

Applied Mathematics (APPM) Department Reference Guide

Staff:

The staff are available to help you with any questions you might have! Email is typically the best way to reach us.

Sandy Brown, *Business Manager* – sandra.brown@colorado.edu

Noah Chopper, *IT Professional* – am_itsup@colorado.edu

Ian Cunningham, *Undergrad & Administrative Assistant*; amassist@colorado.edu

Hilary Merina, *Accounting Professional (Part-time)*; am_accnt@colorado.edu

Monica Ringenberg, *Senior Accounting Professional*; monica.ringenberg@colorado.edu

Susie Stricker, *MSAM Coordinator (Part-time)*; am_msam@colorado.edu

Vacant, *Graduate Program Professional*; amgradco@colorado.edu

Alphabetical by Topic:

Address

University of Colorado Boulder
Department of Applied Mathematics
1111 Engineering Center
526 UCB
Boulder, CO 80309-0526
<https://www.colorado.edu/amath/>

Benefits

You have 30 days from your start date to sign up for medical and dental and other benefits. You can find your options here: <http://www.cu.edu/employee-services>. Benefits are administered by Employee Services located at the System Administration offices in Denver. To speak with a benefits counselor, please call (303) 860-4200 or toll-free 1-855-216-7740, option 3 or email benefits@cu.edu.

Break Room/Mail Room

ECOT 221. Here you will find your mailbox and the printer/copier.

Accessed with a physical key; this key will also allow you to access the department conference room, ECOT 317. You will get this key along with your office key.

Buff OneCard/Eco-Pass

CU-Boulder employees are provided a Buff OneCard which acts as your employee ID card, in some cases your building key, and your RTD bus pass (Eco-Pass). 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.

Email a headshot after completing your hiring paperwork to boc@colorado.edu for your new card. Once ready, your card will be available for pick up in the BuffOne Card office in the Center for Community (C4C).

Bring a government issued photo ID to verify your identity.

Your Buff OneCard also serves as your Eco-Pass and 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. Your EcoPass is your BuffOne Card. In addition to bus and light rail rides, your CU Eco Pass can save you money at local businesses through the [Eco Pass Extra Program](#).

Building Hours

The building is open from 8:00am-5:00pm during the academic year and 7:30am-4:30pm during the summer. Please reach out to Ian Cunningham (amassist@colorado.edu) if you will need after hours access via your Buff One Card; he will need the last seven digits on your Buff OneCard.

Campus Alerts

Enroll in Campus Alerts <http://alerts.colorado.edu/>. You will be notified here if there are campus closures or if there are emergencies you need to be aware of.

Campus Maps

<http://www.colorado.edu/campusmap>

Ian can provide you with a physical map of the Engineering Center if needed.

Campus Training

Complete Required Campus Trainings* – online through SkillSoftTo access SkillSoft:

1. Log on to [your campus portal](#).
2. Click on the **CU Resources** tab. (Skip this step if you are using the system portal.)
3. Select **Training**.
4. Select **Start SkillSoft**. (SkillSoft will open in a separate window.)
5. Select your campus folder.
6. Select the specific folder you need, organized by topic.
7. Select the title of the course and click **[Launch]**.

Required Trainings:

- Discrimination and Harassment – Boulder Campus
- Information Privacy and Security
- Fiscal Code of Ethics - Required for most positions, recommended for all - completed through myCUInfo Portal
- There may be others depending on your role

Complimentary Head/Shoulder Portraits

Do you need to dress up your CV or your website, bio sheet, or professional organization portrait? Strategic Relations (University Communications) offers complimentary photographs for university faculty and staff. Visit [their website](#) to make an appointment. The studio sessions are held on the second Wednesday of each month from 9:00 a.m. to noon, and on the last Tuesday from noon to 3:00 p.m. The session only takes about 10 minutes. The studio is located in the ARC building on East Campus in the Strategic Relations office on the 5th floor (ARC 548, 3100 Marine Street).

Computer/System Problems – Request IT Help

Noah Chopper (am_itsup@colorado.edu) provides APPM in-house IT support.

