

1. Introduction

Welcome to the Department of Mechanical Engineering!

This is a new employee guide that provides links to all the information that you will need to get started as a CU Mechanical Engineering employee. This guide also provides a checklist of the things that you will need to know, review, and get done during your first weeks at Mechanical Engineering.

A general note is that most of this information can be found by searching on the main CU website or by using a google.com search.

The main University Website is:

www.colorado.edu

The main Faculty/Staff Website is:

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

The main Mechanical Engineering website is:

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

The main College of Engineering and Applied Science website is:

<http://engineering.colorado.edu/>



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2. New Employee Checklist

Please complete each task on this list.

Task Description	Complete
<p>Read CU Human Resources Site for new employees http://www.colorado.edu/hr/new-employees</p> <p>Communicate with your department liaison or supervisor; make sure you understand:</p> <ul style="list-style-type: none"> • What time to arrive • Where to report when you first arrive • Dress-code expectations • What to bring on your first day <ul style="list-style-type: none"> ○ Bring original documents for proof of authorization to work – list of acceptable documents • Your supervisor’s phone number • Review benefits information so you are informed and ready to enroll when you start work. <p>Faculty: https://facultyaffairs.colorado.edu/ Student: http://www.colorado.edu/studentemployment/</p> <p>Some policies may be slightly different within Mechanical Engineering, so where the official HR policies differ from policies in this guide, discuss with your manager for further clarification.</p>	
<p>Get your Employee ID</p> <p>Contact the HR Coordinator or Finance Manger to get access to your Employee ID. This is the number you will need for some of the following steps.</p>	
<p>Identikey Login and Password</p> <p>The University of Colorado Office of Information Technology (OIT) manages the websites, email, and network of the University. They also provide software downloads and assistance for managing custom IT infrastructure. Their website is: http://oit.colorado.edu/</p> <p>The IdentiKey is used as your individual login credentials for secure access to various technology and online systems. Your IdentiKey will be issued immediately, but will take 48 - 72 hours to propagate through to all of CU’s servers.</p> <p>To obtain your Identikey/Email Login, follow the instructions below: http://www.colorado.edu/oit/services/identity-access-management/identikey</p> <p>For assistance with IdentiKey or MyCUinfo Portal access, contact: IT Services Center Help Desk - http://www.colorado.edu/oit/support-training/it-service-center 303-735-HELP (4357) help@colorado.edu</p>	

MyCUinfo Portal

MyCUinfo Portal is the online access portal for CU Boulder employees. In the portal, you can view your personal contact information, view payroll and benefits information, access online training courses, business applications, and more.

To log into the portal, use your identikey and password you chose when activating your Identikikey.

As an employee, you will have a **CU Resources** tab added to your MyCUinfo portal. Here you are able to view/update your personal information. Under the **Payroll and Compensation** drop down you will need to complete your **W-4 and direct deposit** set up. Here you can also view your pay advice, W-2, and benefits summary.

The University of Colorado is implementing multi-factor authentication to improve protection of personal employee information available in the [portal](#). It will take two items – your password and your phone – to access sensitive information. This decreases the likelihood that others can access your data, even if they have your password.

1. When you try to access or update a protected page in the **CU Resources** area (Direct Deposit, W-2, W-4), you will be asked to authenticate your identity. You will have two options: Receive a phone call or a text with a passcode.
2. If you select Phone Call, choose one of your phone numbers listed in the drop down menu to receive the authentication call. You will get an automated call from the University of Colorado. Follow the instructions in the call and you will be authenticated.
3. If you select Passcode, you must choose a "CELL" or "MOBILE" device from the drop down menu. Then, click on "Send SMS passcodes" to receive an SMS text message containing a passcode. Just enter that passcode into the portal's authentication screen, click "Log in" and you will be authenticated.

Benefits

Enroll in benefits within your first 31 days: benefits for all four CU campuses are managed by the Employee Services office located in Denver. For assistance, contact Employee Services: (303)860-4200.

The benefits enrollment tool allows you to enter your benefits elections online for the plan year starting July 1 and ending on June 30. Access through the employee [portal](#). See our [step-by-step](#) instructions on how to enroll.

