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<thead>
<tr>
<th><strong>Black &amp; Gold CAPS</strong></th>
<th><strong>ZOU CAPS</strong></th>
<th><strong>Columns CAPS</strong></th>
<th><strong>Tigers CAPS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaitlyn Sadowski 2-3795</td>
<td>Francie Martin 4-7913</td>
<td>Rebecca McLeland 2-8088</td>
<td>Sarah Lenzenhuber 2-3728</td>
</tr>
<tr>
<td><em>muhrsblack&amp;<a href="mailto:goldcaps@missouri.edu">goldcaps@missouri.edu</a></em></td>
<td><em><a href="mailto:muhrszoucaps@Missouri.edu">muhrszoucaps@Missouri.edu</a></em></td>
<td><em><a href="mailto:muhrcolumnscaps@Missouri.edu">muhrcolumnscaps@Missouri.edu</a></em></td>
<td><em><a href="mailto:muhrstigercaps@Missouri.edu">muhrstigercaps@Missouri.edu</a></em></td>
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<tr>
<td>Arts &amp; Science</td>
<td>Division of IT</td>
<td>Athletics</td>
<td>Business</td>
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<td>Office of Research</td>
<td>Engineering</td>
<td>Extension</td>
<td>Education</td>
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<td>Student Affairs</td>
<td>Human Env. Sciences</td>
<td>Health Professions</td>
<td>Enrollment Management</td>
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<td>Journalism</td>
<td>Medicine</td>
<td>Finance</td>
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<td>Graduate School</td>
<td>Law</td>
<td>Nursing</td>
<td>Operations</td>
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<td>Libraries</td>
<td>Truman School</td>
<td>Chancellor/Provost</td>
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<td></td>
<td>UM System</td>
<td>Vice Chancellor for Health Affairs</td>
<td>Advancement</td>
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<td></td>
<td>Veterinary Medicine</td>
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<td>Marketing &amp; Communication</td>
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CAPS Center Benefits

- Quicker turnaround for timely payment to employee and ability to enroll in UM benefits
- Departments have more time to devote to mission critical activities
- Individualized training opportunities from CAPS Center
- The CAPS Center will handle I-9/E-Verify for all new hires and rehires
- The CAPS Center will manage the work authorization re-verifications
- The CAPS Center will handle the FICA verification in MyZou
- The CAPS Center will handle all retirement vacation payouts
- The CAPS Center will process transition assistance payments and LAV payouts
- The CAPS Center will create rosters and online check requests when needed
- The CAPS Center will work reports to ensure data in PeopleSoft is accurate
Go to the main HRS website: [http://hrs.missouri.edu](http://hrs.missouri.edu)

Select the CAPS graphic on the right side of the page:
What will you find on the CAPS Center Webpage?

- New Employee Registration (NER) Resources
  - Including the NER sheets
- CAPS Guide
- Contact information for all HRS-CAPS Centers
- Links to the System, HRS, and Benefits Forms pages

- Additional Resources including:
  - Criminal Background Check (CBC)
  - Post Offer Employment Testing (POET)
  - Payroll deadlines
  - Transition Assistance Program (TAP)
  - New Employee Orientation (NEO) for benefit eligible employees
CAPS Processing Deadlines

• The Personnel Action Forms (PAF) deadlines are distributed monthly by the HR/Payroll Operations Office.
  • All requests for changes MUST be received by 5:00 p.m. on the day specified
• CAPS Center Goal: New Hires/Rehires – 24 hour turnaround after the employee attends new employee registration and provides all required documents. All other PAF activity - 48 hour turnaround from the date received and all information needed is received.
  – During peak processing periods, PAF turnaround time may be slightly extended. We will advise via email of our expected turnaround times when we don’t expect to make the CAPS Center Goal turnaround time. Peak processing times include mid-August/September, January and June.
Courtesy Appointments

Send an email or an electronic copy of the Courtesy PAF to MUNER@missouri.edu

- Include the following **required** information:
  - Name
  - Effective Date
  - EmplID *(if available)*
  - Department
  - Job Code

- Optional information:
  - Home Address
  - Home Phone Number
  - Work Address
  - Work Number
  - Expected Job End Date
  - Working Title

*NOTE: If the individual does not have an emplid in the system, one will be created when the courtesy appointment is keyed by NER.*
EmplID Creation

Students: For students the emplid is the student number assigned upon enrollment with the University of Missouri.

Non Students Requiring a CBC: The emplid is created by the recruiters using information supplied by the employee in the CBC authorization. How the emplid will be communicated to the department depends on how the position is handled.

• eRecruit: For appointments processed through eRecruit, the emplid is created and the recruiter will begin the ePAF. The ePAF will be in the initiators worklist and will contain the emplid.
• No eRecruit: For appointments not processed through eRecruit, the recruiter will e-mail the department the CBC approval and will include the emplid at the bottom of that e-mail.
EmplID Creation (cont.)

Non Students with No CBC Required: The only situations are high school students in job code 4960 and international employees without a social security number (exempted from the CBC requirements). The department must request an emplid be created in these situations.

