

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.umsystem.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.
- Click on "Personal Details" near the top/right of the page under the UM SYSTEM banner. Address information is displayed on the landing page. You may review/change any of the items that display on the left side of the page under your name, by clicking on each and proceeding as follows:
 - **Addresses** - click the right-facing arrow on the right of the page to make the desired changes. Click Save for the changes to be applied. If no data exists, click the Add... button, complete the appropriate fields, and click Save.
 - **Contact Details (Mobile, Main, Text Messaging, Work, Email, IM)**
 - Click on the right-facing arrow to make the appropriate changes, then click "Save". Click the + sign to add a phone number or email address. If no data exists, click on the Add... button. (Only the UM assigned email address will be published in the telephone directory.)
 - Ethnic Groups – click on the pencil icon on the right of the page to make changes. Click the Save button. This section is optional.
 - Emergency Contacts – click on the right-facing button to make changes. Click on the + button to add a contact.
 - Disability – select the desired option, then click Submit. This section is optional.
 - Veteran Status – select the desired Self-Identification option and click Submit.

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 3-7 noted below. Or, complete the "Change of Address/Telephone Number" form UM282 found at the Records Management, Human Resources Forms web site <http://www.umsystem.edu/ums/fa/management/records/forms/human/>

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

1. Click on link named "Change of Address/Telephone Number."
2. Either complete the form on-line and then print the form OR print a blank form and then complete off-line.
3. Enter your "Employee ID" which can be found on your electronic pay stub/timesheet. Please be sure to include this on the form.
4. 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.
5. Sign and date the completed form.
6. Send the completed, signed form to Human Resources, 211 Arts Administration 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 "Payroll", at the middle/left of the page, under the UM SYSTEM banner. Next, click on "Paychecks" OR "Paychecks Prior to x/xx/xxxx", then select "View Paycheck", to **review** the following:
 - Name and Address
 - Employee ID
 - Department
 - Job Title (Global Grading)
 - Pay Rate
- Click "Print My Pay Advice" below the pay date information on the screen, and a pdf file will open. Click Go Back to MyHR, to close the pdf after reviewing
- Hover your mouse over the 3-bar icon at the top right corner of the page, and click "Sign out", to exit "myHR."

Changes to Campus Telephone Number ONLY

Please update from "myHR" (Contact Details) 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.