



Human Resources
UNIVERSITY OF COLORADO **BOULDER**

QuickStart

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>
- **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>
- **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