Once you're logged in to the employee portal, you can view your current benefits (if you have any) and enroll in plans for the 2016-17 plan year. Once you've completed your enrollment, you can immediately view your new enrollment elections right in the portal. This is your confirmation of enrollment.

[Buff OneCard](#) & [Faculty/Staff EcoPass](#)

Buff OneCard

CU Boulder employees are provided a Buff OneCard which acts as your employee ID card 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. **Every new employee receives one free meal pre-loaded on their Buff OneCard to use at the dining centers across campus.**

You should have this on your person when you are working on Campus, but it does not need to be displayed except upon request of a University Official.

EcoPass

The EcoPass provides CU faculty, staff, and eligible retirees bus and light rail service (including Local, Regional and Express service). While most services are free, some are offered at low costs. For route information, visit our Bus Routes page.

In addition to bus and light rail rides, your CU EcoPass can save you money at local businesses through the [EcoPass Extra Program](#).

Obtain your Buff OneCard &/or EcoPass

Visit the Buff OneCard office in the Center for Community (C4C) to obtain your card. Bring a government issued photo ID to verify your identity.

Buff OneCard Office

Center for Community (C4C)

Room N180

Boulder, CO 80309

[Map to C4C](#)

Phone: 303-492-0355

Hours: M-F 8:00am – 4:30pm

info@buffonecard.com

Get BuffOne Card Access to facilities (optional)

Some doors require Buff OneCard keycard access. Contact the HR Coordinator or the Facilities Management Coordinator, to enable your Buff OneCard for any Mechanical Engineering offices or labs. Please contact the Dean’s office for access to the Engineering Entrances.

Get a Key to ME Offices

You will need a general ME Office key, and you can only check out keys after getting your BuffOne card. Your manager will tell you if you need any other keys.

You will need to talk with the HR Coordinator or the Facilities Management Coordinator, to have them put in a key request for you.

You must be “in the system” before you get keys. You can call the lock shop at 303-492-6609 to make sure you are in the system before heading over to the stadium. Then walk to the CU Campus Access Services (aka Key Shop) to pick up your key. Access Services is located beneath the stairs at Gate 8 on the east side of the Stadium building. For more information, please follow this link:

<http://www.colorado.edu/facilitiesmanagement/facilities/maintenance/index.html>

Key FAQs: <http://www.colorado.edu/facilitiesmanagement/about/FAQ/#access>

<p>CU-Boulder Alerts</p> <p>In case of emergency, make sure you get the message...</p> <p>Be in the know. Know what to do. Keep your emergency notification information up-to-date for real-time information about campus closures, extreme weather and other emergencies – sent straight to your mobile via our text messaging service.</p> <p>Visit the CU Alerts page to sign up: http://alerts.colorado.edu/</p> <p>How to find information in an emergency:</p> <ul style="list-style-type: none"> • On your mobile device – watch for a text message or email 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 email – check your official university email after an emergency for support and resource information. • On social media – like CU-Boulder on Facebook and follow @cuboulder and @cuboulderalerts on Twitter. 	
<p>Parking Permits</p> <p>To purchase a Faculty/Staff parking permit, employees should contact their department’s parking liaison.</p> <p>Students (even those employed by ME) should visit the Parking & Transportation Services website to purchase a parking permit. http://www.colorado.edu/parking/parking/permits/student.html</p>	

Required Campus Trainings	Complete
<p>How to Access</p> <p>Log into your MyCUinfo portal > CU Resources tab > Training > Start SkillSoft</p> <p>To launch a custom online course:</p> <ol style="list-style-type: none"> 1. Click Catalog. 2. Expand the University of Colorado – Courses folder. 3. Expand the folder for your campus. 4. Continue to expand folders until you locate the course title. 5. Hold your mouse pointer (hover) over the course title. 6. To view a description of the course, click [Show Details]. 7. To take the course click [Launch]. 	
<p>Discrimination & Harassment Training</p> <p>Being an exempt faculty means that you are classified similar as the rest of faculty, and it is possible for you to be in positions of power over students and other employees. Because of this, you must complete Discrimination & Harassment Training periodically.</p>	

