until you have attended New Employee Registration.

STEP 1: You will receive an automated e-mail from the University within 24-48 hours (if you do not receive this email, please check your spam and junk mail folders), containing instructions for completing the four required pre-employment forms, or “preboarding” forms, on MyHR.

STEP 2: Once you have completed preboarding, you will need to attend New Employee Registration to provide physical documentation of employment eligibility. A map to New Employee Registration and a list of acceptable I-9 documents are attached to this email. You may present one item from list A OR one item from list B AND list C. All documents must be original and unexpired- no photocopies, faxes, or photos will be accepted. **NER is located in 325 Jesse Hall, Monday-Friday 8 AM – 4 PM.**

TIME/LEAVE ENTRY INSTRUCTIONS

You will be able to log in and begin submitting time and/or absences within 48 hours of attending New Employee Registration

The instruction manuals for submitting time can be found here: [Salaried Time Reporter](#) | [Hourly Time Reporter](#) If you are unsure what type of Time Reporter you are, please discuss with your supervisor.

Log in to MyHR {<https://myHR.umsystem.edu>} with your pawprint and password, select the My Time tile, and then Timesheet

Hourly (BIW) employees: Enter the exact IN and OUT punches for each day worked in the first IN column and the last OUT column (use the middle two lunch/in columns for a lunch break, if any)

Salaried (MON) employees: Use the drop-down menu to select the appropriate time off reporting code and enter as a quantity of hours taken-Submit no later than the last day of the pay period (pay periods are listed on the BIW/MON pay date calendar found [here](#))

TIMESHEET DUE DATES

For BIW employees, it is best practice to log in and submit your in and out punches every day that you work, and not wait until the last day of the pay period.

MON employees need to report absences during the month they occur, no later than the last day of the month, to avoid hitting the maximum allowable balance and missing out on accruals.

PAY DATES

BIW payday is every other Wednesday, beginning 09/28/22

MON payday is the last business day of the month, earlier if that falls on a holiday.

See the full list of BIW/MON pay dates [here](#)- please note that your first pay day is dependent on New Employee Registration requirements being fulfilled.

Let me know if you have any questions, thanks!

Michelle

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