University of Colorado Boulder

New Employee Information
Welcome to CU Boulder. We are thrilled you made the decision to Be Boulder and become a member of this campus community.

As the Flagship University of a multi-campus System in the State of Colorado, CU Boulder is a dynamic community of scholars and learners situated on one of the most beautiful college campuses in the country. As one of 34 U.S. public institutions belonging to the prestigious Association of American Universities (AAU) – and the only member in the Rocky Mountain region – we have a proud tradition of academic excellence, with five Nobel laureates and more than 50 members of prestigious academic academies.

Today, with our sights set on becoming the standard for the great comprehensive public research universities of the new century, we strive to serve the people of Colorado and to engage with the world through excellence in our teaching, research, creative work, and service. The University faculty and staff are diverse, talented, and passionate people who share this vision and mission.

Be Boulder invites us all to move beyond how others may define our community, and provides a framework to showcase our value. It is a call to action and an inspiration for our students, faculty and staff about who we are, and who we can become.

We welcome you to Be Boulder.
Prepare for your first day

Communicate with your department liaison or supervisor; make sure you understand:

- What time to arrive
- Where to report when you first arrive
- Dress-code expectations
- What to bring on your first day
- Your supervisor’s phone number

Become familiar with the CU Boulder campus website: [www.colorado.edu](http://www.colorado.edu),
The Faculty and Staff area of the website: [http://www.colorado.edu/facultystaff](http://www.colorado.edu/facultystaff)
and the department where you will be working.

Whether you plan to drive, bike, bus, or carpool to work, we’re happy to have you! There are many options for commuting to campus.

Parking Services offers options for parking permits, ADA accessible parking, and parking logistics for campus events.

On your first day, you may park at pay-stations located near your building, or stop by Parking Services for a short term permit for the day, week, or month. Once you’ve started in your new roll, you may work with your department’s Parking Liaison to start the parking permit application process. Faculty and Staff have the option to have their parking permit payroll deducted pre-tax; for more information see our pre-tax information sheet.

Faculty and Staff Permit Types and Prices vary depending on your needs and the availability of spaces assigned to your department. For current pricing, please click here: http://www.colorado.edu/pts/parking-permits/facultystaff-permits

Parking Services
1050 Regent Dr, Boulder, CO 80309
303-492-7384

Public Transit is a great option for getting to and from work. RTD (Regional Transportation District) offers bus services both locally and regionally. After you’ve started in your new roll, you will be issued an EcoPass to access these services as a benefit of working at the university.

Faculty/Staff EcoPass
The Eco Pass provides CU faculty, staff, and eligible retirees bus and light rail service (including Local, Regional and Express service). While most services are free, some are offered at low costs. For route information, visit our Bus Routes page. In addition to bus and light rail rides, your CU EcoPass can save you money at local businesses through the Eco Pass Extra Program.

Travel by Bike
There are plenty of bike racks for your convenience. In addition, you will be able to register your bike online and access the bike tune up stations on campus as a free perk to students and employees.

Additional Commuting Options are available, such as Carpool/Vanpool, CarShare, Guaranteed Ride Home Program, and the Stampede Bus Route. Click Here for detailed information.
Welcome to CU Boulder
Pre-Arrival
Getting to Campus
Employee ID
Buff OneCard EcoPass
Identikey
MyCUinfo Portal
Emergency Alerts
Childcare
Help

**Employee ID**
CU Boulder employees are issued a unique employee identification number. When you arrive at your department, your supervisor or HR liaison will provide you with your employee ID number.
Welcome to CU Boulder

Buff OneCard

CUBoulder employees are provided a Buff OneCard which acts as your employee ID card and in some cases, will also act as your building key. Your Buff OneCard will allow you use of the University Libraries for free and access to the campus Recreation Center, athletic events, and other campus events at discounted rates.

Obtain your Buff OneCard
Visit the BuffOne Card office in the Center for Community (C4C) to obtain your card. Bring a government issued photo ID to verify your identity.

Buff OneCard Office
Center for Community (C4C) Phone: 303-492-0355
Room N180 Hours: M-F 8:00 am – 4:30 pm
Boulder, CO 80309 info@buffonecard.com
303-492-0355 Map to C4C

Every new employee receives one free meal pre-loaded on their Buff OneCard to use at the dining centers across campus.
Welcome to CU-Boulder

Faculty/Staff EcoPass
The EcoPass provides CU faculty, staff, and eligible retirees bus and light rail service (including Local, Regional and Express service). While most services are free, some are offered at low costs. For route information, visit our Bus Routes page.