- If the position was posted in E-Recruit, you do not need to submit a request to create an EmplID because it will already be created through the E-Recruit process.
- Log on to UM Web Applications. Click on the Emplid Create Request link. Log in and click on the Request Emplid link on the left hand side. Enter the required information. Click Submit Request.
  - The department will receive an e-mail from MUNER@missouri.edu requesting additional information. This must be provided before the emplid will be created.
  - NER will communicate the emplid to the department once it has been created.
- This will allow the employee to receive an email account and employee ID card prior to attending NER and starting with the University.
- The request for EmplID must be submitted by the department 24 hours before the ePAF can be initiated.
Electronic Personnel Action Form (ePAF) Home Page

- Go to MIS Webapps at https://webapps.umsystem.edu and log in with your Paw Print and Password
- Click on “HR PRODUCTION Database. Log in with your Paw Print and Password
- Click on Main Menu and go to Department Self Service
- Click on ePAF Home Page

Electronic Personnel Action Form (ePAF) Home Page

- **My Worklist**
  Work the items that have been routed to you.

- **Start a new ePAF**
  Start a new ePAF, which will then be routed to the appropriate approvers.

- **Resubmit, Change, or Withdraw an ePAF**
  Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

- **Evaluate an ePAF**
  Evaluate an ePAF that is waiting at your approval level.

- **View an ePAF**
  View a submitted ePAF, including information about its handling so far. This is a read-only view.
New Employee Registration (NER) Schedule

Daily Monday through Friday
8:00AM-4:00PM

1095 Virginia Avenue
Parking Structure 7

If the scheduled NER times will not work for your employee(s) or you have more than 10 hires at one time, please contact your CAPS Center to schedule a special NER outside of our regular NER times.
Things to Remember Regarding New Employee Registration (NER)

• An employee must successfully complete NER **BEFORE** they can begin working.
• The ePAF for employees attending NER MUST be submitted at least 48 hours **BEFORE** employee start date or attendance at NER, whichever is earlier.
  **IMPORTANT:** The employee must attend NER **on or before start date**
• Please ensure that employees know what documents must be provided when attending NER. The NER sheet has a list of all acceptable documents for the I-9. If they do not have all the documents needed they will be asked to return later. Failure to provide all the necessary documents could result in a delay of the employee’s start date if NER is not successfully completed.
• If the employee holds an active paid job at the University and you are processing a HIRE/REHIRE CONCURRENT they do not need to come to NER.

**NOTE:** The NER sheet can be found here: [http://hrs.missouri.edu/docs/HRS%20NER%20Sheet.pdf](http://hrs.missouri.edu/docs/HRS%20NER%20Sheet.pdf)
Work Authorization Expiration

• The employee will be notified four months prior to the work authorization expiration date, the department and fiscal officer will be notified three months prior.

• Departments have three options:
  1. **Re-verification I-9** needs to be completed no later than the date listed on the report (the work authorization expiration date)
     - The Department should:
       • Notify the employee(s) that his/her work authorization is expiring soon
       • Provide the employee(s) with the I-9 List of Acceptable Documents
       • Let the employee(s) know of our NER schedule/times to determine when they will be available to attend NER and complete a Reverification I-9
       • Send an email to the appropriate HRS-CAPS Center to advise when the employee will be coming to re-verify his/her I-9
  2. Submit an ePAF to place the employee(s) on an **Unpaid Leave of Absence**
     • Only if the employee is NOT going to be working and NOT going to be paid, but will be obtaining new work authorization and is expected to return to work at that time
  3. Submit an ePAF to **Terminate** the employee(s)
     • Only if the employee is NOT expected to return to work
**Work Authorization Process Timeline**

**When No Reverification Is Received**

<table>
<thead>
<tr>
<th>Four months before work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee first appears on expiring work authorization report. Report sent to division fiscal officer</td>
<td>Individual email sent to employee (first notice)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three months before work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee continues to appear on expiring work authorization report. Report sent to division fiscal officer</td>
<td>No note sent to employee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two months before work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee continues to appear on expiring work authorization report. Report sent to division fiscal officer</td>
<td>No note sent to employee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One month before work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee continues to appear on expiring work authorization report. Report sent to division fiscal officer</td>
<td>Final Notice email sent to employee, division fiscal officer and supervisor copied on email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day following work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee may not work and is placed on unpaid LOA by Human Resource Services (no PAF required)</td>
<td>Email sent to employee notifying of LOA, division fiscal officer &amp; supervisor copied (email sent on work authorization date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two months after work authorization expiration date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee is terminated by Human Resource Services (no PAF required)</td>
<td>Email sent to employee notifying of termination, division fiscal officer &amp; supervisor copied</td>
</tr>
</tbody>
</table>
Effective Date Tips

The following personnel actions **must** be at the beginning of the pay period:

- Longevity Increases
  - Union Employees
- Mid Year Increases
  - Unless supporting documentation indicates a need to increase salary mid-pay period

The following personnel actions do **NOT** have to be at the beginning of the pay period:

- New Hires/Rehires/Concurrent Jobs/Transfers/Promotions/Demotions
- Terminations
- PLOA/LOA/RLOA/Extension of LOA
- Reclassifications
- Retirements
Student Employee FICA Verification

- CAPS Center will verify enrollment through myZou, so a FICA checklist is **not** required.
  - If it is a student job code and a new hire/rehire/transfer/RLOA the CAPS Center will verify enrollment in myZou.
  - If you are hiring a UM student into a staff or academic title, CAPS will only verify enrollment in myZou if they are marked as FICA exempt on the ePAF.