<p>Instructions for completing this training can be found at: http://hr.colorado.edu/dh/Pages/Training.aspx.</p> <p>This training should be completed within the 1st month of hire for staff and within the first semester for faculty. Then, repeated at least every 5 years thereafter.</p>	
<p>IT Security Training</p> <p>Every employee at CU-Boulder needs to complete basic IT security training. CU has had a number of high-profile personal/financial data breaches in the past, and so it is now committed to ensuring all faculty and staff understand basic handling of personal/financial data. You shouldn't be exposed to any of this data while here at Me, but you will still need to complete the training. Instructions for completing it can be found here: http://www.colorado.edu/itsecurity/training/</p>	
<p>Fiscal Code of Ethics</p> <p>In this course, you will learn about the University's Fiscal Code of Ethics (focusing specifically on the Employee Code) and how to apply it in your daily work life. This is not a mandatory training, but is highly recommended.</p> <p>This training can be completed through SkillSoft: http://my.cu.edu</p>	

3. General Information

3.1. Organization

The Department of Mechanical Engineering provides a rich environment for undergraduate and graduate study, supported by stimulating education and research projects that span a broad spectrum of modern applications.

Our undergraduate program provides a lasting educational foundation and renders our graduates technically and socially adept and prepared for exciting careers in a diverse and fast-moving workforce. The undergraduate experience culminates with a year-long capstone design project. Our Industry/ University Cooperative Projects Center brings industry defined and sponsored projects to capstone design. Students gain valuable experience working with professional engineers on important projects; industry sponsors benefit from fresh ideas and approaches, access to top students, and obtain functional hardware at the end of the project.

Our research and graduate programs focus on fundamental and applied issues in:

- Biomechanical Engineering
- Energy and Environmental Engineering
- Micro/Nanoscale Engineering

Research activities are carried out both through interdisciplinary research centers in each of these areas and by individual faculty programs. They lead to the solution of modern technological problems and the training of students in the state-of-the-art, while at the same time resulting in fundamental advances in the underlying disciplines of solid and fluid mechanics, thermal engineering, materials engineering, and design to innovatively advance the frontiers of technology.

3.2. Shipping / Address

For US Postal Service:

Your name

Department of Mechanical Engineering
427 UCB
University of Colorado Boulder
Boulder, CO 80309-0427, USA

Small USPS shipments (letters) will arrive in the ME mailboxes (ECME 133), larger USPS packages typically arrive at the Mechanical Engineering package closet (located directly across the hall from ECME 112A).

For sending official mail via Campus mail, you will need to write a Speedtype where the stamp usually goes. Either your manager or the Financial Manager will give you the appropriate speedtype.

For FedEx, UPS, and similar:

Your name

Department of Mechanical Engineering
1111 Engineering Drive, 427 UCB
University of Colorado Boulder
Boulder, CO 80309-0427, USA

3.3. Purchasing

CU policies apply for all purchases. Authorized purchases can be paid for by authorized users only using the Pcard (company credit card), SPO (standing purchase orders for selected vendors) or PO (purchase order, upon request – see Philip Bradley). All purchases must follow the rules and regulations set forth by the University of Colorado. Large orders from specific vendor (> \$5,000) require sole source justification (SSJ). CU is tax exempt – the vendor must be notified of tax exempt status at time of purchase, otherwise payment/reimbursement by CU may be denied.

Purchasing goods and services with your own funds is permissible within the University Fiscal Guidelines, and if it is within the University Fiscal Guidelines for being a permissible expense on your particular account (grant or general fund) it is eligible for reimbursement. If there is a question of if the expense is allowable or advisable, it is best to check with the Procurement Service Center Website to make sure. If you are not the Principal Investigator on the account, then you should obtain permission before purchasing items.

When preparing receipts for reimbursement please **tape** them to a piece of paper and complete the appropriate form for procurement card purchases, reimbursement, or travel expenses. Then turn your receipts into the appropriate folder within the basket located in the ME mailroom or directly to the Finance Team.

CU Procurement Services Center: <https://www.cusys.edu/psc/>

Forms: <https://www.cusys.edu/psc/forms/>

Policy: <https://www.cusys.edu/psc/procedures/>

3.4. Travel

3.4.1.1. Travel Policy

Please arrange all business-related travel with your manager first, and then the ME Financial Manager. All official travel must be pre-authorized by the Financial Manager through an e-mail stating the dates of travel and where you are traveling to. Purchase your airline ticket through the Concur system.

