



University of Missouri System
myhr.umssystem.edu
HUMAN RESOURCES

myHR
The Key to Your Information

<https://myhr.umssystem.edu>

myHR allows you to view:

- Current & Past Pay Information*
- Benefits Enrollment & Coverage Info*
- Vacation Time Balance*
- Sick Time Balance*
- Personal Time Balance*
- Comp Time Balance*

myHR allows you to enter your own changes to:

- Highest Education Information*
- Federal Tax Withholding*
- Home Address*
- Emergency Contact Information*
- Direct Deposit Bank Information*
- Phone Numbers*
- Ethnicity*
- Military Status*

What does this mean to me?

You have the ability to view and maintain certain information about yourself at any time. This is the first step to providing access to other on-line applications.

How does this help me?

myHR gives you access to view and change specific information at any time.

myHR provides a secure environment where you control personal information. Paper forms are often passed through many hands. Putting you in control reduces risk.

UMSL is committed to environmental responsibility. Responsible recycling and reduction of paper helps everyone.

What makes this site secure?

Your UMSL SSO/email log in and your password. You enter information directly to the HR database. HR staff will only view as business needs arise.

Why can't I change more information electronically?

Certain changes require HR staff to take action in other areas. As tools are enhanced, other updates will be activated.

I can change my Federal tax withholding, but not Missouri. Why?

The State of Missouri does not recognize electronic submission of tax information. To make changes to your Missouri State withholdings, please download the MO W-4 form accessible on the UM System Forms webpage and submit it to UMSL HR.

URL Site Address:

<https://myhr.umssystem.edu>

You can also navigate to myHR by visiting the UMSL HR homepage.

You need to know your SSO User ID and Password. This is the same log in and password used to access your e-mail. In most cases it is a combination of your last name and first initial.

The myHR Log-on Screen:

Helpful Links:

Welcome to myHR -

A welcome statement from the Vice President's Office

myHR Training -

Formal training documents & online training applications

IT Help Desks -

Link to technical resources

Contact Us -

Contact information for myHR Support



Navigating myHR:

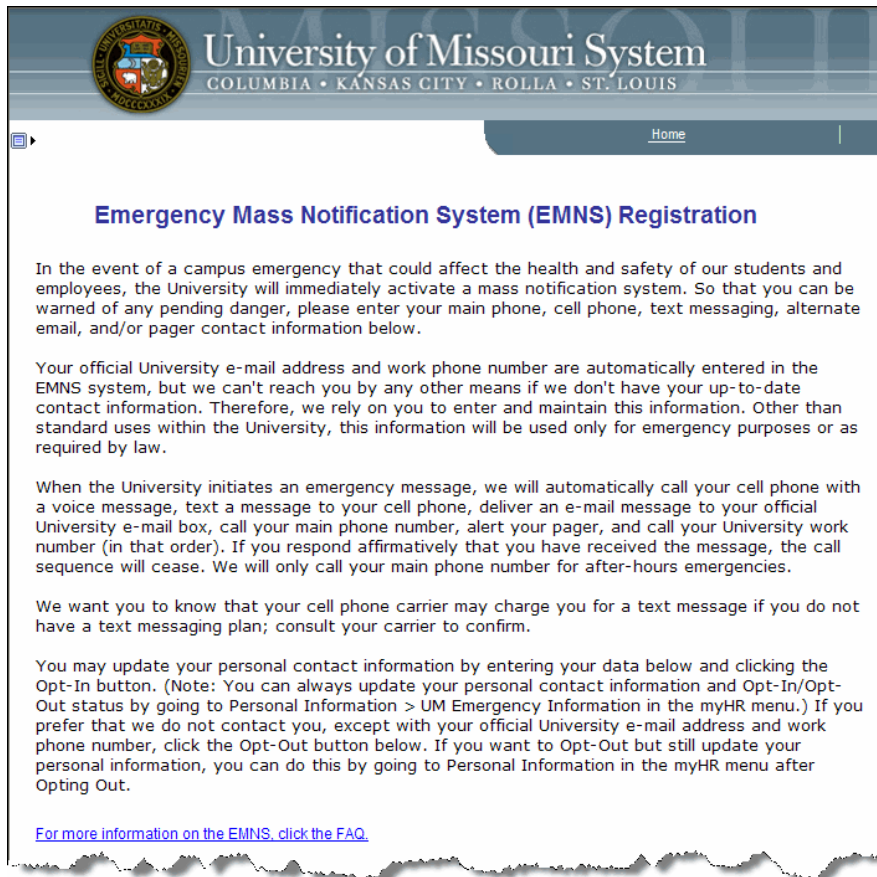
Once logged on to myHR, click on **"Self Service"** at the left of the webpage and follow the links to view and change a variety of information about you.