- **An Enrollment Verification Certificate is required for FICA changes when status is changing from subject to exempt for a prior semester.**
  - To verify enrollment for a retro FICA change the student employee **MUST** either go to the Registrar’s office to obtain an “Enrollment Verification Certificate” or request one online through the MU Registrar’s homepage at: [http://registrar.missouri.edu/Registration_and_Student_Services/Certification/index.htm](http://registrar.missouri.edu/Registration_and_Student_Services/Certification/index.htm)
  - Send Enrollment Verification Certificate to CAPS Center, 1095 Virginia Avenue, or scan and e-mail to your specific CAPS Center
Appointment Notification Form (ANF)?

**When to Create an ANF:**

- Employee is a hire or rehire into a staff or academic title
- Employee is transferring
  - Benefit eligible to non-benefit eligible
  - Non-benefit eligible to benefit eligible
  - Academic title to a staff title
  - Staff title to an academic title
  - Student title to a staff title
- Departments need to create the Appointment Notification Form after submitting the ePAF.

**Where to Create an ANF:**

- Departments need to create the Appointment Notification Form after submitting the ePAF.
The following serves as a guide in determining when a criminal background check (CBC) is required.


<table>
<thead>
<tr>
<th>Criminal Background Check is <strong>required</strong></th>
<th>Criminal Background Check is <strong>not required</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>New hire/Rehire</td>
<td>New hire/Rehire</td>
</tr>
<tr>
<td>Includes: academic titles; staff titles; benefit eligible; non-benefit eligible</td>
<td>Includes: MU students in student employee title;</td>
</tr>
<tr>
<td>; full time; part time; temporary; students in academic or staff titles</td>
<td>high school students in high school student title;</td>
</tr>
<tr>
<td></td>
<td>rehire retiree in a non-benefit eligible position</td>
</tr>
<tr>
<td></td>
<td>in same department within 90 days of retirement</td>
</tr>
<tr>
<td>Promotion to a <strong>new</strong> department</td>
<td>Promotion within the <strong>same</strong> department</td>
</tr>
<tr>
<td>Includes staff and academic positions</td>
<td>Includes staff, academic, and student positions</td>
</tr>
<tr>
<td>Transfer to a <strong>new</strong> department</td>
<td>Transfer within the <strong>same</strong> department</td>
</tr>
<tr>
<td>Includes staff and academic positions</td>
<td>Includes staff, academic, and student positions</td>
</tr>
<tr>
<td>Promotion or transfer within the <strong>same</strong> department</td>
<td></td>
</tr>
<tr>
<td>When the employee is promoted/transferred from a title that does not require a CBC</td>
<td></td>
</tr>
<tr>
<td>to a title that does (e.g. student title to staff title)</td>
<td></td>
</tr>
<tr>
<td>International employee</td>
<td>International employee</td>
</tr>
<tr>
<td>Has currently or previously spent six months or longer in the United States</td>
<td>Arriving directly from foreign country with no</td>
</tr>
<tr>
<td></td>
<td>previous work or residency in United States</td>
</tr>
<tr>
<td>SOS Temporary Employee</td>
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</tr>
<tr>
<td>All SOS temps hired into another department (transfer) or permanent job</td>
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<tr>
<td></td>
<td>Direct promotion</td>
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<tr>
<td></td>
<td>Position reclassification</td>
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<tr>
<td></td>
<td>Volunteer</td>
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<tr>
<td></td>
<td>Courtesy appointment</td>
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<tr>
<td></td>
<td>Concurrent appointment (non benefit eligible)</td>
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<td></td>
<td>Extra compensation</td>
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<td></td>
<td>Additional pay</td>
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</tbody>
</table>

*Note: There are situations where criminal background checks may be required due to other criteria. Examples include but are not limited to grant, credentialing, and licensing requirements.*
Retirements

Department Responsibilities:
- Process the Retirement ePAF
- Attach the original Notice of Intent to Retire Form (with appropriate signatures) and the PeopleSoft Accruals worksheet to the ePAF
- Attach vacation payout worksheet

Employee Responsibilities:
- The employee is responsible for providing the Total Rewards Office with copies of supporting documents, like a drivers license or birth certificate. These should not be attached to the ePAF.

CAPS Center Responsibilities:
- The CAPS Center will process the ePAF and ensure that a copy of the PAF and the original Intent to Retire Form are sent to the Total Rewards Office.
- The CAPS Center will enter the vacation payout in time and labor and approve through the retirement date.
- The CAPS Center will process any adjustments necessary.

NOTE: The Total Rewards office needs these documents NO LATER THAN 60 days before the employee’s retirement date.
Questions?

For questions on this document or the CAPS process, please contact:

Jamie Connelly
882-4058
ConnellyJ@missouri.edu