

New Employee Registration

University of Missouri—Columbia

Location

Parking Structure #7 - 1095 Virginia Ave

Use the South Entrance of PS#7 directly across from the Missouri Orthopaedic Institute

Hours of Operation

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

Contact Information

Phone: (573) 882-7976
Email: muner@missouri.edu

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 Parking Structure #7.
 - ♦ 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

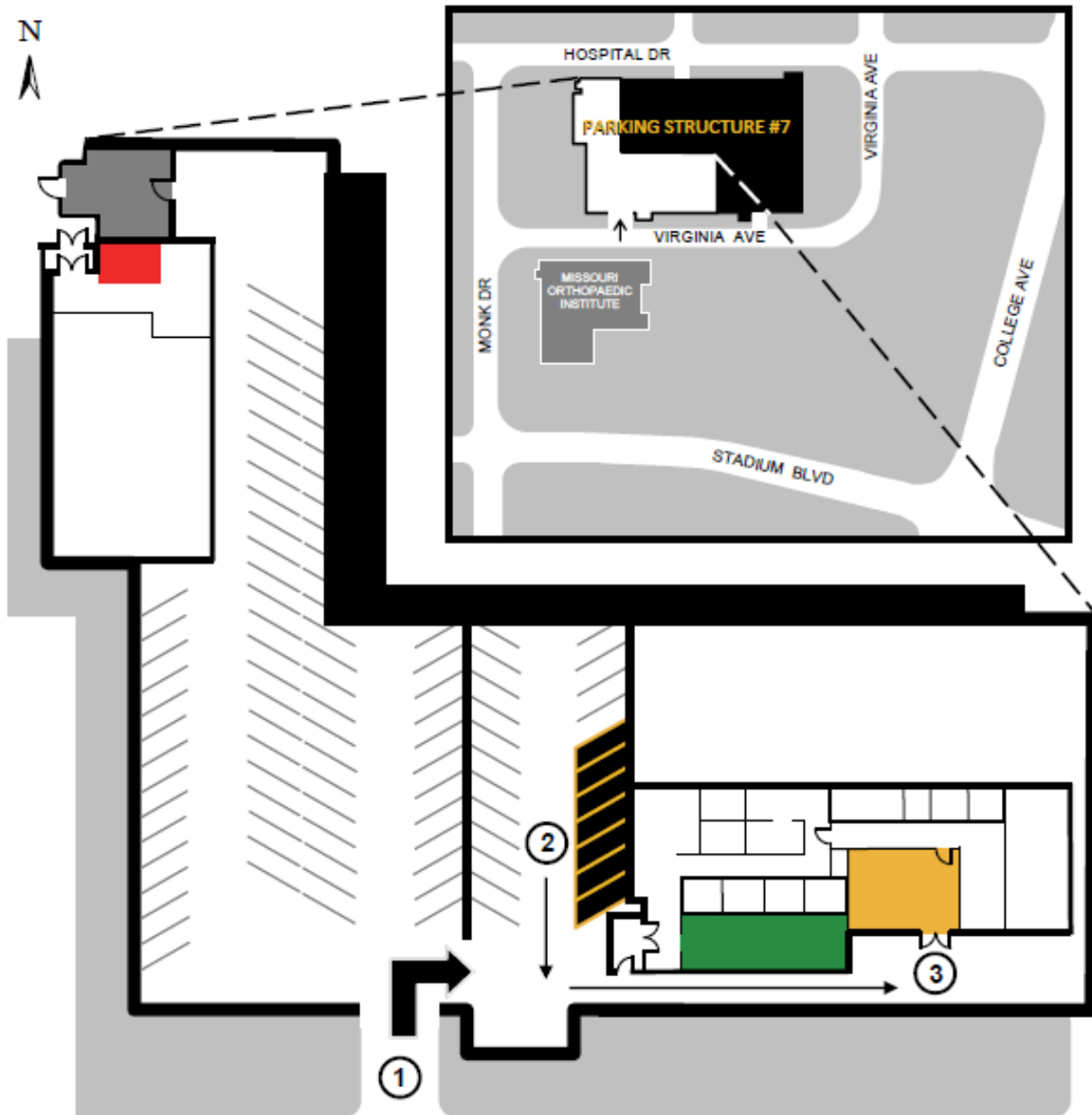
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



	Human Resource Services Visitor Parking
	New Employee Registration (NER)
	HRS/Payroll and Total Rewards
	SOS Temporary Staffing
	Garage Stairwell and Elevator

DIRECTIONS:

- ① Enter at SOUTH Entrance of Parking Structure #7 and turn right
- ② Park in spots designated "Campus HR Visitor Only"
- ③ To attend NER, follow the signs and enter the HRS Training Room