# New Employee Checklist

## Your First 31 Days

Five essential actions to take in your first month.

<table>
<thead>
<tr>
<th>In the MyCUinfo Portal</th>
<th>Questions or Help</th>
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<td>1 - Portal Actions:</td>
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</tr>
<tr>
<td>a. Verify/Complete Personal Information</td>
<td>303-860-4200, opt. 2 or <a href="mailto:payroll@cu.edu">payroll@cu.edu</a></td>
</tr>
<tr>
<td>b. Set-up Direct Deposit</td>
<td></td>
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<tr>
<td>c. Complete W-4</td>
<td></td>
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<tr>
<td>d. Set My Leave Preferences*</td>
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<tr>
<td>e. Learn about Paychecks</td>
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<tr>
<td>2 - Enroll or Waive Benefits</td>
<td>303-860-4200, opt. 3 or <a href="mailto:benefits@cu.edu">benefits@cu.edu</a></td>
</tr>
<tr>
<td>3 - Complete Mandatory and Additional Training</td>
<td><a href="mailto:system.training@cu.edu">system.training@cu.edu</a></td>
</tr>
<tr>
<td>4 - Register for New Employee Programs</td>
<td><a href="mailto:newatcu@colorado.edu">newatcu@colorado.edu</a></td>
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</tbody>
</table>

**Non-Portal Actions**

| 5 | Know Health & Safety Requirements | Supervisor or Department HR |
| 6 | International Employees and stipend recipients – Set-up appointment with International Tax | intltax@cu.edu |

### Additional Resources

*For departments using My Leave.*

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

Visit [http://mycuinfo.colorado.edu/](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](#)