



New Employee Toolkit



Human Resources
UNIVERSITY OF COLORADO **BOULDER**



Before Your First Day

6 Action Items

		Action	Contact Information
<input type="checkbox"/>	1	Complete I-9 Section 1	I-9 Website I-9forms@colorado.edu; 303-735-8191
<input type="checkbox"/>	2	Activate your Identikey	IdentiKey Manager Website oithelp@colorado.edu, 303-735-4357
<input type="checkbox"/>	3	Access your CU email	Email Information Website oithelp@colorado.edu, 303-735-4357
<input type="checkbox"/>	4	Schedule QuickStart (check with supervisor)	New Employee Website Zoom link: https://cuboulder.zoom.us/j/96319715870
<input type="checkbox"/>	5	Request/Pick Up Buff OneCard	Buff OneCard Website boc@colorado.edu; 303-492-0355 M-F 8 AM-4:30 PM
<input type="checkbox"/>	6	Complete I-9 Section 2	I-9 Website I-9forms@colorado.edu; 303-735-8191

Before Your First Day

1. I-9 Section 1

☐ Complete your I-9 Section one

What is it?	How do I do it?	What else do I need to know?
Employee Verification	You received an email from HireRight to your personal email with instructions on completing your I-9 Section 1. If you did not receive this email, email I-9forms@colorado.edu	<ul style="list-style-type: none">• Be sure to check your spam folder if you did not receive this email• If you completed your I-9 with the university within the past 3 years, you do not need to complete it again

2. Identikey

☐ Activate your Identikey

What is it?	How do I do it?	What else do I need to know?
Username and password to log into campus systems including the employee portal	<ol style="list-style-type: none">1. Go to the Identikey Manager website and click "Activate My Identikey"2. See step by step instructions here	<ul style="list-style-type: none">• You will need your employee identification number to claim your identikey. This was sent to you in your "Welcome to CU" email which signified your identikey was ready to be activated. Your supervisor will also know your employee ID.• You will need the last four digits of your social security number. If you do not have a social security number yet, contact oithelp@colorado.edu or 303-735-4357• Make sure you select faculty or staff member

3. Email

☐ Access your CU Boulder email account

What is it?	How do I do it?	What else do I need to know?
Work Email Address	Log into Microsoft 365 Outlook with your idenitkey@colorado.edu and password	<ul style="list-style-type: none">• 24 Hours after you activate your identikey, you are eligible to log into your CU email account• Learn more about your email here

Before Your First Day

4. Schedule QuickStart

- ☐ Discuss with supervisor if attending QuickStart is a good option for you and schedule time to attend within first two weeks of start date

What is it?	How do I do it?	What else do I need to know?
Set-up tasks for benefits-eligible new employees	Discuss with supervisor if they would like you to attend Quickstart. No registration required.	<ul style="list-style-type: none">QuickStart is generally offered <i>virtually</i> via zoom most Mondays from 9:00-10:30 AM MSTList of Dates/timesZoom link: https://cuboulder.zoom.us/j/96319715870

5. Buff OneCard

- ☐ Send for your Buff OneCard and pickup


What is it?	How do I get it?	What else do I need to know?
Official University Identification	<ol style="list-style-type: none">Email boc@colorado.edu from your CU Boulder email account and include the following:<ol style="list-style-type: none">Full nameEmployee IDAttach a photo of yourself following these guidelines:<ol style="list-style-type: none">face forward, plain/light background, no hats/sunglassesInclude your mailing address if you are not able to pickupThe Buff OneCard office will contact you when it is ready to be picked up at the Center for Community (C4C) N180, M-F 8 AM-4:30 PM	<ul style="list-style-type: none">You will receive confirmation that your photo has been received and accepted within two business daysIf you request your card to be mailed, there will be significant delaysThe Buff OneCard is commonly used for building access, campus cash, and attendance for some events

Before Your First Day

5. I-9 Section 2

☐ Complete your I-9 Section 2

What is it?	How do I do it?	What else do I need to know?
Employee Verification	<ol style="list-style-type: none">Bring your acceptable documents to one of two locations.<ol style="list-style-type: none">Administrative & Research Center (ARC)<ol style="list-style-type: none">M-F 9 AM-3 PM3100 Marine St 3rd Floor, Boulder CO 80309Regent Administrative Center basement<ol style="list-style-type: none">M-W 9 AM-3 PM1B28 2055 Regent DriveIf you live more than 100 miles from campus, please fill out this form and the I-9 Office will contact you letting you know next steps.	<ul style="list-style-type: none">Must be completed within 3 business days of your start dateYou do not need an appointment and the process usually takes about five minutes

 **TIP:** Most new employees pick up their Buff OneCard and complete their I-9 Section 2 during their first week of work and a colleague or supervisor will walk them over to the C4C.



