



## Setting-Up Direct Deposit & Mandatory Training

You may set up direct deposit and complete W4 information 3-5 business days after your payroll liaison places you in the payroll system.

To set-up direct deposit & W4 information:

- Log into MyCUInfo (<https://mycuinfo.colorado.edu>)
- Click the **CU Resources** tab
- Below **Payroll and Compensation**, click the link for **W-4 and/or the Direct Deposit**. You will go through the two-factor authentication process. Complete the necessary fields by following the instructions in the portal. If you have any problems, please contact Employee Services at 303-860-4200.
- Update your address for your W2 before you leave the campus. Changing your address in the CU-Student Information System (CU-SIS) does not change it in payroll. If you still have the CU Resources tab, you must change it under the **Personal Information** link. If you no longer have the CU Resources tab, you will need to contact Employee Services or the department you worked for to update the information for you.

If you do not set up direct deposit, Employee Services will send you a paycard in the mail. For more information about paycards visit <http://www.cu.edu/employee-services/paycards-details>.

All CU-Boulder employees are required to complete a discrimination and harassment course **within their first 30 days of employment** with the Boulder campus. The employee course is different from the one you may have completed as a student.

If you are working for one of our contracted off-campus agencies, you are still considered a CU-Boulder Employee and must take the training.

To complete the discrimination and harassment training:

- Log into MyCUInfo (<https://mycuinfo.colorado.edu>)
- Click the **CU Resources** tab
- In the left column, click **Training**
- Click **Start Skillsoft**
- Click **Catalog**
- Click **University of Colorado - Courses** to expand the folder view
- Click the **Human Resources** folder
- Click the course title '**CU: Discrimination and Harassment–CU Boulder**', then [Launch]. **Be sure to complete the course for Boulder and not another campus.**  
*It will take 3-5 business days to reflect on your record that you completed the course.*