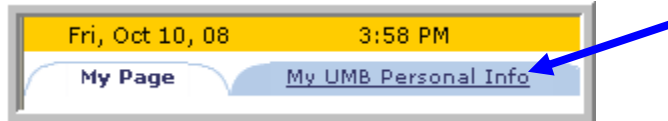


Review Your Contact Info on myUMB Portal

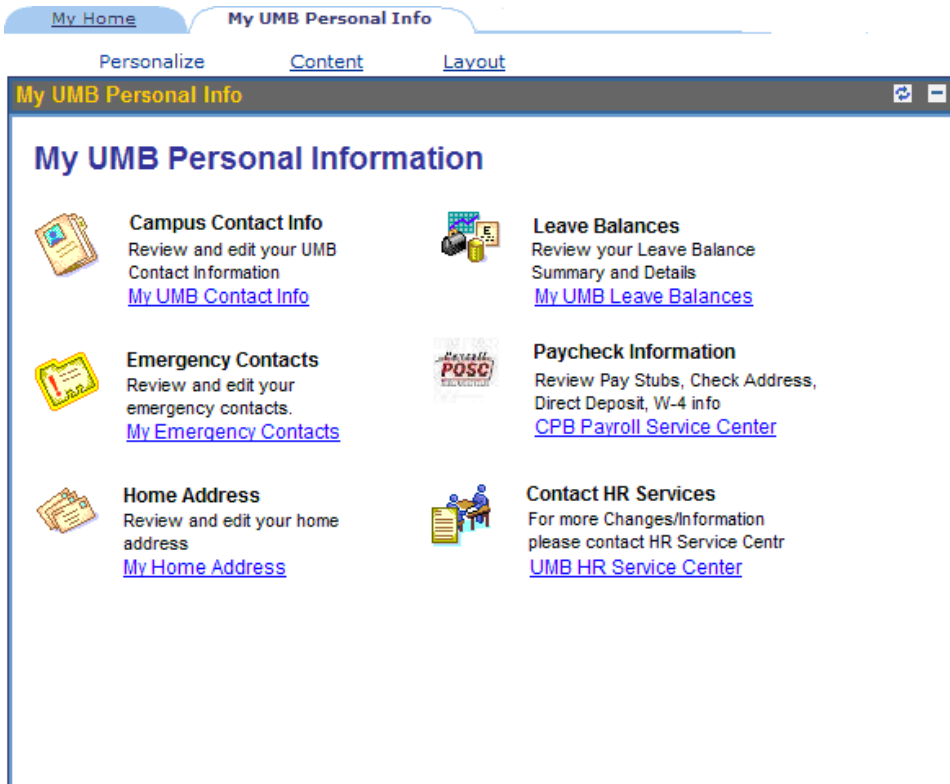
Beginning October 10, 2008, UMB Employees and Affiliates will find a new page on the myUMB Campus Portal: 'My UMB Personal Info'. Page layouts for employees and affiliates vary, but both pages permit the viewer to review and update key personal information.

View the **My UMB Personal Info** page by clicking the tab directly to the right of the My Page tab.



Employees:

Employees will use the **My UMB Personal Info** page to update Campus Contact, Home Address and Emergency Contact information and review Leave Balance/History. A link to UMB's Human Resources Service Center explains the Self-Service options and requirements in more detail. The new page also contains a link to the State's Central Processing Bureau's (CPB's) Payroll Online Service Center for those who wish to view paycheck data online.



Employee self-service links which have resided on the Enterprise Menu pagelet will be deactivated the week of October 13, 2008.

Affiliates

Affiliates will use the **My UMB Personal Info** page to review and update campus contact information: Functional Title, campus email, campus phone/fax/pager/voicemail and home phone number.

The screenshot shows a web interface for updating personal information. At the top, there are tabs for 'My Page' and 'My UMB Personal Information'. Below these are links for 'Personalize', 'Content', and 'Layout'. The main header reads 'UMB HR SS Menu Affiliate'. The user's name is 'Branden, Viveca A.' and their department is 'Information Mgmt'. The page is divided into two main columns. The left column, titled 'Your current UMB Information', displays the user's current details: Functional Title (Senior Project Manager), Job Title, Campus Email, and various phone numbers (Campus, Fax, Pager, Voice, Home). Below this are checkboxes for 'Publish Home Phone?' and 'Publish Home Address?'. The right column, titled 'Please enter changes desired and press save', contains input fields for updating the Functional Title, Campus Email, and phone numbers. A note states 'Functional title is for Phonebook and Campus Dir'. At the bottom of the right column, there are fields for 'Location' and 'Room #' and a note: '*** Changes to Location will reflect the Next Day.' The page also includes a 'For Manager / HR Use Only' section with fields for Location Code, Room #, Mail Stop, and Highest Education Level.

Affiliate self-service links which have resided on the Enterprise Menu pagelet will be deactivated the week of October 13, 2008.