Yellow buttons are important! **"Edit"** or **"Change"** opens boxes for data entry.

"Submit" or **"Save"** finalizes or saves your entry.

Getting Started:

When you login to myHR, you may see the Emergency Mass Notification System screen. You can update your information and then use the yellow buttons to Opt-In or Opt-Out. You will then receive the myHR menu.



[For more information on the EMNS, click the FAQ.](#)

University Email Address	mary_brown@umsl.edu
Main Phone Number	<input type="text" value="314/999-9999"/>
Cell Phone Number	<input type="text"/>
Text Number	<input type="text"/>
Alternate Email Address	<input type="text"/>
Numeric Pager	<input type="text"/>
Alphanumeric Pager	<input type="text"/>

Note: The alternate personal email address is for emergencies only; the university will only use your official University email to conduct official University business.

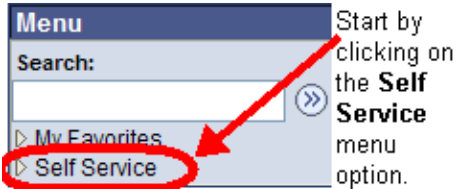
Opt-In

Opt-Out

myHR Favorites:

If you visit a myHR location frequently, try using myHR Favorites. Click on the **"Add to Favorites"** link (towards the top of the myHR screen) when you have arrived at your final destination. Name your own short cut by typing over the default description. Your short cut then appears in your myHR Favorites menu.

Just a Click Away:



Addresses (Not Campus), Phone Numbers, Ethnicity, Gender, Date of Birth, Original Start Date, Citizenship Status

Maintaining your phone and contact information here also updates the Emergency Notification System information. For your own safety, it is important you periodically review and update this and your emergency contact information.



Self Service >
Personal Information >
Personal Information
Summary

Education Information

Senate Bill 389 requires UMSL to report information related to faculty education and degree. You must maintain this information yourself.



Self Service >
Personal Information >
Education Information

Release of Personal Information

In accordance with policy, HR does not typically release personal home information. However, to ensure your wishes, you may choose to restrict the release of that information here.



Self Service >
Personal Information >
UM Employee Data

Animal Research Indicator, Military Service Status and Disabled Veteran Declaration



Self Service >
Personal Information >
UM Employee Data

Emergency Information

Review and update your emergency notification system contact information.



Self Service >
Personal Information >
UM Emergency Information

Paycheck Information

Review your pay information prior to pay day.
View and print current and prior pay checks here.



Self Service >
Payroll and Compensation >
View Paycheck

Banking Information for Direct Deposit



Self Service >
Payroll and Compensation >
Direct Deposit

Request Reprint of W-2 or 1099R

View procedures for requesting a duplicate W-2 or 1099R.



Self Service >
Payroll and Compensation >
W-2 or 1099R Reissue
Request

Federal Tax Withholding (W-4)



Self Service >
Payroll and Compensation >
Federal W-4 Tax
Information

Missouri Tax Withholding (View Only)



Self Service >
Payroll and Compensation >
Missouri W-4 Tax
Information

Paid Time Off Balances

Click on the tabs at the top to view each category (vacation, sick, personal, and compensatory).



Self Service >
Payroll and Compensation >
Leave Balances

Benefit Enrollment Information

Once here, you can click on the plan hyperlinks for more details.



Self Service >
Benefits >
Benefits Summary

Dependent/Beneficiary Coverage

Once here, click you can click on the person's name for more details.



Self Service >
Benefits >
Dependent/Beneficiary
Change

Recruiting Activities

View job openings and manage applications.



Self Service >
Recruiting Activities >
Careers