Mizzou

Hiring Overview
Human Resource Services Hiring Team

• **Recruit**  
  <department contact>

• **CAPS** (Core Administrative Processing Support)  
  <department contact>

• **NER** (New Employee Registration)
Hiring Phases

- Requisition And Posting
- Background Check
- Screening and Interviews
- ePAF
- Job Offer and Offer Letter
- Onboarding and New Employee Registration
Screening and Interviews
Departments need to maintain all records on hiring (interview notes, etc.) for 4 years.
Offer amounts: hourly or monthly

Job offer Information for “Comments” section:
1. Approved work title (if applicable)
2. FTE
3. Anticipated Start Date
4. Where and when to report on first day
5. Supervisor name, title, and contact information
6. Any additional agreements

February 25, 2013
Franz X. Roy
131 Tiger Ave.
Columbia, MO 65211

Dear [Name]:

On behalf of the department of Athletics at the University of Missouri, I am pleased to offer you the position of [Position Title] in [Department Name]. Your starting compensation will be [Salary], which is equivalent to an annual rate of [Annual Salary].

As an employee of the University, you will be eligible to participate in a broad array of retirement programs that the University makes available, including health and retirement benefits. There are actions that you will need to take right away:

Retirement Plans - Immediate Action Required
- You may want to consider enrolling in the [Plan Name(s)] Supplemental Retirement Plan (SRP) or the University Retirement System (URS). On or before your first day of employment, you can make an irrevocable election in either the SRP or the URS. This provides an opportunity for additional retirement savings. However, it is important to note that unlike other defined options, once you have made this election, it cannot be changed or stopped during your employment with the University. Learn more about this option by emailing [retirementplanning@umces.um.edu]. If you wish to make an irrevocable election, it MUST be elected on or before your first day of employment. If you do not wish to participate in these irrevocable options, then no action is necessary on your part.

Retirement Plans - Informational
- If this is your first time working for the University, if you are being retired and some retirement options are available to you, or if you are participating in the Deferred Compensation plan, we recommend that you meet with a financial advisor to discuss your retirement options. If you have a retirement plan, either the University Retirement System (URS) or the Supplemental Retirement Plan (SRP), you may want to consider enrolling in the URS or the SRP. The URS contains both a defined contribution and defined benefit component. Each component is funded externally, and any employee contributions are matched. For more information about the University’s contributions, your default contribution level, and your investment options, you can learn more about both components of your URS retirement plan by visiting [www.missouri.edu/retirement/retirement_plans].
Background Check

Manage Applicant: Jones Joseph Paul

Pre-employment Check

Name: Jones Joseph Paul
Applicant ID: 123456
Contact: Phone
Phone: 516/789-0123
Email: jjphk@gmail.com

 Applicant Type: External Applicant
Status: Active
Address: 456 E. Station Blvd
City: Columbia, MO 65202

Background Screening Provider: HireRight, Inc (PS 8.5.0.1)

Request New Inquiry

Return to Previous Page
Hiring Phases

- Requisition And Posting
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- CAPS
Email Subject line:

Email:

You have a pending worklist item to review/process the following request. Please follow the link below to access this item.

Form ID: 394308
Status: PENDING
Request: HIRE Deanna M Davis, EmpID 10277700, EmpI Rcd 0, Position Number: 00005481
Action: Requested by ZULOVICHJA on Mon, Apr 20 15, 11:38:21 AM

Previous Comments:

Link To Evaluate Hire
Click Here
eForm or ePAF
eForm or ePAF
### Hire an Employee

**Step 5 of 5: Form Finalized**

<table>
<thead>
<tr>
<th>Personal Info</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Davis, Dranna M</td>
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<td>10277700</td>
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#### Process Visualizer

- Pagano, Matthew James (MCA/MLAAA)  (1 hour 23 minutes)
- > 2. ePAF - Department 1
- > 3. ePAF - Department 2
- > 4. ePAF - HR
- > 5. Integration Broker
- > 6. System

**Go To Workflow**
**View This Form**
**Go To ePAF Home Page**
**Close This Form**
Welcome to the University of Missouri and congratulations on accepting the SCHOLAR, VISITING position with Agriculture Biochemistry at University of MO-Columbia.

The first step in the onboarding process is completing required new hire forms. To accomplish this, please visit our myHR website (we recommend using Firefox web browser): myhr.umsystem.edu.

Steps for completing required new hire forms:
1. Create a Password (students or others with a UM email account may skip step 1):
   a. On the myHR login page, select the "Create/Reset Password" link.
   b. Read the authorized use statement and click the "Create or Reset Password" button.
   c. Complete the following fields:
      - Empl ID - XXXXXXXXXX
      - SSO ID (Single Sign On ID) - PAWPRINT
      - DOB (Date of Birth)
      - Last 4 Digits of SSN (Social Security Number) - this field will appear upon
IMPORTANT: You are required to physically present Employment Eligibility Verification & Identification item(s) in person as part of the I-9 process. Please follow your campus’s procedure, communicated to you upon acceptance of your job offer. Click this Acceptable Documents link for a list. Any list B document presented must contain a photograph as the University participates in E-Verify.
Hiring Phases

- Requisition And Posting
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Flow:
1. Requisition And Posting (Recruit)
2. Background Check (Recruit)
3. Screening and Interviews (Recruit)
4. ePAF (CAPS)
5. Job Offer and Offer Letter (Recruit)
6. Onboarding and New Employee Registration (NER)