Hotel - typically be booked by yourself or the travel agent. Please do NOT charge to PCard. You can use your CU Travel card or pay with your credit card and get reimbursed.

Rental car - typically be booked by you or the travel agent. When you pick up your car, you can pay with your CU Travel Credit Card and waive the car rental insurance. The quick reference on How to Travel below gives information on how to find out more about the Travel Insurance that comes with the CU Travel Credit Card.

Food - covered under a fixed allowance (per diem rates), depending on destination. For this reason, no food receipts are necessary.

Per Diem rates: <http://www.colorado.gov/cs/Satellite/DPA-DCS/PA/1201542229293>

Other expenses such as parking, ATM fees, road tolls, and taxis can be reimbursed as well.

Upon your return, go into Concur and prepare a travel reconciliation to get reimbursed. Attach your receipts and hit submit. You will be reimbursed for all expenses in a reasonable time frame following your submittal of this expense report.

For more information about the University's travel policies, see the following resources:

CU Travel rules: <https://www.cu.edu/psc/procedures/PPS/PPS-Travel.pdf>

Quick Reference on How to Travel: https://www.cu.edu/psc/payable/travel/downloads/Travel_SbS.pdf

3.4.1.2. Travel Cards

Frequent travelers must obtain a CU Travel Credit card, which also covers rental car insurance, and allows you to obtain cash. All travel expenses (especially rental car and hotel) should be charged to the credit card.

The travel card works like the Pcard. The terms and conditions are listed on the card application.

You can also use this card to withdraw cash during travel. Cash advance fees (NOT cash) are reimbursed by the University during periods of authorized travel. You will get your PIN shortly after you receive your card.

3.5. Office Supply Cabinet

Supplies are located in the supply cabinet in the small room between ECME 107 and 108. Please ask the ME Front Desk for the key to access the supply cabinet. Also please inform them if you use the last of something, or need to order special office products (whiteboards, chairs, desks, etc.). When ordering for lab, please make sure to provide a speedtype.

3.6. Copy Machine / Printer Use

The networked printers are for official ME use only. We realize that everyone needs occasional personal material copying and this is allowed within reason (~10 pages per month). Please do not abuse this privilege.

The copier/printer typically only performs one function at a time, e.g. printing, copying, or scanning. Please be considerate of other users when printing or copying large amounts. Use off-hours for large print jobs, use double-sided, or multi-page printing (if your eyes are still good) to conserve paper. **Please refill the machine with paper as needed and after large print jobs.**

Each faculty member has a teaching copy code and a research copy code. Faculty research copy codes should be shared among the faculty member's laboratory. To get a code, please reach out the HR Coordinator.

3.7. Recycling

Recycling bins for paper, glass, aluminum and plastic exist in most offices and rooms. Please do your part to reduce waste! For a list of recyclables, see link below. Please turn off all unused lights and appliances to conserve energy, unless the utility requires continuous power for proper function and operation.

Recycling: <http://www.colorado.edu/cure/>

3.8. Site Security

Security is a high priority for all ME labs and offices. Please lock all offices and labs when no one is present, in particular, all laboratories, the machine shop, and the copy rooms ECME 133 and 228. If you are not sure, please be conservative and close and lock any open rooms. This is especially important on weekends or during the evening hours. The Engineering Center itself is generally not secured. In accordance with fire codes, office doors must be closed if absent for > 1 hr. Fire doors (labeled) must **not** be propped open.

3.9. Taking classes at CU

The State of Colorado Fiscal Rule 2-8-04 allows the University of Colorado to participate in a tuition benefit program for permanent, full-time employees of the university. Supervisor approval is required. Time spent on classes not required for your job at ME is outside the ME work commitment, i.e., time spent during the day on these classes must be recovered (evening, weekend). Eligible employees can waive up to nine credit hours per academic year depending on your full-time employee status. An academic year begins with the summer term. Only courses that benefit the state and enhance the employee's performance can

be approved. Detailed information about the faculty and staff tuition benefit is available on the Bursar's Office web site under the faculty and staff information link: <http://newbursar.colorado.edu/resources/tuition-benefit/>. Bursar's Office web site at <http://bursar.colorado.edu>.

