

New Employee Checklist

Get an Early Start

Four essential actions before your first day:

	Action	✓	Questions or Help
1	Activate IdentiKey	<input type="checkbox"/>	oihelp@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 oihelp@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.

Claim and activate your [IdentiKey](#)

An IdentiKey consists of a CU Boulder login name and an IdentiKey password. An IdentiKey is the credential that uniquely identifies you to online services and campus computing facilities so that they may grant you access.

- Your primary IdentiKey account is directly associated with your affiliation(s) at the University of Colorado Boulder.
- You will receive an email from the Office of Information Technology when your IdentiKey is ready to be claimed. You must [activate your account](#) in order to set your security questions and password. You will need your unique employee ID number and last four of your social security number to activate your IdentiKey. You should receive an email with your employee ID

once it is created. If you do not receive an email with your employee ID, please contact your new supervisor or HR representative.

- After you claim your Identikey, you will gain access to your [email account](#).
- Call the Office of Information Technology at 5-HELP (303-735-4357) from any campus phone for assistance. You can also email help@colorado.edu for support.

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.	<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.
Eco Pass- RTD bus pass.		

Your Buff OneCard is your official university identification. Cards are often used for building access, campus cash, campus services and some events.

How to get your card:

Email boc@colorado.edu and include the following:

- Your full name and employee ID (if available)
- Your mailing address. If you would prefer to pick your card up at the [Buff OneCard Office](#) on campus, please request that it be held for pick-up.
- Send a photo to be placed on your Buff OneCard. Attach the photo of yourself following these guidelines:
 - Photo should be facing forward in front of a plain, light background.
 - No hats or sunglasses.

You should receive a confirmation from the Buff OneCard office that the photo has been received and accepted within two business days.

The Buff OneCard office will mail card directly to your mailing address.

- Delays in mailing services may delay receipt of the card.
- If you prefer to pick-up the card from campus, request for it to be 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">• See location schedule below.	<ul style="list-style-type: none">• You must bring your acceptable documents to complete the I-9.

Complete Section 1 of the Form I-9

Completion of Form I-9 is a shared responsibility of both the employee and the university.

- You will receive an email from Hire Right inviting you to complete Section #1 of the Form I-9.
- Section #1 must be completed by the employee on or before the first day of employment.
- Form I-9 can be completed as soon as, but not before, a job offer has been extended and accepted.

Complete Section 2 of the Form I-9

- Section #2 must be completed by an I-9 partner, or authorized university representative, **within the first three days of employment.**
- You will need to provide original, [acceptable documents](#) to complete the I-9.
- To complete section two of the I-9, please visit one of our [two locations](#).

Office Locations

Administrative & Research Center- Monday through Friday 9:00 am to 3:00 pm
3100 Marine St., Third Floor
Boulder, CO 80309

Regent Administrative Center - Monday through Wednesday 9:00 am to 3:00 pm
Room 1B28, Basement
2055 Regent Drive

Departments with employees who are unavailable during office hours or are working out of state or country should contact CU Boulder HR about options for completing the I-9 at i-9forms@colorado.edu or 303-735-8191.