Click here to enter a date.

Dear Enter appointee name here:

Welcome to CU-Boulder! We are thrilled you made the decision to Be Boulder and become a member of our campus community.

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.**

The purpose of this letter is to help you get started as a new member of our campus community.

**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

Review benefits information: <https://www.cu.edu/node/44747>

* 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    
  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**We encourage you to 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>

**Here are some ways for you to get to know our department**

Enter specific department information that will help the new hire ease into their first day (i.e., parking, kitchen amenities, appropriate dress, nearby restaurants, etc.).

If you have any questions, please do not hesitate to ask. We look forward to working with you!

Sincerely,

Enter name

Department of Enter department name here



Enter department contact information