# New Employee Checklist for CU Boulder

# BEFORE YOUR FIRST DAY - PREPARE

* **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
* **Bring original documents for proof of authorization to work**
* For a list of acceptable documents, please review this web page:

<https://www.uscis.gov/i-9-central/acceptable-documents>

* **Review benefits information** **so you are informed and ready to enroll when you start work:**
* 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.
* Your benefits eligibility begins on your official start date.
* Benefits counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday    
  303-860-4200 or [employeeservices@cu.edu](mailto:employeeservices@cu.edu)
* 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*
* **Explore the Campus:**
* Visit the extensive campus website: [www.colorado.edu](http://www.colorado.edu)
* Visit campus in person <http://www.colorado.edu/visit/>
* Take a virtual tour from the comfort of your home <http://www.youvisit.com/tour/colorado?loc=trail1:0:1:1&pl=v>

# YOUR FIRST 30 DAYS – ORIENTATION TO YOUR NEW ROLE , YOUR DEPARTMENT, AND THE CU BOULDER CAMPUS

## **NEW EMPLOYEE SET-UP ACTIONS**

## **FIRST WEEK**

* Complete the I-9 form with your department I-9 partner or visit the Campus HR office to fill out the form. **\*Be sure to bring original documents for authorization to work.**
  + Campus HR Office: 3100 Marine St. Boulder, CO 80309 Third Floor
  + 303-492-6475
* Claim and activate your IdentiKey

<http://www.colorado.edu/oit/tutorial/identikey-primary-account-activation>

Call the Office of Information Technology for help at 5-HELP from any campus phone (303-735-4357)

* Obtain your Buff OneCard and Eco-Pass Card – bring a photo ID <http://www.colorado.edu/buffonecard/faculty-staff>
* Complete your W-4 online through your MyCUinfo Portal <https://my.cu.edu/index.html>
* Complete your Direct Deposit through your MyCUinfo Portal <https://my.cu.edu/index.html>
* Review your Personal Information in your MyCUinfo Portal and enter Emergency Contact information <https://my.cu.edu/index.html>
* Enroll in Campus Alerts <http://alerts.colorado.edu/>
* Work with your department to gain access to your email account. Call 5-HELP from any campus phone for assistance. Your call will be routed to the Office of Information Technology.
* Gain access to your building – work with your department’s Key Liaison for appropriate access via key or key-card permission on your Buff OneCard.
* If applicable – obtain your work uniform, materials, and other department property for your new role.

## **FIRST 30 DAYS**

* Enroll in or waive your health, vision, dental, and retirement benefits through your MyCUinfo Portal <https://my.cu.edu/index.html>
  + Your benefits eligibility begins on your official start date.
  + 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 counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday 303-860-4200 or employeeservices@cu.edu
  + 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 wait time of 4-6 weeks**. Questions can be answered by phone, so please consider calling to speak with a benefits counselor before scheduling an in-person appointment**

## **FIRST 30 DAYS – NEW EMPLOYEE SET-UP ACTIONS - continued**

### Complete Required Campus Trainings\* – online through SkillSoft

Log into your MyCUinfo portal: https:\\My.CU.edu > Resources tab> Training> Start SkillSoft

To launch a custom online course:

1. Click Catalog.
2. Expand the University of Colorado - Courses folder.
3. Expand the folder for your campus.
4. Continue to expand folders until you locate the course title.
5. Hold your mouse pointer (hover) over the course title.
6. To view a description of the course, click [Show Details].

To take the course 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
  + Performance Management Training for supervisors of Classified Staff

\*These trainings are required for most Classified Staff and University Staff positions. If you are a Faculty member, please consult with the Office of Faculty Affairs for additional trainings. <https://facultyaffairs.colorado.edu/>

* Complete trainings necessary for access to CU software systems used for business operations on campus such as HCM, FIN, CU-SYS, Concur, Advance, etc.

Work with your supervisor to help you understand which, if any of these trainings are appropriate for you in your new role: <https://www.cu.edu/access>

* Complete any online trainings necessary to apply for travel or procurement cards Visit this webpage for a list of application forms which list the training courses necessary for application: <https://www.cu.edu/psc/forms-0>

## **NEW EMPLOYEE ORIENTATION ACTIONS**

## **Getting up to speed in your new role**

## **FIRST TWO WEEKS**

* Learn your individual work contact information:
  + Phone extension
  + Email address
  + Employee ID number

## **Make sure you understand the following:**

Working Unit and Department

* Expectations of what you are supposed to be doing on the job. Ask questions as necessary
* Department policies and procedures
* Emergency evacuation procedures, and campus closure procedures
* Office/ work area: breakroom, restroom, copy machine, office supplies, mail box
* Who you may go to with questions in when your supervisor is not available
* Typical schedule, break periods, how to request leave
* Office culture and expectations – keeping office doors open/ closed, saying hello/goodbye, taking time to socialize with co-workers, meeting etiquette, personal calls, personal devices, music, etc.

