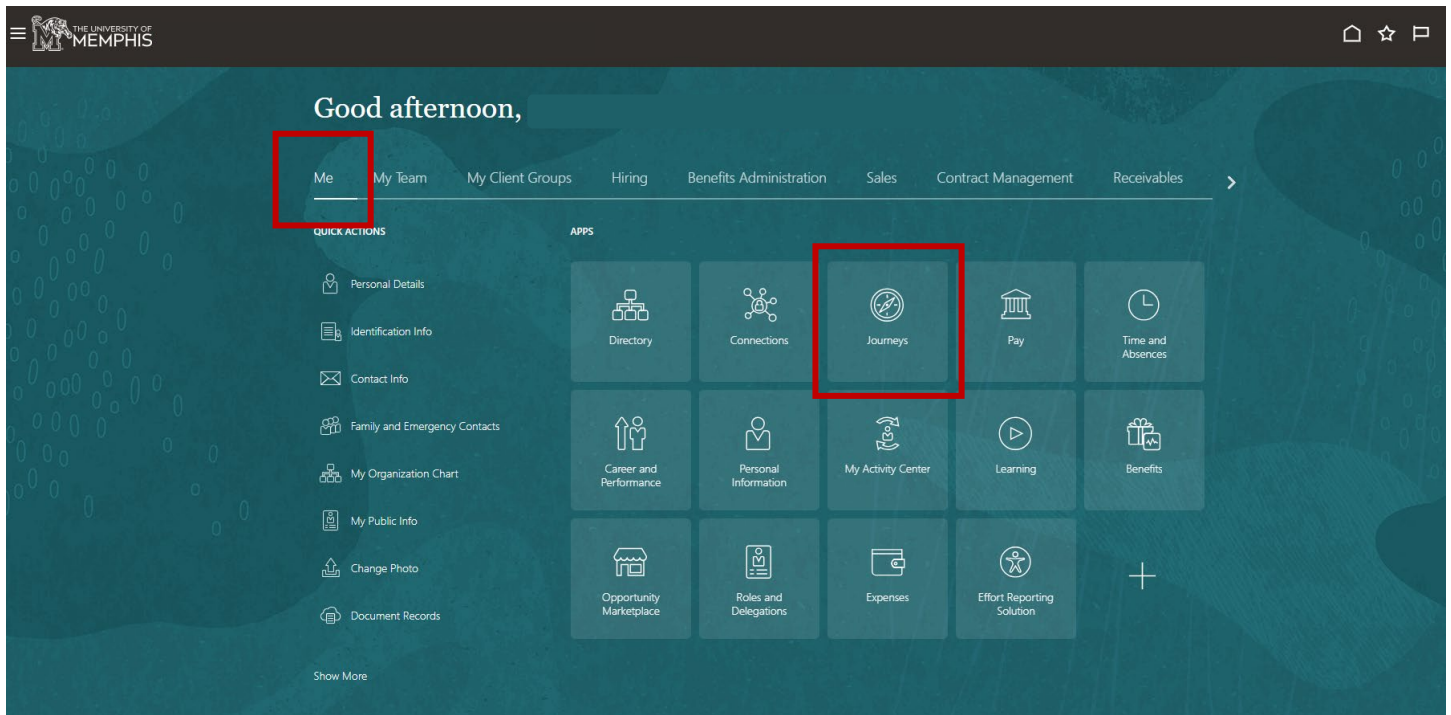


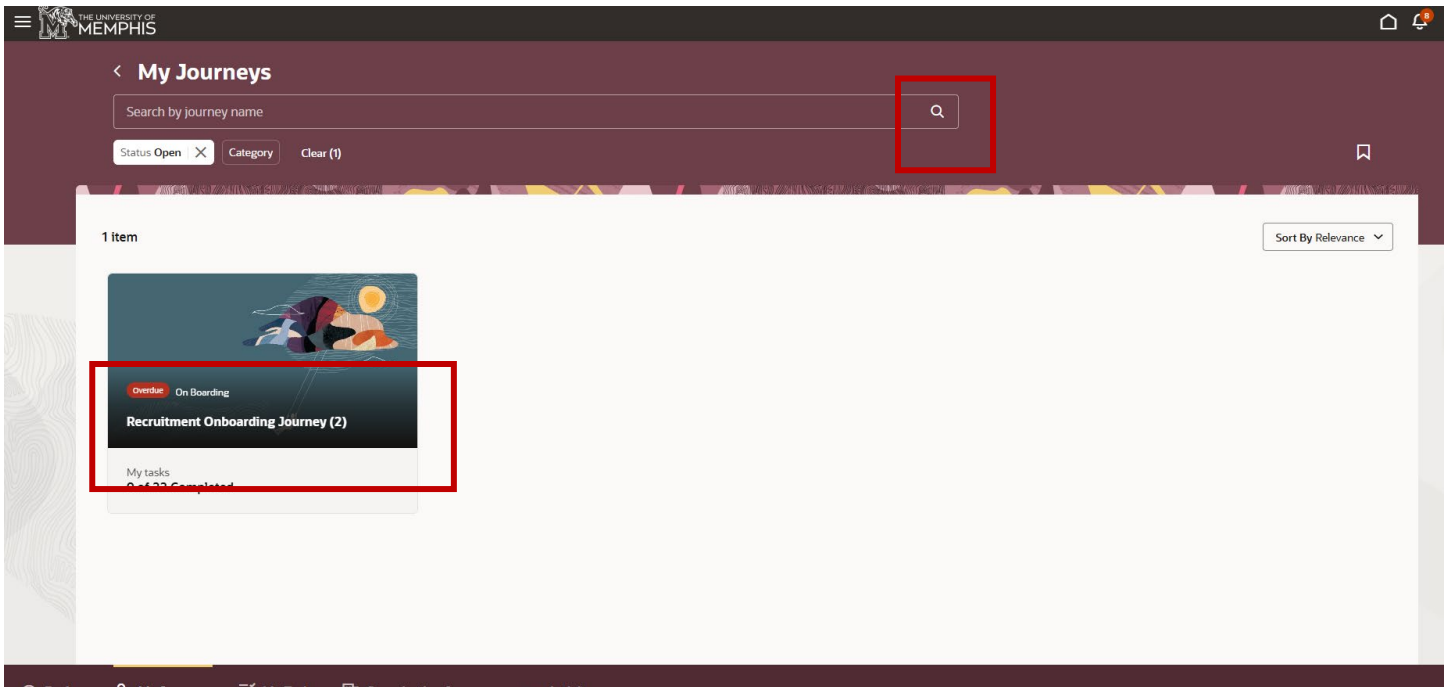
# How to Access Your Recruitment Onboarding Journey

