

NEW HIRE WELCOME PACKET



University of Missouri

MU Health Care | School of Medicine



Welcome to the University of Missouri and MU Health Care

Welcome to MU School of Medicine and MU Health Care! We're thrilled to have you on our team. Our mission is to save and improve lives — through exemplary education, research and patient care. As a valued member of our team, you'll have the opportunity to contribute to a positive and thriving culture of growth, collaboration and excellence.

You will hold a primary appointment with the MU School of Medicine and a secondary appointment at MU Health Care, our health system. This dual appointment underscores the collaborative nature of the two institutions and the vital role you will play in both the academic and clinical missions.

WELCOME TO THE TEAM!

We look forward to the unique and exciting contributions you will make.



A COMMUNITY OF ALL STRIPES

Understand Our Code

Respect for others, responsibility, discovery, and excellence are the values at the heart of the university. This foundation has enabled us to do great things for our students, patients, the citizens of Missouri, and beyond. It can also help us evolve to meet the challenges of tomorrow.

Our code of conduct is a resource designed to support us in doing all we can to live up to the promise of our mission, vision and values.

[READ THE CODE OF CONDUCT](#)

PRE-BOARDING PROCESS TIMELINE

The timeline below outlines what you can expect during your preboarding process. To keep everything on track, please be sure to respond to within 10 days of notification.

For more information on your preboarding status, please visit:

ced.muhealth.org/sites/ced/files/CED/OnboardingStatusFeed/application.html.

90 DAYS

PRIOR TO
START DATE

CRIMINAL BACKGROUND CHECK

Upon signing your offer letter, you will receive email notifications requesting additional information. Be sure to look for the following emails:

- Demographic data

Email Subject: "Welcome to the University of Missouri"

Sender: PeopleSoft@umsystem.edu

- Criminal background check, via email from Sterling Talent Solutions

Email Subject: "University of Missouri Background Verification Request for (Your Name)"

Sender: NoReply@sterlingcheck.com

60 DAYS

PRIOR TO
START DATE

CREDENTIALING AND PRIVILEGING

Application: CredentialStream has sent you an electronic credentialing application for your review and completion. This includes all the necessary information required to complete the credentialing and privileging process at MU Health Care.

Verification: To ensure a quicker processing time, please upload any required documents directly into your electronic application. Our credentialing specialists will review and verify all the information you provide.

Credentialing review and decision letter: Your application will be presented for final committee approvals when all application materials are submitted, approved by the department chair and verified. You will receive your decision letter via email within 10 days of final approval from the governing authority.

PRIOR TO

START DATE

PREBOARDING PRIOR TO DAY 1

Modules: Within SABA, complete the EMR training modules. Once completed, on-site training can be scheduled by the department. Complete all other modules within 31 days after your first day.

Staff Health: Submit required records to Staff Health through CredentialStream prior to start date. Complete Staff Health mask fit testing by start date (estimated 15 minutes in person).

PRIOR TO OR ON

START DATE

ADDITIONAL HIRE PRE-BOARDING

Complete pre-employment forms (*online*):

- I9
- Direct Deposit
- W4
- Personal Information

Schedule New Employee Registration (*estimated 15 minutes virtually*)

Those with faculty appointments, send highest awarded degree transcript to umhssomhr@health.missouri.edu.

Sign up for irrevocable retirement plans prior to start date. Sign up for benefits through myHR within 31 days of start date.

BENEFITS

You will be eligible to participate in a broad array of benefit programs (health, dental, vision, life and disability) that the university makes available to full-time, benefit-eligible employees. Benefits become effective on your first day of actively working as a benefit-eligible employee at the university, provided you enroll within the first 31 calendar days.

Most programs will require a contribution on your part to participate. If you do not enroll in a medical plan, even if that choice is to waive coverage, within 31 days, you will be defaulted to the Healthy Savings Plan and you will pay taxes on your contributions (premiums).

SELECTING PLANS

Please visit the current plans offered by visiting the [Researching Insurance Options](#) site. Here, you will find the most updated information about the various benefits plans available.

On the site, locate the [benefits guide](#). This guide provides detailed information on the dental, vision and life insurance plans offered through the UM System.

Carefully read through the guide to understand coverage options, costs and any other relevant details. After reviewing the benefits guide, decide which plans best meet your needs and those of your dependents (if applicable).

IRREVOCABLE RETIREMENT PLANS

On or before your first day of employment, you must make decision regarding participation in the irrevocable 401(a) Supplemental Retirement Plan and/or irrevocable 403(b) plan.

Unlike other deferral options, once you have made this election, it cannot be stopped or modified during your employment with the university. Eligibility rules apply.

ADDITIONAL RESOURCES

[Researching Insurance Options](#)

[Enrolling for the First Time](#)

[Total Rewards FAQ](#)

CONTACT US

For more information regarding benefits, please visit our [Benefits](#) webpage.

For more information regarding retirement benefits, please email retirement@umsystem.edu.

For School of Medicine Faculty: [Faculty Insurance and Retirement Information](#)

STAFF HEALTH

All employees must have an occupational health clearance prior to the starting date and annually thereafter. All immunization and TB testing records can be uploaded electronically through CredentialStream.

