

International Affairs Program (IAFS)  
and  
Peace, Conflict, and Security Program (PACS)

New Employee Onboarding

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## I. NEW EMPLOYEE ONBOARDING INFORMATION & ACTION ITEMS

- If you are a **new** CU employee, you will cover a lot of this information during CU's [QuickStart](#), which you will schedule with HR in conjunction with your start date. Please review [CU Human Resources' New Employee webpage](#) for more information as well.
- If you are a **current** CU employee, most of this information might not apply, but could still be helpful to review as needed.

### 1. Background Check

ACTION REQUIRED: Respond to HireRight email

TIMELINE: As soon as you receive the email

- As specified in your offer letter, IAFS/PACS Admin will email CU's HR team to request your background check. You will receive an email from HireRight ([customersupport@hireright.com](mailto:customersupport@hireright.com)) that will direct you to complete the authorization form online. This background check must be completed prior to employment. Please respond to HireRight's email as soon as you receive it so we can proceed with setting you up in CU systems.
- Once your background check is complete, IAFS/PACS will receive a confirmation email. CU employees are required to renew background checks every few years.
- Learn more about [CU's Background Check Policy](#).

### 2. Personal Information Worksheet

ACTION REQUIRED: Complete Personal Information Worksheet

TIMELINE: Shortly after offer letter is signed (this form is required for payroll to set you up as employee in system)

- To set you up as an employee in the CU system, you must complete the [Personal Information Worksheet](#). You will either receive this form from A&S's Faculty Affairs Manager or IAFS/PACS, who will submit your completed form to payroll.

### 3. I-9 & E-Verify

ACTION REQUIRED: Complete I-9 form and bring original, acceptable documents to campus

TIMELINE: Within 3 days of your employment start date

- Within three days of your employment start date, you must verify your employment eligibility by completing and signing a I-9 form and bring acceptable documents (such as a valid US passport, etc.) to CU's I-9 Coordinator.
- Visit the [CU Boulder Employment Eligibility page](#) for more information, acceptable documents needed and I-9 Office locations.

#### 4. Employee ID Number (EID)

**ACTION REQUIRED:** Complete Personal Information Worksheet (instructions above). EID will be sent to you either by A&S's Faculty Affairs Manager or IAFS/PACS Admin

**TIMELINE:** Shortly after offer letter is signed and payroll enters you in system

- Either A&S's Faculty Affairs Manager or IAFS/PACS Admin will route your signed offer letter and Personal Information Worksheet to payroll to set you up in the system. Once your profile is created, an employee ID will be generated for you. Either HR or IAFS/PACS will send this to you for your reference and so you can set up your other CU systems.

#### 5. IdentiKey: Your unique login username for all systems

**ACTION REQUIRED:** Activate your IdentiKey

**TIMELINE:** As soon as you have your employee ID

- All employees at the University of Colorado Boulder have a unique login username called an IdentiKey, which you will use to log into all CU systems.
- Once you have received your employee ID, you will need to [activate your IdentiKey at this link](#). For a tutorial on activating your IdentiKey, visit [here](#).
- Please be sure to activate your IdentiKey as soon as possible.

#### 6. Required Training on Sexual Misconduct, Discrimination, & Harassment

**ACTION REQUIRED:** Complete mandatory online training; inform IAFS/PACS upon completion

**TIMELINE:** Within 30 days of your employment start date

- As per your offer letter, you are required to take a mandatory online training on sexual misconduct, discrimination, and harassment within 30 days of your employment. The training takes around 45 minutes - 1 hour. Please notify IAFS/PACS Admin when you have completed the training for our records.
- Employees are required to renew their training every 3-5 years. Our offices will notify you when you need to renew.
- More information is available on the [Office of Institutional Equity and Compliance Education](#) page.

#### 7. Your CU Email

**ACTION REQUIRED:** You can access your CU email account after you activate your IdentiKey

**TIMELINE:** As soon as IdentiKey is activated

- Once you set up your IdentiKey, you should automatically have a colorado.edu email address. This will be either your IdentiKey@colorado.edu or firstname.lastname@colorado.edu.
- CU's employee email system is [Microsoft Office 365](#).
- You will also have access to [Google Workspace](#).

## 8. MyCUInfo: Employee Portal

**ACTION REQUIRED:** Set up Direct Deposit, W-4, Personal Information, and campus Alerts preferences

**TIMELINE:** Within 2-3 days of official start date (requires IdentiKey)

- [MyCUInfo](#) is the employee portal that houses general information about your classes, as well as all your employee information, such as your paychecks, benefit choices, etc. <https://mycuinfo.colorado.edu/>
- Once you have an IdentiKey, you will be able to log in to MyCUInfo, but you will not have access to update your preferences until two to three days after your start date.
- Your first official week of employment, please log in to MyCUInfo to set up your **Direct Deposit**, submit your **W-4** information, and set up your **Personal Information** and campus **Alerts** preferences. View instructions [here](#).

