

New Employee Checklist

Get an Early Start

Four essential actions before your first day:

	Action	✓	Questions or Help
1	Activate IdentiKey	<input type="checkbox"/>	oithelp@colorado.edu ; 303-735-4357
2	Get your Buff OneCare and Eco Pass	<input type="checkbox"/>	boc@colorado.edu
3	Complete Section #1 of Form I-9	<input type="checkbox"/>	i-9forms@colorado.edu ; 303-735-8191
4	Schedule appointment for Section #2 of Form I-9	<input type="checkbox"/>	i-9forms@colorado.edu ; 303-735-8191

1. Activate IdentiKey

What is it?	How do I do it?	What else do I need to know?
Username and password to log into campus systems.	<ul style="list-style-type: none"> • Instructions emailed by the CU Boulder Office of Information Technology (OIT). • Can also visit https://identikey.colorado.edu/ to begin activation. 	<ul style="list-style-type: none"> • Needed: <ul style="list-style-type: none"> ○ Employee ID Number ○ Last 4 of your SSN • If you do not have a social security number, contact oithelp@colorado.edu or 303-735-4357. • Former students, employees or temps may not need to activate again. • Visit https://identikey.colorado.edu/ if you need to reset your password.

2. Get Buff OneCard and Eco Pass

What is it?	How do I get it?	What else do I need to know?
Buff OneCard- Official university identification. Eco Pass- RTD bus pass.	<ul style="list-style-type: none"> • Email boc@colorado.edu and include the following: <ul style="list-style-type: none"> ○ Full name ○ Mailing address ○ Attach a photo of yourself following these guidelines: <ul style="list-style-type: none"> ▪ Face forward ▪ Plain, light background ▪ No hats or sunglasses 	<ul style="list-style-type: none"> • Confirmation that the photo has been received and accepted within two business days. • Buff OneCard office will mail card to mailing address. • If you are unable to receive your card in the mail, please request that the card is held for pick-up.

3. Complete Section #1 of Form I-9

What is it?	How do I do it?	What else do I need to know?
Employment Verification	Section 1 <i>Email</i>	Complete the actions in email invitation from HireRight.
		Please check your spam folder if you did not receive this email.

4. Complete Section #2 of Form I-9

What is it?	How do I do it?	What else do I need to know?
Section 2 <i>In-person must be completed within first 3 days of employment.</i>	<ul style="list-style-type: none"> • Appointments are required- Make an Appointment. • See location schedule below. 	<ul style="list-style-type: none"> • You must bring your acceptable documents to complete the I-9.

Where to Complete Section #2

- Location: [Regent](#) (Main Campus) 1B28
- Hours: 9:00am – 3:00pm, Monday through Friday
- What to Bring: The employee should provide [acceptable documents](#) to complete the I-9.

**Appointments no longer required*



Under the following circumstances employees should not come to the I-9 office. Please contact i-9forms@colorado.edu arrange to complete the I-9 remotely.

- Individuals with confirmed COVID-19
- Individuals showing symptoms and under investigation of COVID-19
 - Those with household members, intimate partners, and caregivers in a non-healthcare setting of those individuals identified above
- Individuals not located in Colorado during the first three days of employment