



New Employee Checklist

Your First 31 Days

Five essential actions to take in your first month.

In the MyCUinfo Portal		✓	Questions or Help
1	Portal Actions: a. Verify/Complete Personal Information b. Set-up Direct Deposit c. Complete W-4 d. Set My Leave Preferences* e. Learn about Paychecks	<input type="checkbox"/>	303-860-4200, opt. 2 or payroll@cu.edu
2	Enroll or Waive Benefits	<input type="checkbox"/>	303-860-4200, opt. 3 or benefits@cu.edu
3	Complete Mandatory and Additional Training	<input type="checkbox"/>	system.training@cu.edu
4	Register for New Employee Programs	<input type="checkbox"/>	newatcu@colorado.edu
Non-Portal Actions			
5	Know Health & Safety Requirements	<input type="checkbox"/>	Supervisor or Department HR
	International Employees and stipend recipients– Set-up appointment with International Tax	<input type="checkbox"/>	intltax@cu.edu
	Additional Resources		

**For departments using My Leave.*



You will need to access the MyCUinfo portal to complete the following items:


Visit <http://mycuinfo.colorado.edu/>

- Log in with IdentiKey and password
- Accept Digital ID Card (First time users)
- If you are a student, click on the CU Resources tab at the top. Do not go to the Buff Portal.

Two-Factor Authentication

- For when you try to access areas in the portal with personally identifiable information.
- [Learn more about two-factor authentication.](#)

1. Portal Actions

- a. [Verify/Complete Personal Information](#)
- b. Set-up [Direct Deposit](#)
 -  a. Must set-up by the 17th of the month.
 - b. If it is after the 17th, you will receive a paycard. Learn more about [paycards](#).
- c. [Complete the W-4](#)
- d. [Set up Preferences and Time Tracking – My Leave](#)
 - a. Check with your supervisor or department HR to verify the timekeeping system you use.
- e. Learn about [Paychecks](#)
 - a. Salaried employees are paid monthly. [View Pay Days](#).

2. Enroll/ Waive Benefits

Enroll or waive benefits within your **first 31 days** from your hire date.

- View the online [Benefits Orientation](#) before you begin to enroll in benefits.
- Visit the [New Employee Benefits webpages](#) and learn [how to enroll](#) in benefits.

3. Complete Training

Mandatory Training

All CU Boulder employees are required to take the Sexual Misconduct, Discrimination, and Harassment training course. [Access the Discrimination and Harassment Mandatory Training](#)

Access Based Training

Check with your supervisor about applications or systems access you need access to for your role. Visit the [Request Access page](#) to understand training requirements to request access.

[Campus Security Authority](#) is required for all campus security authorities, including CU faculty and staff members with significant responsibility for student and campus activities. It focuses on learning the crime-reporting requirements under the Clery Act. The Clery Act requires gathering crime data from a wide variety of campus security authorities (CSA) and publishing it to ensure students know about dangers on campus.

4. Register for New Employee Programs

[The New Employee Welcome Experience](#):

Designed to give an understanding of CU Boulder's history, organizational structure operations, mission, and values.

[CU Discover Series](#):

Topic based seminars designed to give more information on campus initiatives, benefits, resources, perks and working in higher education.

Sponsored by CU Boulder Human Resources.



Non-Portal Actions

5. Know Health & Safety Requirements

If your position requires you to be on campus, the university is committed to supporting your well-being during this time of transition. Review the [Faculty & Staff page of the Protect Our Herd website](#) to learn about measures in place.



International Employees

- All international employees and stipend recipients are required to meet with an International Tax Specialist
- To ensure accurate taxation of their pay and to review for potential tax treaty benefits that might be available to them.
- [Appointments](#) should be **scheduled as near the hire date as possible**, and within the calendar year of hire, to avoid retroactive corrections to withholding and year-end tax reporting documents.

More information for international employees can be found on the [Employee Services International Employees webpages](#).



Additional Resources

- [CU Boulder Transportation Options](#)
- [Benefits, Perks and Resources](#)
- [Human Resources COVID-19 Information](#)
- [OIT's Resources for Working Remotely](#)