In addition to bus and light rail rides, your CU EcoPass can save you money at local businesses through the EcoPass Extra Program.

Obtain your EcoPass
Visit the BuffOne Card office in the Center for Community (C4C) to obtain your card which will be issued at the same time as your Buff OneCard.
Bring a government issued photo ID to verify your identity.

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Welcome to CU Boulder

The IdentiKey is used as your individual login credentials for secure access to various technology and online systems.

Depending on your role at the University, an IdentiKey is necessary for access to:

- MyCUInfo, the student and employee portal
- University of Colorado Boulder Email Services
- Computers in OIT computing labs
- UCB Wireless network
- OIT’s learning management system
- SkillSoft computer based training for Faculty, Staff, and Student Employees
- And more

For additional information, visit the CU-Boulder campus Office of Information Technology (OIT) Identikey webpage [http://www.colorado.edu/oit/services/identity-access-management/identikey](http://www.colorado.edu/oit/services/identity-access-management/identikey)

For assistance with Identikey or MyCUinfo Portal access, contact:

**IT Services Center Help Desk**
303-735-HELP (4357)
help@colorado.edu
MyCUinfo Portal is the online access portal for CU Boulder employees. In the portal, you can view your personal contact information, view payroll and benefits information, access online training courses, business applications, and more.

To log into the portal, use your Identikey and password you chose when activating your Identikey.

For assistance with Identikey or Portal access issues, contact IT Services Center Help Desk:
303-735-HELP (4357)
help@colorado.edu
Welcome to CU Boulder

In case of emergency, make sure you get the message...

Be in the know. Know what to do. Keep your emergency notification information up-to-date for real-time information about campus closures, extreme weather and other emergencies—sent straight to your mobile via our text messaging service.

Visit the CU Alerts page to sign up: http://alerts.colorado.edu/

How to find information in an emergency

- On your mobile device—Watch for text or e-mail alerts in the case of a campus closure or if there is a threat to personal safety.
- On the Web—Visit www.colorado.edu for detailed campus closure and emergency information and updates.
- On the phone—Call the campus info line at 303-492-INFO (4636) for recorded information and updates relating to campus alerts.
- By e-mail—Check your official university e-mail after an emergency for support and resource information.
- On social media—Like CU-Boulder on Facebook and follow @cuboulder and@cuboulderalerts on Twitter.
CU Boulder has partnered with Bright Horizons to provide access to an online platform that will connect you to pre-screened babysitters, nannies, elder care providers, tutors, pet care providers, and housekeeping providers. CU has paid for your membership to use the Bright Horizons Care Advantage, which includes Sittercity and Years Ahead. You will negotiate with and pay for any providers that you hire through the service.

The City of Boulder’s Child Care Subsidy and Referrals (CCSR) Program provides information and referrals to licensed (homes and centers) child care, preschools, and other services for children and families. This is a free service and is available to all residents of Boulder County (Boulder, Erie, Lafayette, Longmont, Louisville, Lyons, Niwot, and Nederland).

Disclaimer: CU-Boulder does not endorse any particular service, but merely provides information about various resources available to assist employees in making decisions about work-life services.
Welcome to CU Boulder

CU Boulder Campus Division of Human Resources
I-9 Office, Faculty and Staff Assistance Program (FSAP), Organization & Employee Development, Employee Relations, Recruitment, Position & Compensation Management, Personnel Records, HR Operations

(303) 492-6475
3100 Marine St. Third Floor
565 UCB
Boulder, CO 80309
hrmail@colorado.edu

Employee Services at CU Systems Offices
Benefits & Payroll Administration

Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices in Denver
- Benefits enrollment will be completed online through your MyCUinfo portal once you have started work
- Benefits counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday
- In-person benefits counseling sessions are available on the Boulder Campus by appointment only. Call 303-860-4200 to schedule – please note, these appointments fill up quickly and typically have a waiting list. Many questions can be answered by phone, so please consider calling to speak with a benefits counselor before scheduling an in-person appointment

Employee Services Help Desk
(303) 860-4200
CU Systems Offices
1800 Grant St.
Denver, CO 80201
employeeservices@cu.edu

Boulder Campus Office of Information Technology (OIT)
IT Services Center Help Desk
303-735-HELP (4357)
help@colorado.edu