# New Employee Checklist

*Get an Early Start*

Four essential actions before your first day:

<table>
<thead>
<tr>
<th>Action</th>
<th>Questions or Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Activate IdentiKey</td>
<td><a href="mailto:oithelp@colorado.edu">oithelp@colorado.edu</a>; 303-735-4357</td>
</tr>
<tr>
<td>2 Get your Buff OneCard and Eco Pass</td>
<td><a href="mailto:boc@colorado.edu">boc@colorado.edu</a></td>
</tr>
<tr>
<td>3 Complete Section #1 of Form I-9</td>
<td><a href="mailto:i-9forms@colorado.edu">i-9forms@colorado.edu</a>; 303-735-8191</td>
</tr>
<tr>
<td>4 Schedule appointment for Section #2 of Form I-9</td>
<td><a href="mailto:i-9forms@colorado.edu">i-9forms@colorado.edu</a>; 303-735-8191</td>
</tr>
</tbody>
</table>

## 1. Activate IdentiKey

**What is it?**
Username and password to log into campus systems.

**How do I do it?**
- Instructions emailed by the CU Boulder Office of Information Technology (OIT).
- Can also visit [https://identikey.colorado.edu/](https://identikey.colorado.edu/) to begin activation.

**What else do I need to know?**
- Needed:
  - 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/](https://identikey.colorado.edu/) if you need to reset your password.

## 2. Get Buff OneCard and Eco Pass

**What is it?**
- Buff OneCard - Official university identification.
- Eco Pass - RTD bus pass.

**How do I get it?**
- Email boc@colorado.edu and include the following:
  - Full name
  - Mailing address
  - Attach a photo of yourself following these guidelines:
    - Face forward
    - Plain, light background
    - No hats or sunglasses

**What else do I need to know?**
- 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

<table>
<thead>
<tr>
<th>What is it?</th>
<th>How do I do it?</th>
<th>What else do I need to know?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Verification</td>
<td>Section 1 Email</td>
<td>Please check your spam folder if you did not receive this email.</td>
</tr>
</tbody>
</table>

4. Complete Section #2 of Form I-9

<table>
<thead>
<tr>
<th>What is it?</th>
<th>How do I do it?</th>
<th>What else do I need to know?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2 In-person must be completed within first 3 days of employment.</td>
<td>• Appointments are required- Make an Appointment.</td>
<td>• You must bring your acceptable documents to complete the I-9.</td>
</tr>
<tr>
<td></td>
<td>• See location schedule below.</td>
<td></td>
</tr>
</tbody>
</table>

Where to Complete Section #2

- Spring 2021
  - Location: Administrative & Research Center, 3100 Marine Street, 3rd floor
  - Hours: 9:00am – 12:00pm, Monday, Tuesday & Wednesday (by appointment only)
  - Schedule an appointment online.

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