

Instructions for Faculty and Staff Listings in the Alphabetical Directory

University titles as they appear on the Personnel Action Form (PAF) are included in the A-Z portion of the telephone directory. Changes to primary and secondary titles must be made through the appropriate channels.

Step #1—Campus Telephone Number (and Other Personal Information)

Updates to an employee's home address and telephone number, as well as other personal information may be made online at <https://myhr.umssystem.edu>

- Enter your User ID and password and click on "Sign In." If you receive an error message, please contact the Technology Support Center/Help Desk at x6034.
- If you have not logged into myHR since the upgrade on May 18, 2015, you may be asked to set up security questions.
- The Registration page for the Emergency Mass Notification System (EMNS) may appear if you have not recently opted in or out of the program. If so, review, then click on "Opt-In" or "Opt-Out" to continue.
- Click on "Main Menu" at the top of the page, then on "Self Service". Next, click on "Personal Information", then select "Personal Information Summary", to review/change the following:
 - Home/Mailing Address
 - **Phone Numbers (Mobile, Main, Text Messaging, Work)**
 - **Click on "Change phone numbers", make the appropriate changes, then click "Save".**
 - Emergency Contacts
 - Email Addresses (only the UM assigned email address will be published in the telephone directory)
 - Ethnic Groups
 - Citizenship Status
- From the "Self Service" link, click "Personal Information", then "UM Employee Data" to review/change the following:
 - Check if you want to restrict release of home address and telephone number.
 - Check if you will be working with or around animals that are used for research or teaching, or if you will be handling research/teaching animal tissue or fluids.
 - Date of Birth (to change, please contact Human Resources)
 - Marital Status (to change, please contact Human Resources)
 - Gender (to change, please contact Human Resources)

Step #2—Campus Address

Campus address and telephone number changes **must be submitted on a paper form** before they appear in electronic formats such as the on-line Employee Directory and the Exchange global address book. To change your campus address and/or campus telephone number, complete the "Change of Address/Telephone Number" form found on the next page of this directory by following steps 4-7 noted below. Or, complete the "Change of Address/Telephone Number" form UM282 found at the Records Management, Human Resources Forms web site <http://www.umssystem.edu/ums/fa/management/records/forms/human/>

Enter the above web address listed above in your browser and follow the directions below:

1. If a Security Alert window pops up, click "Yes."
2. Click on link named "Change of Address/Telephone Number."
3. Either complete the form on-line and then print the form OR print a blank form and then complete off-line.
4. Enter your "Employee ID" which can be found on your electronic pay stub/timesheet. Please be sure to include this on the form.
5. Use Line 7 titled "UM Work Address" and Line 8 titled "Telephone Numbers:" to enter/make the necessary changes to your campus address and campus telephone number.
6. Sign and date the completed form.
7. Send the completed, signed form to Human Resources, 211 Arts Administration Building (formerly General Services Building).

Also, notify the UMSL Postal Services Manager by campus mail, 8230 Florissant Road, of your new campus address.

Step #3—Department and Job Title

Only official PeopleSoft HR System (Global Grading) titles will be included in the A-Z portion of the telephone directory, **NOT** working titles as they appear in Outlook global address book. Changes to this information must be made through the appropriate department and Human Resources channels.

- In myHR, click on "Main Menu", at the top of the page, then "Self Service". Next, click on "Payroll and Compensation", then select "View Paycheck", to **review** the following:
 - Name
 - Employee ID
 - **Campus Address (see instructions listed in Step #2)**
 - Business Unit
 - Pay Group
 - **Department**
 - **Job Title (Global Grading)**
 - Pay Rate
- Click "Sign out" at the top left of the screen, to exit "myHR."

Changes to Campus Telephone Number ONLY

Please update from "myHR" (Personal Information Summary – Phones) rather than sending form UM282.

myHR and this [form](#) should also be used throughout the year as changes occur so that the [electronic database](#) of the telephone directory is current. The electronic database can be used to look up directory information for employees.