CU's Office of Information Technology can also provide IT support and can be reached at oithelp@colorado.edu or 303-735-4357

Fitness Center

CU has an impressive Recreation Center including an ice-skating rink, basketball court and rock climbing wall. The University Rec Center is adjacent to the Clare Small and Ramaley building. You can purchase a rec center pass for the semester. <https://www.colorado.edu/recreation/>

IdentiKey

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/identikkey>

For assistance with Identikey or MyCUinfo Portal access, contact:

[IT Services Center Help Desk](#)

303-735-HELP (4357)

oithelp@colorado.edu

Keys

Ian Cunningham (amassist@colorado.edu) will request a key to your office and the break/mail room and provide directions on where and when you will pick up your key. For after-hours access and access to secure space, Ian will also request Buff One card swipe access. Your Buff One card must be activated for 48 hours before key and card swipe access can be requested.

Leave Policies

Faculty do not need to complete timesheets or leave requests via the MyLeave System. All formal leave requests must happen through the Office of Faculty Affairs. Please see Sandy for questions. Here is a link about CU Boulder's Leave Policies:

<https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/sabbatical-leave-fellowship>

Mail: Inter-office and U.S. Mail

APPM's campus box is 526 UCB. The mail for all department members is delivered to campus box 526 in ECOT 221. You have a mailbox in ECOT 221 and mail will be delivered there when received. For outgoing mail, work related mail should be coded "11076974" and placed in the

outgoing mail tray in the ECOT 221 mailroom. You may send outgoing, personal “stamped” mail, but please be aware it will likely be two days before it is makes it to the post office. It’s generally quicker to send it from home or drop it in a USPS mailbox or the post office.

MyCUinfo Portal

[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, used 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

Nameplate

Please work with Ian Cunningham (amassist@colorado.edu) to request a name plate.

Office/Building Maintenance

Contact Ian Cunningham (amassist@colorado.edu)

This includes cleaning; custodial will not empty trash, and will only vacuum offices at department request.

Office Supplies

In ECOT, Ian Cunningham will help you to either gather from the office supply, what you need, or he’ll assist you in ordering supplies you might need. In ECOT 225, you will find a supply closet with standard office supplies that may be taken as needed. Please contact Ian (amassist@colorado.edu) for additional office supplies not found in the supply closet. These supplies will be held in common by the department except and unless paid for with an individual grant.

Parking Permits

Parking permits for employees can be purchased through [Parking Services](#). Contact Ian (amassist@colorado.edu) for help or with any additional questions regarding parking. Note that at times there is a waitlist for a parking permit.

Procurement Card

Please take required online training and contact Sandy Brown/APPM Business Manager (Sandra.brown@colorado.edu) for information on applying for a University Procurement Card. <https://www.cu.edu/psc/procurement-card-handbook/procurement-card>. Not every role is eligible for a procurement card.

Printer/Scanner/Copier Use

There is a printer, scanner and copier in ECOT 221. Please contact Noah Chopper (am_itsup@colorado.edu) for help connecting your computer to the printer. There is also

guidance online that you can refer to:

<https://www.colorado.edu/amath/printing-documentation>.

Your user ID for the copier will be your employee ID; Ian Cunningham (amassist@colorado.edu) will set up your account as soon as possible after receiving this ID.

Purchasing

It's important that you take the CU trainings on Procurement and Purchasing. CU has specific rules about funding that are important to be aware of. Here's a link to some important things to know. <https://www.cu.edu/psc/procurement-card-handbook/procurement-card>

Reserving Conference Rooms

Please contact Ian (amassist@colorado.edu). Rooms are in *very* short supply on campus, and the further out you contact Ian, the more likely you are to get a room; same day requests have a very low probability of getting something that meets your needs.

Shredding Documents

There are collection bins for secure shredding/destruction in the ECOT 221. Please contact Ian (amassist@colorado.edu) if the bin is full.

The shredding service only comes to campus every two weeks, and only comes to individual departments when requested on those dates.

Timesheets

Faculty do not need to complete any timesheets or leave requests via the MyLeave System. All formal leave requests must happen through the Office of Faculty Affairs. Please see Sandy for questions. Here is a link about CU Boulder's Leave Policies:

<https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/sabbatical-leave-fellowship>

Travel

As with purchasing, It's important that you take the CU trainings on CU Travel and Purchasing. CU has specific rules about travel that are important to be aware of. Here's a link to some important things to know - <https://www.cu.edu/psc/travel>. One of the most important things is that you must purchase airfare through CU's approved vendor, Christopherson Business Travel, or through Concur within MyCUInfo. They will not reimburse internet purchases unless there are specific guidelines met including a cost savings above a particular threshold and a comparison quote from Christopherson/Concur PRIOR to purchasing the airfare. Please talk to the APPM accounting office (Hilary or Monica); am_accnt@colorado.edu or Sandy; Sandra.brown@colorado.edu for more information.