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.

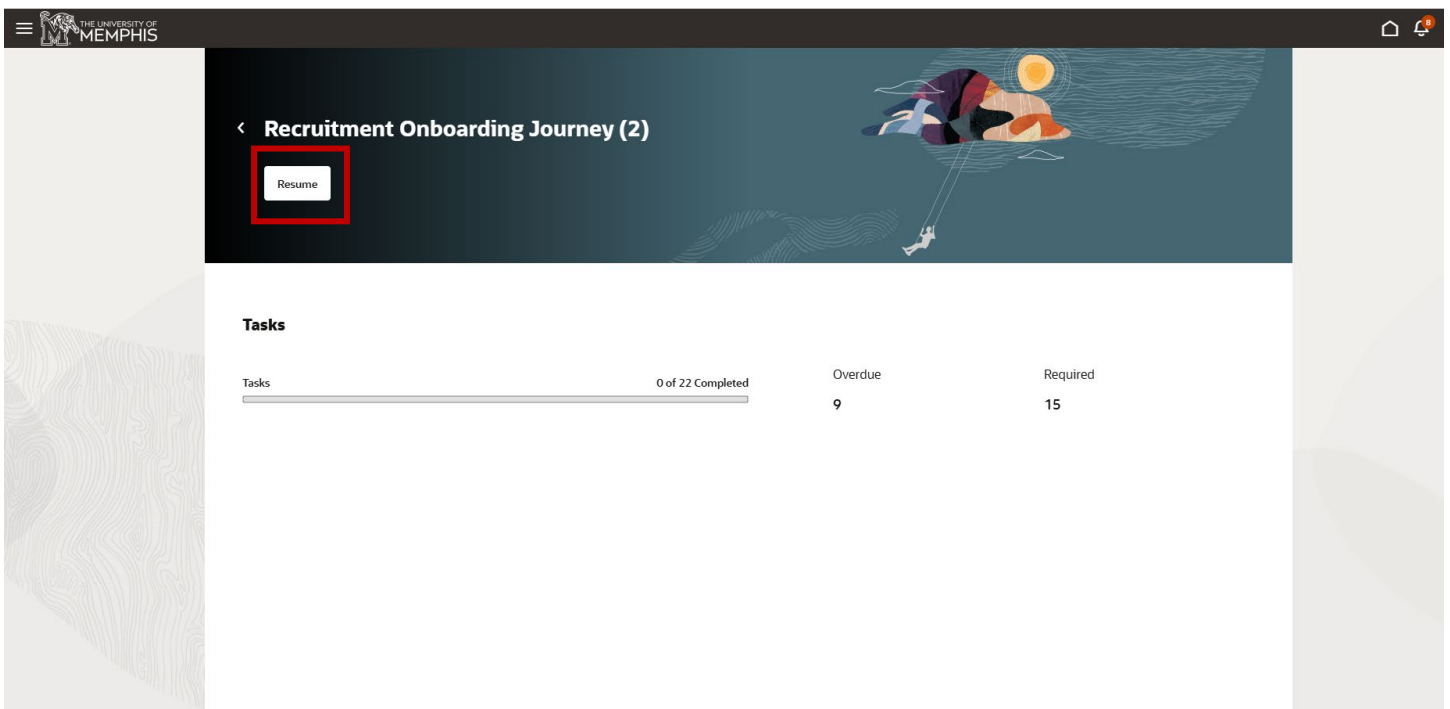
1. Sign into Oracle, click on the ME tab, and then the tile labeled Journeys.




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



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




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.




THE UNIVERSITY OF  
MEMPHIS

Tasks completed




Complete Unpaid Compensation Beneficiary Form  
Due Jan 5, 2026

Required




Complete Employee Disclosure Form  
Due Jan 5, 2026

Required




Complete Prior State Service Form  
Due Jan 5, 2026


Required



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  
Due Jan 5, 2026


Required



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