QuickStart

• **What**: QuickStart is a virtual presentation of the [New Employee checklist](#) covering the basics of set-up for new employees. Topics covered include: completing your I-9, setting up direct deposit, how to enroll in benefits, employee perks, portal access, leave and time tracking, etc.

• **When**: 9:00-10:30 a.m. MST, *most* Mondays ([see online calendar](#))

• **Where**: Zoom link [https://cuboulder.zoom.us/j/96319715870](https://cuboulder.zoom.us/j/96319715870)

• **Who**: Any permanent, benefits eligible new employee that is new to the Boulder campus is welcome to join any QuickStart session on or after their start date. It is the responsibility of the Supervisor to work with their new employee to determine which session date they will attend within their first 2 weeks. Participation is not required.
QuickStart Resources

• Website updates
  – Supervisors Onboarding Guidance webpage
  – QuickStart webpage
  – New Employee webpage
  – HR Liaisons webpage

• Email Enhancements
  – New Employees
    • Welcome to CU
  – Supervisors / Hiring Contacts
    • Onboarding Your New Employee (external hire)
    • Onboarding Your New Employee (internal hire)
    • Hire Information
QuickStart Support

• **Virtual Q&A Walk-In Hours** for Supervisors & HRLs
  – Have questions about QuickStart and/or the new process? Join at your convenience!
  – **Virtual Q&A Walk-In schedule of dates and times**
    • Tuesday, February 6, 12:00-12:30
    • Tuesday, March 5, 12:00-12:30
    • Zoom link [https://cuboulder.zoom.us/j/96319715870](https://cuboulder.zoom.us/j/96319715870)

• **Demo QuickStart!**
  – Supervisors and HRLs are welcome to join *any* QuickStart if interested in better understanding the presentation and topics reviewed (*no RSVP needed*)

• **Contact the Onboarding team**
  – [NewatCU@colorado.edu](mailto:NewatCU@colorado.edu)