## 9. Benefits

**ACTION REQUIRED:** Enroll for benefits

**TIMELINE:** Within 30 days of your appointment start date

- Permanent faculty members with a 50% or over appointment are eligible to receive benefits. Your eligibility will begin on your appointment start date - you can enroll for your benefits through MyCUInfo on your start date (not earlier).
- You **must** enroll in your selected benefits plan within 30 days of your start date. If you do not enroll during this period, the system will automatically enroll you in the default benefits plan. Once you select benefits, you will not be able to change them until CU's Benefit Open Enrollment, which takes place annually the last week of April through the first week of May.
- Prior to your start date, review [CU's benefit options](#). If you wish to attend an employee benefits orientation (not required), you can find more [here](#).
- Please speak with [Employee Services](#) if you have any questions about your benefits or how to enroll in MyCUInfo. The IAFS/PACS office will not be able to advise you regarding benefits. Employee Services' benefits team can be contacted at 303-860-4200, option 3.
- Be sure to check out the [Employee Tuition Assistance](#).
- If you have CU Health Insurance, review [CU's Be Colorado-Move](#) program to earn cash for working out.

## 10. Buff One Card & Eco Pass

**ACTION REQUIRED:** Go get your Buff One Card and Eco Pass (bring valid US driver's license or valid US passport). Email IAFS/PACS Admin with your Buff One Card number.

**TIMELINE:** As soon as your IdentiKey is activated and you are on campus (ideally before semester start)

- All University employees are issued a [Buff One Card](#), which acts as your employee ID. The Buff One Card will enable you to check out books at the library, purchase discounted event tickets, is necessary for obtaining office keys and after-hours building access, etc. Every new employee receives one free meal pre-loaded on their Buff One Card to use at the dining centers across campus.
- Eligible Faculty/Staff can also receive an [Eco Pass](#), which is a bus pass that will enable you to ride buses for free.
- If applicable, email the IAFS/PACS Admin with your Buff One Card number so that we can get office keys made for you.

## 11. New Employee Welcome & Campus Tours

**ACTION OPTIONAL:** Register for new employee welcome

- It is recommended that you register for a [New Employee Welcome Experience](#) which will introduce you to CU and provide a tour of campus.

## 12. Parking

**ACTION OPTIONAL:** Purchase Parking Permit

- Review information on parking on campus [here](#), and if you would like to purchase a monthly parking permit, email the IAFS/PACS Admin to complete the necessary paperwork.

## 13. Recreation Center

**ACTION OPTIONAL:** Purchase Rec Center Membership

- Learn more about utilizing the CU Recreation Center and purchasing a membership [here](#).

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## II. CU FACULTY-SPECIFIC ONBOARDING & ACTION ITEMS

### 1. Canvas: Teaching Portal

**ACTION REQUIRED:** Set up courses in Canvas for students to access (if needed)

**TIMELINE:** Prior to beginning of first semester, after IAFS/PACS assigns your courses in the system

- [Canvas](#) is the campus's teaching portal. It is not required that faculty use Canvas, but it may be useful for organizing student assignments, information, and checking for plagiarism (using [Turnitin](#) which is integrated into Canvas).

Through this portal, faculty can upload syllabi, access class rosters, create quizzes, track attendance, have a drop box for students to submit assignments, and submit grades. Students will be able to access a student view of the course.

- IAFS/PACS will set you up in the CU course scheduling system and your courses have been assigned, please [follow these instructions](#) for setting up your Canvas course. Here are additional instructions for
- Once you have an IdentiKey, you can [log in to Canvas](#) using your Identikey and password.
- Support for Canvas is from [CU's Office of Information Technology \(OIT\)](#). Please contact them when you have questions or need help with Canvas (IAFS/PACS staff do not have access to the system and cannot assist you).

## 2. Academic Calendar

ACTION REQUIRED: Review for key dates

TIMELINE: Prior to semester start

- Please review [CU Boulder's Academic Calendar](#) here and note key dates for each semester, such as first day of classes, breaks, and finals.

## 3. Ordering Textbooks for Courses

ACTION REQUIRED: Order textbooks for courses through CU Book Store

TIMELINE: See CU Book Store Deadlines – *General deadlines: April 1 for Fall semester, October 1 for Spring semester, March 7 for summer semester*

- Please visit the [CU Book Store's Faculty Website](#) for deadlines and information about how to order your class textbooks.

