



Welcome Packet

Institute of Arctic and Alpine Research (INSTAAR)
4001 Discovery Drive
SEEC Building, 450 UCB
Boulder, CO 80303
303.492.6387

<http://www.colorado.edu/instaar>

Welcome to INSTAAR! We are excited to have you join our team. Below you will find various tools to assist you in getting set up and settled in your new role with us. Items are listed in alphabetical order.

Benefits

During the CU Boulder QuickStart Onboarding session you will receive a benefits orientation. Your enrollment window to sign up for all benefits will take place within your first 31 days of employment. It is important to visit this page to learn about medical, dental, and vision benefits as well as retirement plans, payroll & tax information and other perks of employment. All Benefit options can be reviewed at <http://www.cu.edu/employee-services>.

- Benefits are administered by Employee Services located at the System Administration offices in Denver. To speak with a benefits counselor, please call (303) 860-4200 or toll-free 1-855-216-7740, option 3 or email benefits@cu.edu

Break Areas – SEEC and SEEL Buildings

Break areas can be found in multiple spaces around the SEEC and SEEL buildings. The outdoor areas connected to the library, in front of SEEC, and in-between the SEEC and SEEL buildings are available for everyone. There are refrigerators, freezers, microwaves, and areas to relax in the central common spaces and extra seating on the west side of the building and on the third floor.

Buff OneCard

CU-Boulder employees are provided a Buff OneCard which acts as your employee ID card, bus pass, and in some cases will also act as your building key. Your Buff OneCard will allow you use of the University Libraries for free, and access to the campus Recreation Center, athletic events, and other campus events at discounted rates. If you don't get your Buff OneCard during the CU Boulder QuickStart Onboarding session, you will need to visit the Buff OneCard office to obtain your card. **Bring a government issued photo ID to verify your identity.**

The Buff OneCard office is located in the Center for Community (C4C), Room N180. Hours and other information can be found at <https://www.colorado.edu/buffonecard/>.

Building Hours (SEEC)

Information on building hours is posted here: <https://seec.colorado.edu/about/facilities>. Typically, the SEEC building is unlocked 7:30 a.m. to 5:30 p.m. The SEEL building is always locked. To get access to the building outside these hours and/or to your office/lab, you first need to have a Buff OneCard (see above) and then submit an SEEC/SEEL access request form <https://www.colorado.edu/instaar/resources-for-instaars/seecseel-access>

Campus Maps

The campus map is online at <http://www.colorado.edu/campusmap>. You may find hard copies of the map at the Parking Services [Office](#) located at 1050 Regent Dr., 502 UCB, Boulder, CO. Phone: 303-492-7384 Website: <https://www.colorado.edu/pts/contact-us>

Cleaning Supplies

If you need cleaning supplies please see INSTAAR Admin.

Complimentary Head/Shoulder Portraits

Do you need to dress up your C.V. or your website, bio sheet, or professional organization portrait? Strategic Relations (University Communications) offers complimentary photographs for university faculty and staff. Studio sessions are held a few days per month. To make an appointment, see the [Portrait Services \(headshots\)](#) webpage. The studio is located in the ARC building on East Campus in the Strategic Relations office on the 5th floor. <https://www.colorado.edu/strategicrelations/resources/portrait-services>

Computer/System Assistance – Request IT Help

INSTAAR has its own IT Department, led by Chad Stoffel. This office will help you get set up with your laptop and computer, login information for your IdentiKey, and your CU email on your first day. Also, if you have any IT issues thereafter, you can always contact them at instaarit@colorado.edu.

Conference Rooms

To reserve a room in the SEEC building you will access the [CU Scheduling Website \(https://ems.colorado.edu/\)](https://ems.colorado.edu/). The scheduling portal can also be found via the SEEC building home page: <https://seec.colorado.edu/resources/conference-rooms>

Your IdentiKey and login credentials should allow you access to the portal.

1. Click on **Create a Reservation** from the navigation menu on the left side.
2. Click on **“SEEC Room Scheduling thru...”** (click the ‘book now’ button).
3. Select the date and time you need **and click the “Search”** button. This will show you room availability (Rooms You Can Reserve and Rooms You Can Request.)
4. Click the **+** beside the room of your choice, and then click the **“Next Step”** button at the top right-hand side of the page.
5. If you want to see if a specific room is available, enter the room number in the “Room Name” box, then click **“Next Step”**.
6. Complete the Reservation Details page (the form that pops up), and click **Create Reservation**.

Your reservation should now appear on the schedule grid. You should receive confirmation.

Dress/Attire

Overall, attire at INSTAAR is business casual. Please speak with your immediate supervisor as to the appropriate dress for your unit, particularly for lab safety.

EcoPass

The EcoPass provides CU faculty, staff, and eligible retirees bus and light rail service (including Local, Regional, Airport, and Express service). While most services are free, some are offered at discounted rates. Your Buff OneCard is your EcoPass. If you did not get your BuffOne Card at the CU Boulder QuickStart Onboarding session, you need to visit the Buff OneCard office at the Center for Community (C4C). (See Buff OneCard info above.)