4. Policies

4.1. General

4.1.1. Scope

Mechanical Engineering is part of the University of Colorado (CU / State of Colorado), and therefore, all CU policies apply to ME staff and student employee. If any statement in this policy document accidentally, or due to recent changes, contradicts CU policies, the CU policies will supersede this document.

Mechanical Engineering is part of the College of Engineering and Applied Science, and must adhere to their policy as well.

Details on CU policies: <http://www.cusys.edu/policies/>

Details on CAES policies: http://engineering.colorado.edu/facultystaff/College_Administration.htm

4.1.2. Management

Michael Hannigan is the Chair for the ME Department and has final authority on all personnel matters. Sehee Lee, Associate Chair of Graduate Programs, and Virginia Ferguson, Associate Chair of Undergraduate Programs, and have authority to be acting Chair if the Department Chair is out.

4.1.3. Approval

The success of the ME Department is based on trust, communication, and strong personal relationships. Manager's approval within these policies comprises of nothing more than verbal approval unless otherwise specified. If an employee is more comfortable with an email record, that can be used too, but is not necessary.

4.2. Work Hours

4.2.1. Business Hours

Members of the ME are expected to work 40 hours per week. The business hours of the ME department are 8am to 5pm, Monday through Friday and employees are expected to be present during those hours, unless an alternative arrangements have been approved by your supervisor. A half hour or one-hour lunch is permitted if desired. Summer business hours: 7:30am to 4:30pm.

4.3. Hours Tracking

ME employees must track their work time (biweekly) or leave (monthly) using the My.Leave application within the MyCUinfo portal. For guidance on finding My.Leave, please see the MyCUinfo portal section near the top of the packet.

Setting Preferences in My.Leave

Step by Step

1. Click the **Preferences** button. The My.Leave Preferences window appears.
2. Ensure the correct campus is selected from the **Holiday Schedule** list box.

3. Modify your **Default Work Days and Hours**, if necessary. If you do not work a set schedule, you must select (check box) each day you do work in the **Work Day** column and specify your **Start Time** and **End Time** for each day. This will allow you to enter any time worked in your calendar.
4. Deselect any auto-generated emails you do NOT want to receive by unchecking the appropriate As Employee and As Supervisor boxes (if applicable).
5. Click **Save & Return** to save your changes and return to your My.Leave personal calendar.

Biweekly Employees

Step by Step

1. Click “add time” button to the right of the Current date or by clicking the specific date in the calendar. The Add/Edit event window will appear.
2. Update the ***From Date** and ***To Date** to record the days/hours of hours worked (biweekly employees) .
3. Select **Include Lunch** if the time you entered includes lunch. If not unselect this box.
4. If you have multiple jobs, selected the correct **Reporting to** (supervisor) to ensure you are paid correctly and/or your leave hours are adjusted properly.
5. Select the **Earnings Code** for hours being reported from the drop down. **Biweekly student assistants** should use earnings code **student hourly**. **Biweekly temporary aides** should use earnings code **regular earnings**.
6. Select the “Submit a Request” **Status** from the drop down.
7. **Description** not required.
8. You do not enter anything in **speedtype** unless you have been advised by your payroll liaison or supervisor.
9. Select **Save** to submit your reported action.

You must populate **ALL** days and hours worked. At the end of the biweekly pay period, you must also submit your timesheet. To complete this step, select timesheet at the top of your page. The timesheet will provide a week by week snapshot of the hours you reported on the calendar tab. At the bottom, you will see the summary of the time period that you are submitting. After you agree with what is reported on your timesheet, you will need to certify this by checking the certification box. You will then submit your timesheet for review and approval by your supervisor.

Monthly Employees

Step by Step

1. Click “add time” button to the right of the Current date or by clicking the specific date in the calendar. The Add/Edit event window will appear.
2. Update the ***From Date** and ***To Date** to record the leave you are requesting and adjust the time (if a partial day) if needed.
3. Select **Include Lunch** if the time you entered includes lunch. If not unselect this box.
4. If you have multiple jobs, selected the correct **Reporting to** (supervisor) to ensure you are paid correctly and/or your leave hours are adjusted properly.
5. Select the **Earnings Code** for regular hours or exception time being reported from the drop down. Examples of exception time include: vacation, sick, funeral leave, and jury duty.
6. Select the “Submit a Request” **Status** from the drop down.
7. **Description** not required.
8. You do not enter anything in **speedtype** unless you have been advised by your payroll liaison or supervisor.
9. Select **Save** to submit your reported action.