## 4. Faculty Course Questionnaires (FCQs)

ACTION REQUIRED: Encourage students to fill out online FCQs during assessment period

TIMELINE: Near end of semester – IAFS/PACS Admin and CU administration will inform you when FCQs are open

- [FCQs](#) will be administered for all your courses near the end of each semester. Students complete FCQs online. Please encourage your students to fill these out when they open.
- FCQs are used for promotions, rehire and during evaluation periods.

## 5. Final Exams & Submitting Final Grades

ACTION REQUIRED: Host final exams and submit grades during CU's designated dates (if applicable)

TIMELINE: See below

- Final exams are not required for courses. Faculty should note on the syllabi whether or not there is a final.



- Final exam times for your classes are determined by CU's Academic Scheduling and will show up on MyCUInfo and Canvas mid-semester if not sooner. Please reference the Office of the Registrar's [Final Exam Dates](#) website for final exam times.
  - If you have an official reason for rescheduling your exam (i.e. falls on the sabbath, etc.), please let the IAFS/PACS office know ASAP so that we can send in a formal request to change the exam time. New exam times **must** be requested by university deadlines – late requests may not be accommodated.
- You are required to submit grades by university-specified deadlines (generally within a week or less of a final exam). Please reference the Office of the Registrar's [Post Final Grades](#) webpage for deadlines.
- It is a general policy that faculty should not schedule travel during finals/grading periods. Please let IAFS/PACS know if you have any questions about this policy.
- Questions? Please talk to IAFS/PACS Admin if you have any questions about grading, exams, etc. (also see course scheduling section below).

## 6. Incomplete Grades and Grade Changes

**ACTION REQUIRED:** Complete Incomplete Grade Form and Grade Changes as needed.

- Please let IAFS/PACS Admin know if a student needs to take an **incomplete** in a course and finish all course work at a later date. The Incomplete Form is available on the [IAFS Administrative Documents page](#). Faculty members will complete the form and email it to the IAFS/PACS Admin who will route it for signatures.
- Once you've posted final grades, you can no longer edit them. Depending on when grading closed and how many grades you need to change, you'll submit either a batch request or a workflow (individual) request. Please reference the Office of the Registrar's [Change Submitted Grades](#) page for details. Most likely, you will need to follow the Workflow Request (not Batch or Change of Record).
- If you leave your employment as a faculty member of IAFS/PACS or CU Boulder, it is your responsibility to ensure this process is completed manually or with another employed faculty member.

## 7. Required Reporting: FRPA, DEPA, & Merit Materials

**ACTION ITEMS:** Submit Faculty Report of Professional Activities (FRPA), Disclosure of External Professional Activities (DEPA), and any requested Merit Materials

**TIMELINE:** Spring semester – IAFS/PACS Admin will send out deadlines

- For institutional reporting purposes and merit review, CU tenure track faculty are required to submit a few reports in the spring semester. Visit the College of Arts and Sciences' page on the [Annual Merit Evaluation](#) for more information.

### [Faculty Report of Professional Activities \(FRPA\)](#)

Deadline: February 1 annually

Submitted through MyCUInfo

- Reports faculty research, service, teaching, etc. for previous academic year.
- Required in order to be eligible for merit.

#### **Disclosure of External Professional Activities (DEPA)**

Deadline: Reporting period January 15 - March 31 annually

Submitted through MyCUInfo

- Disclose external professional activities

#### **Requested Merit Materials**

Deadline: March annually

Requested by and submitted to staff

- Merit cycle begins in late February. IAFS/PACS Admin will work with the IAFS/PACS Faculty Merit Committee to determine if the committee needs any specific merit materials from you for merit review. IAFS/PACS Admin will inform you what items are needed and will give you specific deadlines at that time.

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### III. ONBOARDING & ACTION ITEMS

#### 1. IAFS and PACS offices

- **Main office phone number:** 303-492-7295
- **Mailing Address:** 121 UCB, Boulder, CO 80309

##### **IAFS Physical Address**

University Club, A5  
972 Broadway Street  
Boulder, CO 80309

##### **PACS Physical Address**

Norlin Suite S436  
1720 Pleasant Street  
Boulder, CO 80309

#### 2. Keys & After-Hours Building Access (for faculty/staff with UClub offices)

**ACTION REQUIRED:** Get Buff One Card (see above) and email IAFS/PACS Admin Buff One Card Number

**TIMELINE:** As soon as you have a Buff One Card

- If after hours building access is needed, email IAFS/PACS Admin with your Buff One Card number. More information on various access is available on the Facilities Management [Access](#) page.
- If keys for University Club space is needed, IAFS/PACS will assign you keys or will submit a key request for new keys. If you leave the IAFS/PACS Program employment, you are required to return your key to IAFS/PACS.
- If you are locked out of the office, contact the campus police non-emergency number (303-492-6666) or Norlin Library Staff for PACS office in Norlin (303-492-8705).

