Enter Department Name Here **- Department Reference Guide**

Division/College
Address Line 1
Address Line 2
Building
Boulder, CO Zip Code
Main Phone Number
<http://www.colorado.edu/hr>

Building name

Building details. Be sure to include the address, general location, and any pertinent building details.

**Benefits**

You have 30 days to sign up for medical and dental insurance and other benefits. Please review benefits options at <http://www.cu.edu/employee-services>. It is important to visit this page to learn about medical, dental, and vision benefits as well as retirement plans, payroll & tax information and other perks of employment.

* 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**

Break room info. Enter the details of your break room(s) here – be sure to include the room number and description of the location.

**Buff OneCard**

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

**Building Hours**

The building is open from enter your building hours here. If you would like after-hours access, please speak with contact name and email of your department’s key liaison. They will request access through your Buff OneCard.

**Business Cards & Nameplate**

Work with enter the name and email address of the person in your office who orders supplies to request new or additional business cards and/or name plate.

**Campus Maps**

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

You may also find hard copies of the campus map at the Parking Services Office located at 1050 Regent Dr., 502 UCB, Boulder, CO 80309
303-492-7384

**Cleaning Supplies**

Enter your office’s cleaning supply info here, e.g. where the vacuum and other cleaning supplies are located (room number, office number, etc.)

**Complimentary Head/Shoulder Portraits**

Do you need to dress up your C.V. or your website, bio sheet, or professional organization portrait? Strategic Relations (University Communications) offers complimentary photographs for university faculty and staff. Call (303) 492-3119 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 studio is located in the ARC building on East Campus in the Strategic Relations office on the 5th floor.

**Computer/System Problems – Request IT Help**

Visit <https://desktopsupport.colorado.edu/servicerequest/index.php/site/login> or use the icon on your desktop if available. Log in with your IdentiKey and password. Fill out a ticket for your service request.

If your department contracts with OIT’s dedicated desktop support, please use the above language and delete this text box. If not, please include your department specific IT policy, including the contact name and email, and delete the above text.

**Confidentiality Agreement**

If applicable, please provide information here. If not, feel free to delete this section and header

**Professional Association Membership Information**

If applicable, please provide information here. If not, feel free to delete this section and header

**Dress Code**

Describe your dress code guidelines here

**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. To obtain your EcoPass, visit the Buff OneCard office at the C4C.

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](https://bouldercolorado.gov/goboulder/eco-pass-extra).

**Emergency Alerts – Campus Wide Communications**

The CU Alert system provides real-time information about campus closures, extreme weather and other emergencies. Notifications will be sent straight to your mobile device text message. 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](http://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](https://www.facebook.com/cuboulder) and follow [@cuboulder](https://twitter.com/%40cuboulder) and[@cuboulderalerts](https://twitter.com/%40cuboulderalerts) on Twitter.

**Emergency Evacuation**

Enter the evacuation protocol for the building here

**Exercise Room**

If applicable, please provide information here. If not, feel free to delete this section and header

**IT Systems Used by the Department**

Enter information specific to the IT systems your department uses here, e.g. HCM, FIN, CU-SIS, CU-Marketplace, etc.

**Intranet** Hyperlink

If applicable, please enter your department Intranet information here. If not, please delete this section and header

**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/identikey>

For assistance with Identikey or MyCUinfo Portal access, contact:

[IT Services Center Help Desk](http://www.colorado.edu/oit/support-training/it-service-center)

303-735-HELP (4357)

help@colorado.edu

**Keys**

As a new employee, the office manager will request a key to your office, or swipe access with your Buff OneCard from Access Services which may take up to three days after you start. Work with contact name and email of your department’s key liaison.

**Letterhead, Fax Cover Sheets, and other Office Templates**

Letterhead, fax, and template information here

**Mail: Inter-office and U.S. Mail**

Pertinent mail information here.

**MyCUinfo Portal**

[MyCUinfo Portal](https://ping.prod.cu.edu/idp/startSSO.ping?PartnerSpId=SP:EnterprisePortal&IdpAdapterId=BoulderDirectory&TargetResource=https://portal.prod.cu.edu%2Fpsp%2Fepprod%2FUCB2%2FENTP%2Fh%2F%3Ftab%3DDEFAULT) 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](http://www.colorado.edu/oit/support-training/it-service-center)
303-735-HELP (4357)
help@colorado.edu

**Office/Building Maintenance**

Building Repairs
Enter building repair information, and contact names, numbers and email addresses

Office Repairs
Enter office repair information, and contact names, numbers and email addresses

**Office Supplies**

Enter information about how to order office supplies, and include the name and contact information of the person in the office that handles this function

**Other Office Purchases**

Check with your supervisor for large item requests. If you are a supervisor, for furniture or other large purchase requests, work with contact name and email for assistance.

**Parking**

Enter pertinent parking information here

**\*If you forget your parking permit –** call Parking Services at 2-7384 (303-492-7384) and tell them you forgot your permit. They will verify your records and give you the “word of the day”. Write this down and display it on your dash or mirror so that you will not get ticketed.\*

**Visiting Main Campus**

Main Campus Parking

There are several pay lots on campus. If your department is located on main campus, there may be a designated lot for your building. See campus parking map for details:

<http://www.colorado.edu/pts/sites/default/files/attached-files/UCB%20Parking%20Map.pdf>

If your department provides business use permits to employees, please enter that information here

By Bus

As an employee of CU-Boulder, you are encouraged to ride the bus free of charge. Your EcoPass is your buss pass.

The Stampede Bus runs between East Campus and Main Campus (usually every 10 minutes during the school year and every 20 minutes in the summer). The Stampede stops in front of the Marine Street Science Center (MSSC), across Marine Street to the Northeast of the ARC building. The Stampede stops at Main Campus in front of the University Memorial Center (UMC).

**Printer/Scanner/Copier Use**

Enter printer/scanner/copier information here

**Restrooms**

Enter restroom information here

**Recycling**

Each office should be equipped with a beige recycling bin. Please recycle papers in this bin in your office. Enter recycling location. Please do your part to recycle!

**Reserving Conference Rooms**

Provide instructions on how to reserve conference rooms in your building here

**Shredding Documents**

If applicable, please provide information here. If not, feel free to delete this section and header

**Smoking**

CU-Boulder is a non-smoking campus.

**Telephone – Telecom – Dial 8+ number for an outside line**

To reach internal CU extensions, dial either 2, or 5 plus the last four digits of the extension. For example, (303) 492-2254 would be reached by dialing 2-2254;
(303) 735-5503 would be reached by dialing 5-5503.

Please refer to your HR handbook for specific functions of the telephone and voicemail system.

**Trash**

Enter office trash policy here

**Travel**

Check with your supervisor on your travel needs. If your supervisor anticipates you will be traveling, they will assist you in obtaining a travel card. You may work with the office manager or Contact name and email for assistance with travel.

**Vending Machines**

Enter vending machine info, if applicable

**Water Club, or Other Department Clubs/Affinity Groups**

If applicable, information here

**Work Records/Timesheets/Leave Requests**

Your supervisor or office manager will go over this process with you. All employees record time through the MyLeave system in the MyCUinfo employee portal.

**Work Related Injuries**

Please contact your immediate supervisor within 3 days of an injury.