Exempt Employees must only populate exception time. Once you submit a request for exception time, an email will be sent to your Supervisor for approval.

Non-Exempt Employees must populate ALL days and hours selected in your Preferences to avoid a dock in pay and to ensure your vacation and sick accrue properly. This includes regular hours worked and exception time. At the end of the month, you must also submit your timesheet. To complete this step, select timesheet at the top of your page. The timesheet will provide a week by week snapshot of the hours you reported on the calendar tab. At the bottom, you will see the summary of the time period that you are submitting. After you agree with what is reported on your

timesheet, you will need to certify this by checking the certification box. You will then submit your timesheet for review and approval by your supervisor.

4.3.1. Flex Time

Flex time is allowed only with approval from your manager. Those who wish to work at home must request approval in advance to work-at-home via campus policy and the arrangement must be approved by a supervisor and appointing authority before the employee will be allowed to work from home.

4.3.2. Paid Overtime & Comp Time

If the position to which you will be appointed is exempt from the overtime provisions of the Fair Labor Standards Act, you are **not** eligible for overtime compensation, compensatory time, nor any other extra compensation for hours worked beyond 40 in a work week. If the position to which you will be appointed is non-exempt from the overtime provisions of the Fair Labor Standards Act, then it is **eligible** for overtime compensation in any form of compensatory time, subject to the University's sole discretion and per the University's practices and policies regarding overtime approval and documentation.

4.3.3. Vacation

Classified employees must fill out a vacation request form and have their manager sign it as approval. Alternately, an email with approval from your manager can serve as the official record. The vacation request form can be found here: <http://hr.colorado.edu/lr/Documents/Leave.doc>.

Exempt Professional employees do not need to complete a vacation request form, but must follow the college policy for requesting time off. These requests should be made at least one week out from the vacation.

4.3.4. Sick Time

Sick time must be reported as close to the time of use as possible to your manager. These hours must be recorded in the time tracking tool as sick time.

4.3.5. CU Holidays [CU Boulder Holiday Schedule](#)

4.3.6. Other Leave

See [Employee Services](#) for information about sick leave, funeral leave, vacation leave, military leave, leave without pay, and leave surrounding life events (marriage, birth, death).

4.3.7. Travel Time

Travel for business is considered a normal part of the day to day work functions at ME. This includes travel time that occurs on the weekend or after hours. While attempts will be made to avoid travel arrangements outside regular work hours. Comp time during travel is unlikely to be approved.

4.4. Work Performance

4.4.1. Reviews

Employees and their manager jointly create yearly goals that provide guidance for their activities during the year. These goals are aligned to the strategic and tactical goals of the organization as well as to the employee's professional growth. Examples of strategic goals include expanding the project/customer portfolio or identifying a new set of

technical capabilities that adds value to existing customers. Tactical goals can be linked to project milestones and major tasks. Professional growth goals may be tied to completing trainings, demonstrating proficiency in new tools, or demonstrating leadership initiative in certain areas.

Each year, goals for classified staff will be finalized and signed by the employee and manager by February 1st. A mid-year review of progress toward achieving those goals will be conducted by July 15th. An end of year assessment will be conducted by December 15th.

Exempt professional employees follow deadlines established by the Dean's office.

4.4.2. Employee Incentives

Employees are incentivized to achieve their yearly goals. Annual raises are based on achieving yearly goals. Incentives are project and situation dependent, and should be discussed with your supervisor.

4.4.3. Raises

Annual raises are typically entered into the system on July 1 each year, and appear typically starting with your July paycheck, unless alternative arrangements have been made by the State of Colorado or the Regents. The State of Colorado approves raises for classified staff, while the Regents approve merit increase pools for faculty and exempt professionals. Contact your manager for details and current CU regulations.

Out-of-cycle raises can occur, but are solely at the discretion of your manager and the approval of the appointing authority.

