

URL Site Address:

<https://myhr.umsystem.edu>

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

You need to know your SSO/email 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

The Work Number - Verification of Employment/Income

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 yourself.

Yellow buttons are important! "Edit" or "Change" opens boxes for data entry. "Submit" or "Save" finalizes or saves your entry.

What does this mean to me?

You have the ability to view and maintain certain information about yourself at any time.

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.

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

What makes this site secure?

Your UMKC 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 through umkc.edu/hr and submit it to UMKC HR.



Human Resources

226 AC 816.235.1621 www.umkc.edu/hr



Human Resources



The Key to Your Information

<https://myhr.umsystem.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

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 UMKC Alert! 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 UMKC to report information related to 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

UMKC Does Not Print Pay Advices

You have access to view/print any pay advice, You have the ability to print advices as needed through myHR. (Even if you uncheck the box.)



Self Service >
Personal Information >
UM Employee Data

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

Report Hours Worked or Paid Time Off

Salaried employees officially eligible for University recognized paid time off and hourly paid employees who need to report hours worked use myHR.



Self Service >
Time Reporting >
Report Time >
Timesheet

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 @ the top to view each category.



Self Service >
Payroll and Compensation >
Leave Balances

Benefit Enrollment

New employees must enroll in benefit options through myHR Benefits Enrollment. Current employees during open enrollment period submit changes using myHR. Benefits Summary is available 24/7.



Self Service >
Benefits >
Benefits Summary

Recruiting Activities: *UMKC is live with electronic recruiting. Current employees must apply for other positions through myHR. You save your profile and can manage resumes in "e-recruit".*

myHR Favorites:

If you visit a myHR location frequently, try using myHR Favorites. Click on "Add Favorites" 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.