

Human Resources

Jessie Baker, HR Business Partner
(hiring and onboarding of new employees, employee relations, HR communication)
816-235-6469, bakerjess@umkc.edu

myHR, online employment profile

myhr.umssystem.edu

- Timesheet, leave balances, online pay stubs
- Benefits enrollment
- Update personal information
- Human Resources Policy Manual
- myLearn: online professional development training

Benefits

med.umkc.edu/hr/newemployeebenefits

Employee Discounts

info.umkc.edu/hr/employee-discounts-benefit-extras/

University ID Badge

5100 Cherry Street
Student Union, Room 410
Kansas City, MO 64110
umkc.edu/onecard
816-235-6657

Parking

5115 Oak Street
Administrative Center, Room 221
Kansas City, MO 64112
umkc.edu/finadmin/parking
816-235-5256

School of Medicine Room Reservations

med.umkc.edu/roomreservations
somreservations@umkc.edu

Information Technology Call Center

816-235-2000, callcenter@umkc.edu

Stationery Items

umkc.edu/mcom

About the UMKC School of Medicine

med.umkc.edu/about

School of Medicine Directory

med.umkc.edu/directory

Finance and Administration

Becky Pottebaum, Finance Consultant
(fiscal approval and budget analysis)
816-235-6672, pottebaum@umkc.edu

Business Affairs

med.umkc.edu/ba

Mark Mikkelsen, Director of Business Affairs
816-235-1814, mikkelsenm@umkc.edu

Tani Daumas, Business Support Specialist
(purchasing and reimbursements)
816-235-1813, daumast@umkc.edu

medbusiness@umkc.edu

(building issues and contracts)

School of Medicine, Mail Room

Russ Friend, Business Affairs

Room M1-213

Hours 10:30 am-12:00 pm; 3:00 pm-4:00 pm

816-235-1816, friendr@umkc.edu

Policies/Guidelines

- **UM System Business Policy Manual**
umssystem.edu/ums/rules/bpm

- **UM System Human Resources Manual**
umssystem.edu/ums/rules/hrm

- **School of Medicine Guidelines**
med.umkc.edu/ba/polices

- **UM System Collected Rules and Regulations**
umssystem.edu/ums/rules/collected_rules

In Case of Emergency

Campus police: 816-235-1515

UMKC Alert

The University of Missouri System uses an automated, rapid notification system to supplement the communication tools currently used to notify students, faculty and staff about campus emergencies and closings, as well as class cancellations due to inclement weather.

Emergency Response Guide

umkc.edu/umkcalert/UMKC-Emergency-guide.pdf