The First Month

4 Action Items

		Action	Contact Information
<input type="checkbox"/>	1	Setting up MyCUInfo Portal	
<input type="checkbox"/>	2	Enroll or Waive Benefits	Benefits Website benefits@colorado.edu ,
<input type="checkbox"/>	3	Complete Mandatory Trainings	
<input type="checkbox"/>	4	Register for New Employee Programs	New Employees Website newatcu@colorado.edu

The First Month

1. Set up in MyCUInfo

☐ Complete new employee tasks in MyCUInfo Portal

1. Log into <http://mycuinfo.colorado.edu/>
2. Log in with your identikey and password
3. Accept the Digital ID Card (first time users)



IMPORTANT: Some areas of MyCU Info require a [two-factor authentication](#). You can either have the system text or call you to gain access. If you do not have a phone number on file, please contact hrsc@colorado.edu.

For the following action items, click on “CU Resources” in the top left corner and click on “My Info and Pay”

Action Item	How do I do it?
Complete/Verify Personal Information	Click on the “My Info” tile with the profile avatar, name, and employee ID and complete the following categories: Addresses, Contact Details, Name, Emergency Contacts, Additional Information, Text Alert Preferences; Optional: Ethnic Groups, Disability, Veteran Status
Learn about Paychecks	Click on the “Paychecks” tile. You are eligible to see your paycheck before the end of the month. Employees are paid the last business day of the month. <ul style="list-style-type: none">• Learn more about how to read your paycheck• See your paydates
Set up Direct Deposit	Click on the “Direct Deposit” tile. Payroll runs about halfway through the month. Check with your HR Liaison to see if you will be paid via direct deposit or via paper paycheck in the mail.
Complete the W-4	Click on the “W-4” tile and follow the instructions to set up you W-4. Do this at the same time you set up your direct deposit to ensure your tax withholdings are correct.
Set up your Preferences and Time Tracking (My Leave)	For employees who utilize My Leave for their time tracking system, click on “My Leave.” Work with your supervisor to set up your preferences as well as how to take time off for vacation/sick leave. <ul style="list-style-type: none">• More information on leave• If you do not use My Leave, your supervisor or HR Liaison will inform you of how to track your time in your department’s time tracking system

The First Month

2. Enroll or Waive Benefits

- ☐ Enroll or waive your benefits within the first 31 days of your start date. You will be automatically enrolled in a plan if you do not choose to waive.

For the following action items, click on “CU Resources” in the top left corner and click on “Benefits & Wellness”

Action Item	How do I do it?
Review/Attend a Pay & Benefits Orientation	We offer two options to learn about your Pay/Benefits 1. Online video orientations in Spanish and English 2. In-Person orientations offered almost every other Monday in Administrative & Research Center (ARC) room 346 from 2:30-4 PM
Enroll or Waive Benefits	Click on the “Enroll in Benefits” tile once you are ready to enroll/waive. If you do not have an “Enroll in Benefits” tile contact benefits@cu.edu or 303-860-4200 opt 3.

3. Complete Mandatory Trainings

- ☐ Complete the Discrimination and Sexual Misconduct training and CU Information and Privacy Awareness training

Click on the link below and then select the Boulder campus and after logging in, the course will automatically load in a separate window.

Action Item	Additional Information
Discrimination and Sexual Misconduct	The course title is "Discrimination and Sexual Misconduct, CU Boulder and System." After successfully passing the course, it takes approximately 3 business days for the score to be reflected in an employee's training record. This course must be repeated every three years.
CU Information Security Awareness	The course title is “CU: Information Security Awareness.” This required course is to be taken by all CU employees within 60 days of hire and repeated every two years.

The First Month

4. Register for New Employee Programs

☐ Work with your supervisor to see when you can attend New Employee Programs

Click on the link below and select “Register for the New Employee Welcome Experience”, then select the CU Boulder campus after logging in and sign up for the date that works for you.

Action Item	What is it?
New Employee Welcome Experience	<ul style="list-style-type: none">• In-Person: Offered almost every other week on <i>Wednesdays from 9:00 AM-3:30 PM</i>. Participants can expect a walking tour of Main Campus, bus tour of East Campus, meet and greet with executive leadership and free lunch• Virtual: Offered four times a year intended for remote employees who are not able to attend the in-person New Employee Experience. Participants can expect a google earth tour and history of significant buildings on Main/East campus
CU Discover	Virtual webinars offered one to two times a month focused on other useful information for new employees to know within their first year. Topics might include, Tuition Assistance Benefit, Perks & Programs, Structure of Higher Education etc.