Email Lists

INSTAAR has many email lists to help our community members keep in touch. While we try to add folks to lists automatically at hire, if there is a list you are not on but would like to be, reach out to instaarpay@colorado.edu. More information here: <https://www.colorado.edu/instaar/resources-for-instaars/email-lists>

Emergency Alerts – Campus Wide Communications

The CU Alert system provides real-time information about campus closures, extreme weather, and other emergencies. Notifications will be sent straight to your mobile device text message. Visit the CU Alerts page to sign up: <http://alerts.colorado.edu/>

How to find information in an emergency:

- On your mobile device—Watch for text or e-mail alerts in the case of a campus closure or if there is a threat to personal safety.
- On the web—Visit www.colorado.edu for detailed campus closure and emergency information and updates.
- On the phone—Call the campus info line at 303-492-INFO (4636) for recorded information and updates relating to campus alerts.
- By e-mail—Check your official university e-mail after an emergency for support and resource information.
- On social media—Like CU-Boulder on Facebook and follow @cuboulder and @cuboulderalerts on Twitter.

Food

The SEEC building has an on-site café. [The SEEC Café](#) is located on the north side of the first floor. Operating hours: Monday - Friday 8:00 a.m. - 2:00 p.m.
<https://seec.colorado.edu/resources/seec-cafe> Vending machines are also available near the café at all hours.

Next door in the Aerospace building, the Spruce Café is also available. Hours are online: <https://www.colorado.edu/res/cafes/spruce-cafe-aerospace-engineering>

Holidays

CU employees enjoy ten (10) paid holidays per year. Each holiday is defined as an eight (8) hour workday, prorated for part-time employees.

The list of CU official holidays can be found here: <https://www.colorado.edu/hr/cu-boulder-holiday-schedule>

IdentiKey

The IdentiKey is used as your individual login credential for secure access to various technology and online systems.

Depending on your role at the University, an IdentiKey is necessary for access to:

- MyCUInfo, the student and employee portal
- University of Colorado Boulder Email Services
- Computers in OIT computing labs
- UCB Wireless network
- OIT's learning management system
- SkillSoft: computer-based training for Faculty, Staff, and Student Employees
- And more...

For additional information, visit the CU-Boulder campus Office of Information Technology (OIT) IdentiKey webpage <https://identikey.colorado.edu/>

For assistance with IdentiKey or MyCUinfo Portal access, contact: INSTAAR IT at instaarit@colorado.edu.

Intranet

INSTAAR has an intranet hosted on Microsoft Teams. Here you can access resources, talk recording and more. Access information at:

<https://www.colorado.edu/instaar/resources-for-instaars/microsoft-teams-intranet>

Keys

As a new employee, the front office manager will assist you in getting access to the building and your office/lab. You first need to have a Buff OneCard (see above) and then submit a SEEC/SEEL access request form on the INSTAAR website. If you need a physical key, please fill out a Key Request form found on the INSTAAR website. Key requests may take up to 2 days after your request is processed.

<https://www.colorado.edu/instaar/resources-for-instaars/seecseel-access>

Lactation Room

A lactation room for those breastfeeding is located at SEEC S120

(<https://seec.colorado.edu/resources/lactation-room>) A map of the buildings showing lactation rooms on campus can be accessed at <https://www.colorado.edu/map/>. To see lactations rooms, toggle “Lactation Rooms” under the Inclusive Resources option.

Leave

CU offers comprehensive leave to its employees including sick, vacation and parental leave. Please visit <https://www.colorado.edu/hr/leave> to review the leave benefits.

Letterhead and Logos

INSTAAR letterhead is available through the front office. Please contact instaaradmin@colorado.edu for more information. Logos are available on the INSTAAR website: <https://www.colorado.edu/instaar/resources-for-instaars/instaar-logos>

Lost and Found

Lost and Found for SEEC and SEEL is located at the dock in SEEC, room C184

<https://seec.colorado.edu/resources/lost-found>

Mail

INSTAAR mailboxes are in SEEC N200, outside the front office. Please check with the INSTAAR front desk to have a mailbox created for you.

Outgoing domestic mail can be dropped off at the dock, SEEC C184. Mail should already have appropriate postage applied or should have a speedtype number written in place of a stamp. CU Mailing Services will charge the postage to the listed speedtype.

All Fedex and international shipments should be requested through front office by filling out the online request form: <https://www.colorado.edu/instaar/resources-for-instaars/fedex-shipping>

MyCUInfo Portal

[MyCUInfo Portal](http://mycuinfo.colorado.edu) (mycuinfo.colorado.edu) is the online access portal for CU-Boulder employees. In the portal, you can edit your personal contact information, view payroll and benefits information, access online training courses, and more.

To log into the portal, use your IdentiKey (see above) and the password you chose when activating your IdentiKey.

Office/Building Maintenance

Please check with Garrett Palmer (Garrett.Palmer@colorado.edu or 303-735-3399), for building operations-related questions and to report security policy violations.