### 3. Office Phone

ACTION REQUIRED: May need to provide IdentiKey to IAFS/PACS

TIMELINE: Prior to your first semester as new employee

- Your office may have a phone controlled by IAFS/PACS or Norlin. Please provide IAFS/PACS with your IdentiKey in order to make this active and showing your name. IAFS/PACS Admin will submit a Voice/Data Order Form to OIT to request this change.

### 4. Office Printer/Scanner

ACTION REQUIRED: None

TIMELINE: Prior to your first semester as new employee

- The IAFS/PACS office printer/scanner can be used for IAFS/PACS business purposes and courses by faculty and staff rostered in IAFS/PACS. If you are teaching a course within a different home department (PSCI, ECON, etc.), use the home department printer for course related needs.
- Students are not permitted to use the program printer.
- As needed, IAFS/PACS will send you the instructions to set up the IAFS/PACS office printer on your computer. If there is an office suite scanner in your Norlin office, please contact Norlin Information to help you set up access to this.
- For larger quantities (30+ pages), use CU Ink Spot. Email IAFS/PACS Admin for a speedtype to use for payment.

### 5. Server & Cisco VPN Client

ACTION REQUIRED: Download Cisco VPN Client (for off-campus access)

TIMELINE: As soon as you have your employee ID and IdentiKey

- IAFS/PACS uses CU's centrally controlled server for business-related file storage, and we will give you instructions for accessing the IAFS/PACS server if needed. CU uses Office 365 and Google Suite for document sharing and storage in addition to campus-based servers.
- If you would like to access the server off campus, you will need to first log on to Cisco VPN Client. [Download Cisco VPN Client](#), then log in with your IdentiKey. Contact the [OIT Service Center](#) for any issues accessing the VPN.
- You may also need to use the Cisco VPN Client to access off-campus library resources and other CU systems.

## 6. Computer (if applicable)

ACTION REQUIRED: Sit down with IAFS/PACS Admin to order computer

TIMELINE: Prior to your first semester as new employee; software downloads require IdentiKey

- If your offer letter includes a business computer, please arrange to meet with IAFS/PACS Admin prior to the start of the semester to order your computer.
- Download any CU provided [software](#) for campus staff and faculty.
- CU faculty are eligible for a subsidy from the [Faculty Computer Purchase Program](#) (FCPP) of \$1,200 for a new computer every fourth year. IAFS/PACS Admin receives FCPP reports and will inform you when you are eligible.
- [OIT](#) can support you with many of your computer needs and technical questions.

## 7. Meet with IAFS/PACS Director & Admin (as needed)

ACTION REQUIRED: Set up meeting with IAFS/PACS Director and Admin (as needed)

TIMELINE: Prior to your first semester as new employee

- **Meeting with IAFS/PACS Director:** Prior to the start of your appointment, please arrange a meeting with PACS Director. The Director will give you an overview of the program, expectations of PACS faculty in terms of teaching and service, etc., and answer any questions you have about the program, CU Boulder, and your new faculty position.
- **Meeting with IAFS/PACS Admin:** Prior to the start of your appointment, please arrange a meeting with IAFS/PACS Admin. PACS Admin will orient you to the IAFS/PACS office, run through the new employee/orientation checklist, and answer any administrative questions you may have.

## 8. IAFS Bylaws and Policies

ACTION REQUIRED: Review Bylaws and Policies

TIMELINE: Prior to the start of your appointment

- IAFS bylaws and policies are available on the [IAFS Administrative Documents](#) page.
- PACS is a certificate program which is housed in IAFS, so the IAFS bylaws and policies apply to the certificate program. Review the [PACS Mission](#) statement for more information about the PACS program.

## 9. Scheduling & Creating Courses

ACTION REQUIRED: Review syllabi with Director; Determine next semester courses with Director

TIMELINE: Prior to start of appointment

- Please review your syllabi with the IAFS/PACS Director prior to the beginning of your appointment. Feel free to seek advice after that for all subsequent semesters.