Information Technology

* + Computer – appropriate use and security (locking or logging off when away); treatment of confidential information
  + E-mail policies – use, etiquette, expectations, out of office notifications
  + Employee Portal – myCUinfo (access to pay advice, benefits, training, systems, etc.)
  + IT Help Desk, 5-HELP
  + Email lists – check to ensure you have been added
  + Office printer/copier use codes if applicable
  + Introduction to department Intranet if applicable
  + Introduction to campus Virtual Private Network (VPN)
  + Access to shared drives if applicable
  + Websites to bookmark to help you get up to speed in your new role

Telephone

* + Telephone Number
  + Telephone Procedures (dial 8 to call out, campus extensions using 2+last four digits/5+last four digits)
  + Online Campus Directory through [www.colorado.edu](http://www.colorado.edu)
* Department-specific directory
* Voicemail Procedures – greetings, expectations, out of office

**CU Boulder Campus Human Resources – Onboarding and Orientation Resources**

Boulder Campus Human Resources [www.colorado.edu/hr](http://www.colorado.edu/hr), 303-492-6475

* Register for the New Employee Welcome Experience:

1. Click on the following link - <https://universityofcolorado.skillport.com/skillportfe/custom/login/universityofcolorado/login.action?courseaction=Summary&amp;assetid=ilt_A10094>
2. Click on the Boulder campus icon
3. Log into the MyCUinfo Portal using your IdentiKey and password (The SkillSoft registration page for the New Employee Welcome Experience should automatically open)
4. Click the +/- button next to the “Sessions” folder to view the upcoming session dates
5. Hover your mouse over the date in which you are interested and click the blue “Enroll” option to the right of the date

You will receive a confirmation email at your Colorado.edu email address

Please call 303-735-7566 (or dial 5-7566 from any campus extension) if you need help with your enrollment.

## **FIRST 30 – 90 DAYS: ORIENTATION ACTIONS**

## **Make sure you understand the operations of your work unit and department.** *Some of these items were addressed in the first two weeks, but the additional checklist items will help you review:*

* Overview of your department’s operations, vision, mission and history.
* Departmental growth-past and future
* Organizational chart of your department or working area
* The department’s primary customers
* Departmental partners—on and off campus
* The services provided by the department
* The departments’ commitment to service and the importance of being a good service representative for the department
* Acronyms & symbols related to your department
* Departmental website, employee newsletter, other
* Industry awards and recognitions, areas where we excel in our industry, ‘Gold Star’ programs
* Scheduled meetings and events – be sure you have been added to ongoing or upcoming meetings/events

## **FIRST 30 – 90 DAYS: ORIENTATION ACTIONS - continued**

Travel, Purchasing and Expenses

* Travel policies and procedures
* University credit card policies
* Expense report procedures
* Purchasing policies/procedure

Professional Development Opportunities

* Division workshops
* Boulder Campus HR Employee Learning (free professional development trainings)
* Conferences

Marketing

* Department and Division Logos and marketing plan
* Strategic Relations (formerly University Communications) guidelines and templates for using CU-Boulder and Be Boulder branding <http://www.colorado.edu/strategicrelations/>

Professionalism, Professional Behavior and Dress

* Policy on mobile phones, and personal devices (tablets, radios, etc.) in the workplace
* Company property policies
* Professional and industry ethics
* Code of conduct policies
* Appropriate grooming guidelines
* Dress code/ uniforms
* Proprietary information policy

Office Policies, Procedures, and Operations

* Sending interoffice and U.S. mail
* Reserving a conference room
* Procedure on ordering supplies/equipment/furniture for position or work assignment
* Break room locations/policies
* Visitor policies
* Solicitation policies
* Alcohol and drug abuse policies – CU Boulder is a non-smoking campus
* Recycling, compost, zero waste <http://www.colorado.edu/ecenter/recycling>
* Events – retreats, group functions, bring your child to work day, bike to work day