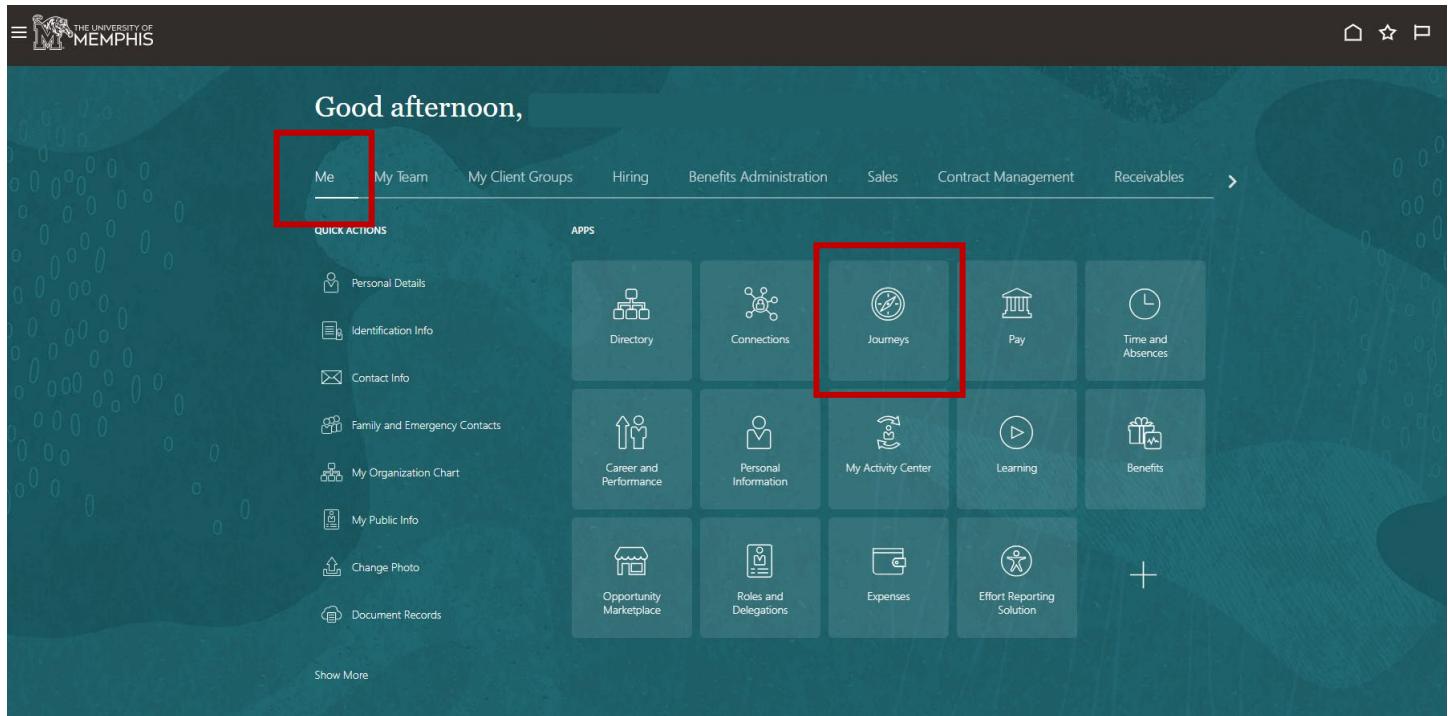


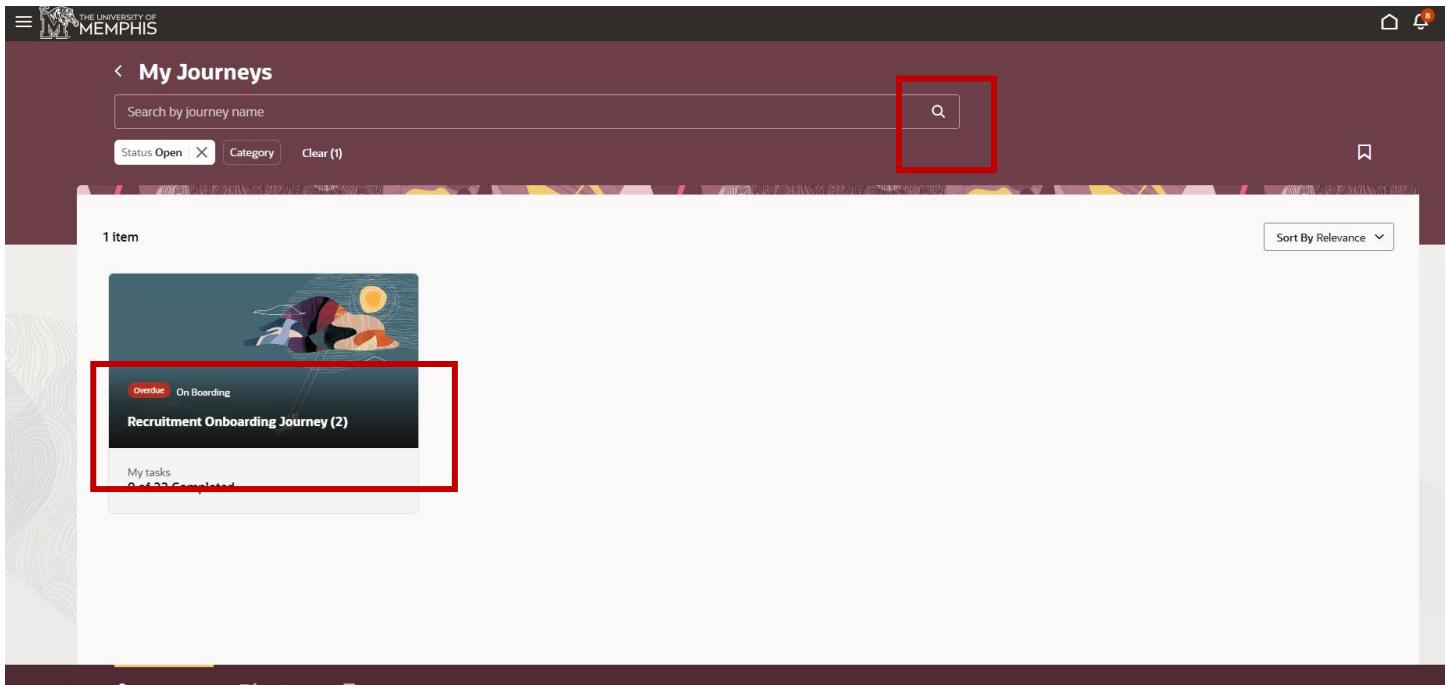
How to Access Your Recruitment Onboarding Journey

Your Onboarding Journey is where you will complete important forms, including your direct deposit, beneficiaries, and prior state service. This is also where you will receive information on how to document your time and absences for Payroll and build out your talent profile. This journey also includes mandatory training courses like Workplace Safety, IT Security Awareness, FERPA, and Title VI.