- IAFS/PACS Admin runs the logistics for scheduling courses each semester (working with faculty to find out what they will teach, creating the schedule, submitting faculty-completed course proposals to the curriculum committee, etc.). IAFS/PACS Admin can answer logistical questions you may have about your courses, as well as direct you to appropriate paperwork, etc.
- If you have questions about course content, how your course should be run, attendance policies, what your syllabus should look like, etc., please direct your questions to IAFS/PACS Admin or the IAFS/PACS Director. They will be able to give you information about teaching at CU.

## 10. Adding Your Faculty Profile to the Website

**ACTION REQUIRED:** Send IAFS/PACS Admin your faculty profile information

**TIMELINE:** Four weeks prior to appointment start date

- Prior to your appointment start date, IAFS/PACS will add your faculty profile to the [PACS](#) and [IAFS](#) website(s). Please send the following information to IAFS/PACS Admin at least two weeks prior to your appointment start date:
  - CU Title(s)
  - Office Number
  - Office Phone Number
  - Office Hours
  - Current CV
  - Areas of Research Related to Topic
  - Recent Publications
  - Bio
  - Current headshot

## 11. Questions about Teaching, Canceling Classes, & Requesting Time Off

**ACTION REQUIRED:** Consult with IAFS/PACS Admin

**TIMELINE:** With sufficient advance notice to secure replacements, if necessary.

- Please notify IAFS/PACS Admin if you will need to cancel classes during the semester due to illness, religious obligations, etc.
- Please speak with IAFS/PACS Director regarding any requested time off, or if you think you will be traveling during the semester and will be unable to attend meetings, be in class, etc.
- Please confer with the IAFS/PACS Director about any potential problems with students or classroom behavior. You can also utilize resources from the [Office of Institutional Equity and Compliance](#) issues as well.

## 12. Payroll

**ACTION REQUIRED:** Set up Payroll in MyCUInfo or change payroll calendar

**TIMELINE:** As needed w/in the academic year

- Permanent faculty are paid salary over 9 months. You are allowed to change this to 12 months prior to the start of the semester. See your welcome email from A&S Faculty Affairs for details on how and when to change your preferences.
    - [Quick Reference Guide: Contract Pay Election](#)
    - [Faculty Payroll Resources](#)
  - A&S Faculty Affairs works with HR and the IAFS/PACS Program to ensure you are getting paid properly, so please inform IAFS/PACS if you have any questions.
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## V. NEED HELP? CONTACT INFORMATION

### General Administrative Questions:

**Program in Peace, Conflict, and Security / Program in International Affairs** | 303-492-7295 | [pacs@colorado.edu](mailto:pacs@colorado.edu); [iafs@colorado.edu](mailto:iafs@colorado.edu)

### Technical Questions (Canvas, computer/IT, IdentiKey, classroom tech, email, telephone, etc.):

**Office for Information Technology (OIT)** | 303-735-4357 | <https://oit.colorado.edu>

- *PACS Admin is the telephone liaison, and may need to assist with certain requests, such as changing the name on your phone, etc.*

### Administrative Curriculum Questions (posting final grades, final exams, etc.):

**Office of the Registrar** | 303-492-6970 | <https://www.colorado.edu/registrar/>

- *Please contact IAFS/PACS Director for questions about course content, scheduling, new course proposals, cross listing courses, etc., as specified above. Contact IAFS/PACS Admin for logistical curriculum scheduling questions, questions about course paperwork, etc.*

### Employee-Specific Questions (benefits, taxes, etc.):

**Employee Services** | 303-860-4200 | <https://www.cu.edu/employee-services>

- *If you have questions about payroll or salary, please contact IAFS/PACS Admin, who can help resolve the issue on your behalf or direct you to the correct contact.*

### Report an Incident of Sexual Misconduct, Protected Class Discrimination, or Harassment:

**Office of Institutional Equity and Compliance (OIEC)** | 303-492-2127 | <https://www.colorado.edu/institutionalequity/>

## **University-Related Dispute or Concern:**

**Ombuds Office** | 303-492-5077 | <https://www.colorado.edu/ombuds/>

- *If the dispute is with another faculty or staff member, please first refer to the Bylaw's grievance policy. Please confer with the IAFS/PACS Director and IAFS/PACS Admin about any potential problems with students or classroom behavior, as specified above.*

## **Parking & Safety:**

**Parking & Transportation** | 303-735-7275 | <https://www.colorado.edu/pts/>

- *PACS Admin is the Parking Liaison and can assist when needed.*

**CU Police Department** | Non-Emergency: 303-492-6666 | Emergency: Call 911 | <https://www.colorado.edu/police/>

**Human Resource Questions** (New Employee Guidance, I-9, Leave, Performance, etc.):

**Department of Human Resources** | 303-492-6475 | <https://www.colorado.edu/hr/>