



New Employee Checklist for CU Boulder

Prepare: Things to do before your first day of work

- 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:**
 - The Employee Services group at the Systems Administration offices located in Denver manages benefits and Payroll for all four campuses of the University of Colorado. <https://www.cu.edu/employee-services/benefits>
 - *Your benefits eligibility begins on your official start date. You may enroll online through your MyCUinfo portal once you have started work.*
 - Talk to Benefits professionals:
 - Counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday 303-860-4200 or employeeservices@cu.edu
 - Individual benefits counseling appointments are available on the Boulder Campus by-appointment only. Call 303-860-4200 to schedule.
 - Register for an in-person New Employee Benefits Orientation <https://www.cu.edu/employee-services/benefits/new-employee-benefits-orientations>. Sessions are held the 2nd and 4th Thursday of each month in the Administrative Research Center located at 3100 Marine St. Boulder, CO 80309. Room #620.

- Explore the Campus:**
 - Visit the extensive campus website: 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>



Set-up: Things to do in your first 30 days at work

- **WITHIN THE FIRST 3 DAYS OF WORK, complete Federal Form I-9:**
<https://www.colorado.edu/hr/policies-guidance/i-9-guidance>. 303-492-6475
 - **Bring original documents for authorization to work - no copies.**
 - Visit the I-9 verification office designated for your department. Check with your department's Payroll and Personnel Liaison (PPL) for location.
 - You may also bring your documents to the Human Resources I-9 Locations:
Administrative Research Center (ARC) Building
3100 Marine St. Boulder, CO 80309 Third Floor
or
Old Main Building, B-1 (basement office)
1600 Pleasant St, Boulder, CO 80302

- **Activate your IdentiKey** (if you did not complete this step prior to start)
<http://www.colorado.edu/oit/tutorial/identikkey-primary-account-activation>
Call the Office of Information Technology for help at 5-HELP from any campus phone (303-735-4357)

- **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.

- **Complete Online Employee Set-up Items through your MyCUinfo Portal**
<https://www.cu.edu/employee-services/employee-portal>
 - W-4 – tax withholding information
 - Direct Deposit – designate bank account for pay
 - Personal Information – update and/or verify
 - Verify campus alerts preferences

- **Obtain your Buff OneCard and Eco-Pass Card** – bring a photo ID
<https://www.colorado.edu/buffonecard/>

- **Online Benefits Enrollment** Managed by Employee Services in Denver
<https://www.cu.edu/employee-services/benefits>
 - Speak with Benefits Professionals or sign up for a benefits orientation session:
 - Counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday 303-860-4200 or employeeservices@cu.edu
 - Individual benefits counseling appointments are available on the Boulder Campus by-appointment only. Call 303-860-4200 to schedule.
 - Benefits Orientation <https://www.cu.edu/employee-services/benefits/new-employee-benefits-orientations> 90-minute sessions, 2nd & 4th Thursdays.



Set-up: Things to do in your first 30 days at work

Complete Required Online Campus Training*:

You will complete these trainings through SkillSoft, accessed from your MyCUInfo portal: <https://www.cu.edu/doc/ssqrhomepagepdf-3>

To find courses in Skillssoft for CU employees:

1. Log into your campus portal <https://my.cu.edu>
2. Click **NavBar**
3. Select **CU Resources**
4. Select **Training**
5. Select **Start Skillsoft**
6. Select **Library** from the top of the screen
7. Select the **Boulder Campus** folder
8. Select a topic from **Categories**
9. Select a course and click **LAUNCH**

Required Trainings for ALL employees:

- Discrimination and Harassment – Boulder Campus
- Information Privacy and Security
- Fiscal Code of Ethics - Required for most positions, recommended for all - completed through myCUInfo Portal

Required Training for Supervisors of Classified Staff:

- Performance Management Training for supervisors of Classified Staff

Additional Training that may be necessary in your new role:

Access to CU Software systems:

- HCM, Finance, CI-SIS, 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>

Travel and Procurement:

- 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>

*If you are a faculty member, contact the Office of Faculty Affairs to inquire about any additional required trainings. <https://www.colorado.edu/facultyaffairs/> (303) 492-5491



Orientation: Becoming oriented with your role, your department and the CU Boulder campus

First 2 Weeks – Orientation items to get you started

Visit the CU Boulder Campus HR Webpages for New Employees
<https://www.colorado.edu/hr/new-employees>

Register for the New Employee Welcome Experience, a day-long introduction to the Boulder campus that includes a tour, lunch and learning provided by Boulder campus HR:

1. Click on the following link:
https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&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. 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. Call 303-735-7566 (or dial 5-7566 from any campus extension) if you need help with your enrollment.

Benefits Orientation provided by Employee Services (the office in Denver that manages benefits and payroll for all four campuses)

- **Register for an in-person, 90-minute benefits overview provided by Employee Services, the office in Denver that manages benefits for all four campuses**
 1. Click on the following link: <https://www.cu.edu/employee-services/benefits/new-employee-benefits-orientations>
 2. Select the date you would like to attend and click, “Register”



First 2 Weeks – Orientation items to get you started

Learn your individual work contact information

- Phone extension
- Email address
- Employee ID number

Working Unit and Department – Your supervisor can provide answers

- 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 (for example, 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 (IT)

- 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 info, benefits, training, etc.)
- IT Help Desk, 5-HELP (303-735-4357)
- 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 Procedures (dial 8 to call out, campus extensions using 2+last four digits/5+last four digits) <https://oit.colorado.edu/services/voice-communications/telephone-service>
- Your Telephone Number
- Voicemail Procedures – greetings, expectations, out of office
- Online Campus Directory through www.colorado.edu



First 30 – 90 Days – orientation items to get you up to speed

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
- Services provided by the department
- The department’s primary constituents or “customers”
- Organizational chart of your department or working area
- Departmental partners—on and off campus
- 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

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 <https://www.colorado.edu/hr/employee-learning>
 - Most courses are free
- Conferences

CU Boulder Brand, Logos, Department Logos, Communications Images

- Department and Division Logos and communications plan if applicable
- Strategic Relations and Communications guidelines and templates for using CU Boulder and Be Boulder branding <https://www.colorado.edu/brand/>



Professionalism, Professional Behavior and Dress

- Department policy on mobile phones, and personal devices (tablets, radios, etc.) in the workplace
- University property policies
- Professional and industry ethics
- CU Code of Conduct: <https://www.cu.edu/ope/aps/2027>
- 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 for 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>
- Department events – retreats, group functions, bring your child to work day, bike to work day, etc.

**Contact the Boulder Campus Department of Human Resources
for additional guidance or answers to your questions**

**CU Boulder Department of Human Resources
3100 Marine St.
Boulder, CO 80309
303-492-6475**

**NewAtCU@colorado.edu
<https://www.colorado.edu/hr/>**