5. Periodic Activities

5.1. ePer

Electronic Personnel Effort Report (ePER) is a triannual report that CU requires its faculty to verify and submit. When these become due, you will receive a reminder email from the CU Office of Personnel. Visit the <http://my.cu.edu> website and login with your IdentiKey to access the ePER webform.

You are expected track and accumulate your hours on a daily and per project basis (See Journal, Section 5.3), and this summary of your hours will be used to verify the reported percentages in your ePER. If the summary of hours you worked on various contracts generally agrees ($\leq 5\%$) with the reported hours, then enter the *reported* amounts into the webform and submit. If a discrepancy between the percentages of time spent on contracts, and what was reported is found, please contact our Financial Manager and they will advise on how to verify.

6. Department Exit

6.1. Departing/Transferring Employee Check-Out Form

Exit Checklist

Employee name _____ EID# _____

Last day worked _____ Supervisor _____

Acceptance of Resignation Letter Received? Yes ___ No ___ Date written resignation rec'd _____

REASON: Resignation ___ Transfer other CU dept. ___ Retirement ___

If your home address is changing, please inform your departmental liaison or Payroll and Benefits, for mailing your W-2 form.

Instructions: Please complete all applicable following check-out process *before* you leave the Boulder Campus. Then turn the packet in to the HR Coordinator.

<p><u>TO BE COMPLETED BY SUPERVISOR:</u></p> <p>___ Notify PPL</p> <p>___ Collect dept. issued ID cards</p> <p>___ Cancel logons to HCM, CIW, ISIS, FIN</p> <p>___ Keys issued are collected</p> <p>___ Cancel e-mail/dist lists</p> <p>___ Collect business all pass parking permit</p> <p>___ Ensure last timesheet is reconciled and approved</p> <p>___ Collect university credit cards/pending charges? (procurement/travel card)</p> <p>___ Purchase Orders if any?</p> <p>___ Cell Phone, Pager, Camera, Accessories, Laptops, etc. returned</p> <p>___ Cancel copier code</p> <p>___ Software licenses</p> <p>___ Reassign permissions, if any? Key issuing, Proctor</p> <p>Is this employee a supervisor? ___ Yes ___ No</p> <p>___ Evaluations for Direct Reports sent for completion</p> <p>___ Evaluations for Direct Reports recd.</p>	<p><u>TO BE COMPLETED BY DEPT. PAYROLL LIAISON:</u></p> <p>___ Buff One card, Eco-Pass turned in</p> <p>___ Leave Balances Discussed</p> <p>___ Send copy of final leave balance sheet to HR 565UCB</p> <p>___ Cancel PSC cards (procurement/travel card)</p> <p>___ Access Cards turned in and disabled</p> <p>___ Parking Permit</p> <p>___ *refer employee by 10th to Parking Office to turn in pass</p> <p>___ Gate Card turned in, if any</p> <p>___ Phone display updated, voicemail pswd disabled</p> <p>___ Address, home email verified</p> <p>___ Give ES contact info. to go over retirement, benefits</p> <p>___ Final payment submitted</p> <p>___ Pay up to max of vacation at separation, VCT for resignation</p> <p>___ Termination in HCM</p> <p>___ Return other CU property</p>	<p><u>TRANSFER WITHIN CAMPUS:</u></p> <p>___ Release employee to new department in HCM</p> <p>___ Notify PPL of exception time to report in CU TIME</p> <p>___ Provide leave balance record to new dept.</p> <hr/> <p><u>RETIREMENT:</u></p> <p>___ Has employee spoken to PERA if applicable.</p> <p>___ Has employee spoken to a benefits professional</p> <p>___ Pay up to max on VCT</p> <p>___ Pay 25% of sick up to max</p> <p>___ Leave balances at 0.00 upon retirement</p> <hr/> <p><u>Additional information:</u></p> <p>Termination effective date in HCM is the following day after last day worked.</p> <p>Prorated leave accruals until last day worked and pay out vacation.</p>
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7. Statement of Acknowledgment

I have read and I understand the Mechanical Engineering Information and Policies. My manager has answered any questions that I had about the information and policies contained in this document.

Employee Name

Employee Signature

Date

*Please tear off this sheet and turn it in with your signature stating that you have read the packet. Please hold on to the rest of the packet for the vital information that will come in handy.