REQUIRED RECORDS TO UPLOAD IN CREDENTIALSTREAM:

- ☐ Measles, Mumps, Rubella (MMR) Immunizations (x2) and/or positive titer results (one result for each disease)
- ☐ Varicella (Chickenpox) Immunizations (x2) and/or positive titer result
- ☐ Seasonal Flu Immunization (administered during current flu season; October-March)
- ☐ Hepatitis B Immunizations (x3) and/or positive titer result
- ☐ Tetanus/Diphtheria or Tdap Immunizations (within the last 10 years)
- ☐ COVID-19 Immunization
- ☐ QFT or 2 Step TB Skin Test All TB skin test results performed within the last year. If you have had a previous positive TB skin test or TB blood test, please bring a copy of the result and chest X-ray report.



MASK FIT TEST

An in-person appointment with Staff Health is required to complete mask fit testing. Mask fit testing is not required for staff health clearance. Your department will help you schedule your appointment.

OFFICE OF WELL-BEING

The Office of Well-Being engages with leadership, departments, teams and individuals to advance a culture of wellness at all levels of the organization. Support can come in many forms.

CONTACT

Contact the Office of Well-Being to discuss how we can help you and your team thrive.

Mail to: thrive@health.missouri.edu

medicine.missouri.edu/thrive

(573) 882-1966

RESOURCES

EMPLOYEE ASSISTANCE PROGRAM

EAP BY OPTUM

Self-service, telehealth, tools and resources
Create an account (recommended) or use
access code: UMISSOURI 24/7 emotional
support line (866) 248-4094

MU PARENTLINK

2800 Maguire Boulevard, Columbia, MO

WARMLINE FOR ALL CAREGIVERS AND PROFESSIONALS

1 (800) 552-8522 or (573) 882-7323 Available
8 a.m. - 10 p.m., Monday - Friday and 12-5 p.m.
on Saturday and Sunday.

After-hours contact:

Email: parentlink@missouri.edu

Text: 585-FAMILY1

MU PSYCHOLOGICAL SERVICES CLINIC

to New Clients > Parenting Group
(573) 882-4677 or
mail to: adpsc@umsystem.edu

TOTAL REWARDS FINANCIAL WELLNESS

CULTURE OF HEALTH EASY ACTION STEPS

FITNESS CENTER ACCESS

MU HEALTH CARE LACTATION ROOMS

MINDFULNESS PRACTICE CENTER

Basic meditation and relaxation, mindful
stress reduction and mindful eating practices.

ACTIVITY AND BREAK APPS

ABLETO APP

Self-care techniques, coping tools, meditations
and more. Free for University of Missouri
employees enrolled in an MU Health Care
benefits plan.

EAT WELL PROGRAM

EMPLOYEE RESOURCE GROUPS

For information about how to join Employee
Resource Groups, please visit Belonging &
Community Impact.



Pride Network



African Heritage



**Women of
MU Health**



**iBienvenidos!
Latin Heritage**

BENEFITS OR HR QUESTIONS

Total Rewards

umssystem.edu/totalrewards/benefits
(573) 882-2146

I-9 Questions

New Employee Registration
mailto: muner@umssystem.edu
Parking mailto: muparking@missouri.edu
(573) 882-4568
parking.missouri.edu

Retirement Plans

mailto: retirement@umssystem.edu

General HR & Payroll

mailto: umhssomhr@health.missouri.edu

IT Help Desk

MU DoIT Tech Support (573) 882-5000
mailto: umhsmuhaitatlas@health.missouri.edu

Directories and Departments

[MU Campus HR Service Center](#)

Employee Resources

hr.missouri.edu

TIPS AND REMINDERS

[MU Alert](#)

Sign up for emergency text alerts.

[Employee Discounts](#)

Visit our Perks and Rewards page to review available discounts to University staff systemwide.

[MU Health Care Employee Intranet](#)

The MU Health Care intranet site has a wealth of information including directories and departments, policies, procedures and news.

BADGE PAYROLL DEDUCT

Employees can make convenient purchases at our dining facilities with ExpressPay. Staff members can pay with their ID badges and receive a 10% discount on all purchases.

Express pay offers two convenient options:

1. Declining balance: Add funds to your account at any of our retail locations using your Visa or MasterCard.
2. Payroll deduct: Open only to MU Health Care employees.

To enroll in ExpressPay, or for questions, please send an email to mailto: expresspay@health.missouri.edu.

LOST BADGE

Use the [MU ID Badge Request Application](#) to request a replacement badge. Badges will be printed and programmed within 24 hours.

KUDOS

Employee engagement helps us innovate, grow and provide better patient care. Kudos helps us build upon our recognition efforts and create a culture that connects, celebrates and rewards employees. Kudos is about saying thank you and building on the positive emotions that come with giving and receiving recognition.

Visit muhealth.kudosnow.com to view your recognitions, redeem points and recognize your co-workers.

MU HEALTH CARE EMERGENCY MANAGEMENT MOBILE APP

Search for MU HC Emergency Management in the “App Store” (Apple iOS) or the “Play Store” (Android devices).

Note for iPad users: Select “iPhone Only” as a search limit in the App Store.

Install and Open MU HC Emergency Management on your device. Accept the terms and conditions. Select the Emergency Management plan for download.
Enter password: **NotToday!**



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