New Employee Registration

University of Missouri—Columbia

Location
15 Jesse Hall
Located at 801 Conley Ave, Ground Level of Jesse Hall

Hours of Operation
Monday - Friday
8 am - 4 pm

Email
muner@missouri.edu

COVID-19 Notice
Please follow campus protocol regarding social distancing and masks.

Employee To Do List

Step 1: Onboarding
- Access your onboarding forms, per the instructions in your onboarding email, at https://myHR.umsystem.edu.
- All four forms should be completed prior to attending NER.

Step 2: New Employee Registration
- Bring your original, unexpired Employment Eligibility & Identification documents to 15 Jesse Hall.
  - See page 2 for a list of acceptable documents.
  - Copies are not acceptable per Department of Homeland Security.

New Employee Registration must be completed on or before your first day of work. Failure to bring the required documents will result in a return trip to NER which will also result in a delay in your start date.

*New employees of MU Extension or employees not working in close proximity to any University of Missouri campus Human Resources office need to contact their hiring department for onboarding procedures.*
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
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</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. 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</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
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<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. 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</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
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<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
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<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) 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.</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
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<td>6. 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</td>
<td>6. Military dependent's ID card</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
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<td>8. Native American tribal document</td>
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<td>9. Driver's license issued by a Canadian government authority</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
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<td>10. School record or report card</td>
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<td>11. Clinic, doctor, or hospital record</td>
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<td>12. Day-care or nursery school record</td>
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</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
Human Resource Services and Payroll Offices
Parking Structure #7 1095 Virginia Ave    (573) 882-7976

HUMAN RESOURCE SERVICES
Jesse Hall, 801 Conley Ave, Ground Level, Room #15

This Location Includes:
All HRS Staff
New Employee Registration
SOS Temporary Staffing
Benefits Representative