1. Sign into Oracle, click on the ME tab, and then the tile labeled Journeys.



2. Find the Recruitment Onboarding Journey. You may need to search for it.



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My Journeys

Search by journey name

Status: Open Category

1 item

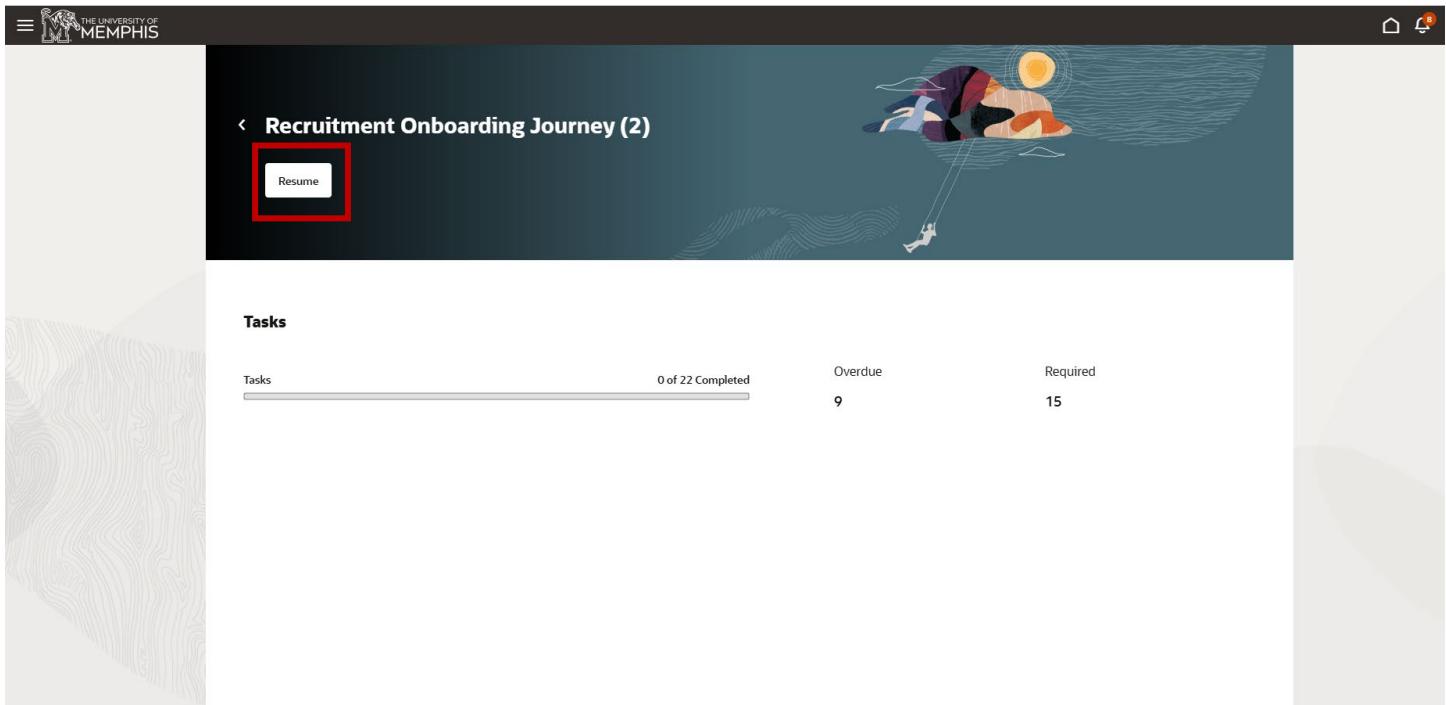
Overdue On Boarding

Recruitment Onboarding Journey (2)

My tasks 0 of 22 Completed

Sort By Relevance

3. Click the Resume button, even if you haven't started it yet.



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Recruitment Onboarding Journey (2)

Resume

Tasks

Tasks	0 of 22 Completed	Overdue	Required
		9	15

4. Complete tasks on the left by clicking on each of them and following the directions for each one. Tasks are assigned to you based on your job/position.

Tasks completed

0 of 22

Complete Unpaid Compensation Beneficiary Form	Required
Due Jan 5, 2026	
Complete Employee Disclosure Form	Required
Due Jan 5, 2026	
Complete Prior State Service Form	Required
Due Jan 5, 2026	
Please Confirm that you Attended In-Person Orientation.	
Due Jan 5, 2026	
Activate Your Campus E-mail	
Due Jan 5, 2026	
Complete your Assigned Benefits & Beneficiary Tasks	Required
Due Jan 5, 2026	
Get your Campus ID Card	
Due Jan 5, 2026	
Complete/Update your Direct Deposit	Required

[Back](#)

Complete Unpaid Compensation Beneficiary Form Overdue

Required Yes Overdue by 1 days

Follow the below steps to add beneficiary

1. Click on 'Go to application task' link.
2. Click on '+' icon to add the contacts.
3. Complete the required details.
4. Click on the 'Submit' button to save the changes.
5. Click on back arrow located before Family and Emergency Contacts to navigate back to the Journey page.

[Go to application task](#)

Contact Info



Initiator

Mr Daniel M Linton

dmlinton@memphis.edu

[Add to Calendar](#)[Not Applicable](#)[Done](#)