

New Employee Checklist

Welcome to the University of Missouri – Kansas City!

Contact the UMKC HR Service Center at 816-235-1621 for any questions related to onboarding unless otherwise noted for specific areas.

Employment Information

This section is to help you keep track of all the important information for your new position. Fill in as you receive information about your position.

Employee Name: _____ **Position:** _____

Department: _____ **Supervisor:** _____

Start Date: _____ **Orientation Date:** _____

The information below will be provided when you complete your onboarding paperwork from UMSystem. You will receive an email 24-48 hours after receiving your offer letter.

Employee ID: _____ **Single Sign On (SSO):** _____

Your SSO is “hash based” and comprised of your initials plus random characters. The SSO is also used as your UMKC Username. You will also create your password for your SSO/UMKC Username when you complete the onboarding paperwork. Be sure to remember your SSO/UMKC Username and password as they will be used to access all information regarding your employment, the computers at UMKC, and much more.

By default, your employee email address will be your SSO/UMKC Username @umkc.edu.

Employee Email: _____@umkc.edu

While you are required to use your SSO/UMKC Username as your login, you can create a more friendly email alias. Go to <https://accounts.umssystem.edu/> and login using your SSO/UMKC Username and password. Once logged in select Personalize Account. Click the Personalize Email button and follow directions provided.

Before Your Start Date

- Complete the onboarding paperwork from UMSystem.
- Locate documents that prove your identity and employment authorization. You will need to bring with you on your first day to complete [I-9 documentation](#).
- Review [campus map](#).
- Visit the [Parking and Transportation](#) website to determine the best commute, cost and parking options.
- Review your department’s homepage and the [New Employee](#) page on the HR website.
- Review check list for first day to get an idea of what to expect when you arrive at UMKC.
- Visit Glassdoor & feel free to leave a comment about your experience with UMKC.

On Your First Day

- Visit the Human Resources Office to complete your onboarding paperwork (bring identification documents).

UMKC Human Resources Office
Administrative Center, Room 226
5115 Oak Street
Kansas City, MO 64112

- Attend New Employee Orientation. Refer to Offer Letter for assigned Orientation date and time.
 - Orientation begins at 8:30am and takes place in the Conference Center located on the 2nd floor of the Administrative Center, down the hall from the Human Resources Office.
- If interested in purchasing a parking permit, visit the UMKC Parking Office located on the 2nd floor in the Administrative Center. Bring your license plate number.
- Take photo and obtain UMKC OneCard from OneCard Office in the Student Union, room 327.
- Access your UMKC Email Account.
- Visit your [myHR](#)* account to view important information about your position including:
 - Time Reporting
 - Personal Information
 - Pay & Leave Information
 - Consent to receive your W-2 Electronically (if interested)
 - MyTotal Rewards (Benefits information)
 - Update your preferred Alert! Settings

*You can also access your myHR account through the UMKC HR webpage: www.umkc.edu/hr. There is an animated button under the What's New section on the homepage.

During Your First Week

- Review your workspace and make sure that you have the adequate materials for your work.
- Clarify any performance expectations or policy questions that you have with your supervisor or HR. Things you might discuss include:
 - Breaks/Lunch
 - Overtime/Comp Time
 - Process for Requesting Time Off (Vacation/Personal/Sick)
 - Performance expectations
 - Suggested MyLearn Trainings
- Review [UMKC's Mission, Vision and Goals](#).
- If you will supervise employees, view and print the [Checklist for New Supervisors](#).

Your First 30 Days

- If benefit eligible, complete benefits enrollment within 30 days of your start date. For assistance with benefits, please contact Ted Stahl at 816-235-1625.
- Review all [University Policies](#) in your first 30 days.
- Complete the required online training (will be notified via email with directions on how to access trainings).
 - Building a Foundation: Discrimination Prevention & Title IX
 - Campus Emergency Alert Training
 - Make IT Safe – IT Security Awareness Training
 - FERPA Training (if applicable)

Additional Information

Have questions about benefits? Or how to enter your time? HR is here to help you as you begin your new position.

Contact the UMKC HR Service Center at

816-235-1621

or visit

www.UMKC.edu/HR

Other Campus Resources

<u>ADA Accommodations</u>	816-235-6910
<u>Affirmative Action</u>	816-235-1323
<u>One Card Office</u>	816-235-6657
<u>Parking Services</u>	816-235-5256
<u>Staff Ombudsperson</u>	816-235-2333
<u>Swinney Recreation Center</u>	816-235-1772
<u>Information Services</u>	816-235-2000
<u>UMKC Police</u>	816-235-1515
<u>UMKC Help Central</u>	816-235-2222
<u>Work Number</u>	1-800-367-5690