Office Supplies

Office supplies can be found in the kitchenette of the INSTAAR admin suite, N202 (pens, notepads, batteries, paper clips, etc.).

Other Office Purchases

Check with your supervisor or your finance contact for furniture or large item requests.
<https://www.colorado.edu/instaar/resources-for-instaars/finance-contacts>

Other Resources

The latest on all INSTAAR resources are available on the INSTAAR website:
<https://www.colorado.edu/instaar/resources-for-instaars>

Parking on Campus

Everyone must pay to park on East Campus. The preferred parking lot for SEEC and SEEL is 556. If you are interested in parking on campus, visit the [INSTAAR Parking](#) webpage. \$5 day passes and monthly permits are available.
<https://www.colorado.edu/instaar/resources-for-instaars/parking>

Posters

Need help printing a poster for a conference? INSTAAR IT can help! More information on the INSTAAR website: <https://www.colorado.edu/instaar/resources-for-instaars/poster-printing>

Printer/Scanner/Copier Use

Several copiers are available throughout the building. See the INSTAAR [printing, copying, scanning](#) webpage for more details. Please confirm with your supervisor and/or INSTAAR IT which is the appropriate copier for your use and unit.
<https://www.colorado.edu/instaar/resources-for-instaars/printing-copying-scanning>

Problematic Behavior

If you need to report or are dealing with problematic behavior, please see the resources on the INSTAAR website: <https://www.colorado.edu/instaar/diversity/addressing-problematic-behavior>

Purchasing

For any purchasing needs, reach out to your finance contact. More information is also available on the INSTAAR website: <https://www.colorado.edu/instaar/resources-for-instaars/purchasing-overview>

Restrooms

Restrooms are located on each floor of SEEC and SEEL. A map of the buildings showing restrooms can be accessed at <https://www.colorado.edu/map/>. To see all-gender restrooms, toggle “All Gender Restrooms” under the Inclusive Resources option.

Recycling/Trash

Each office should be equipped with a paper recycling bin and trash can. Trash and recycling are not picked up from offices. Please deposit trash and recycling into hallway stations that can be found throughout the building. If you need a paper recycling bin in your office, please contact your supervisor or Garrett Palmer, SEEC Director of Building Ops & Management. <https://seec.colorado.edu/contact-us>

Shredding Documents

Document shredding is located in the INSTAAR admin suite in N202 next to the copier.

Smoking

CU-Boulder is a non-smoking campus.

Telephone

If you would like to have a CU phone number, please contact instaarit@colorado.edu. The majority of calling on campus is conducted via Microsoft Teams.

***Trainings Required:**

You must complete the following trainings. They can be accessed through SkillSoft, which you can find in your MyCUinfo portal: <https://www.cu.edu/doc/ssqrhomepagepdf-3>

Required trainings for ALL employees:

- CU: Discrimination and Sexual Misconduct – CU Boulder and System
- Information Privacy and Security
- Fiscal Code of Ethics

Additional training may be necessary in your new role.

Access to CU Software systems:

- HCM, Finance, CU-SIS, Advance, etc.
 - Work with your supervisor and Marisa Seitz (Marisa.Seitz@colorado.edu) to help you understand which, if any of these trainings are appropriate for you in your new role:
<https://www.cu.edu/access>

To find courses in Skillsoft for CU employees:

1. Log into your campus portal <https://my.cu.edu>
2. Click **NavBar**
3. Select **CU Resources**
4. Select **Training**
5. Select **Start Skillsoft**
6. Select **Library** from the top of the screen
7. Select the **Boulder Campus** folder
8. Select a topic from **Categories**
9. Select a course and click **LAUNCH**

Travel

If you are traveling for university business (including conference travel, project meetings, and field work) you must have approval before traveling. Learn more about the travel process (including how you can apply for a CU credit card to cover expenses while traveling) on the INSTAAR website: <https://www.colorado.edu/instaar/resources-for-instaars/travel>

Vending Machines

Vending machines are located on the 1st floor next to the SEEC Café on the north end of the building.

Visiting Main Campus

Campus Parking Map: <https://www.colorado.edu/pts/long-term-parking>

Bus: As an employee of CU-Boulder, you are encouraged to ride the bus free of charge. Your BuffOne Card is your bus pass.

Campus Bus Route Information: <https://www.colorado.edu/pts/buffbus>

Work Records/Timesheets/Leave Requests

All employees record time through the MyLeave system in the MyCUinfo employee portal. This process is covered during the CU Boulder QuickStart Center onboarding. Further questions can be directed to your supervisor, office manager, or instaarpay@colorado.edu.

Work Related Injuries

Please contact your immediate supervisor and the [Central Human Resources Leave Team](mailto:leave@colorado.edu) within three (3) days of an injury (leave@colorado.edu).

*Again, from all of us here at INSTAAR, welcome to the team!
We are so pleased to have you join us and hope this information is useful
as you get settled in your new role here with us at INSTAAR.*

Thank you!