



University of Colorado
Boulder

POSTDOCTORAL HANDBOOK

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ABOUT

Welcome Letter from the Office of Postdoctoral Affairs

Dear Postdoctoral Scholar,

Welcome to CU Boulder! The Office of Postdoctoral Affairs (OPA) is excited to support you as you begin this next stage of your research career. CU Boulder is home to world-class research institutes and maintains strong partnerships with several national labs.

OPA's mission is to enhance your postdoctoral training, professional development, and sense of community. We offer quarterly orientations, workshops, career development resources, and sponsor your membership in the National Postdoctoral Association.

Key resources include the [Individual Development Plan](#) (IDP) to help you define and pursue your career goals; the [Peer Mentoring Program](#) to connect with postdocs across campus; and the [Postdoctoral Association of Colorado Boulder](#) (PAC Boulder), a volunteer-led postdoc organization. These are just a few of the many resources highlighted in this handbook.

We invite you to explore all that CU Boulder has to offer and use this guide as a starting point. If you have any questions or need support, don't hesitate to contact us at opa@colorado.edu. We're here to support your postdoc journey.

OPA wishes you much success and happiness in your postdoctoral training at CU Boulder.

Best regards,

Office of Postdoctoral Affairs

Introduction to Boulder

Boulder is located at the base of the Rocky Mountains and has a mild, dry climate with approximately 300 sunny days per year. Temperatures range from an average high of 87°F (30°C) in July to 45°F (7°C) in winter, and conditions can change quickly—plan for both warm and cold weather.

At 5,430 feet (1,655 m) above sea level, new arrivals may experience altitude-related symptoms such as headaches or fatigue. Staying hydrated and allowing time to adjust can help.

Boulder and the surrounding Denver area offer a wide range of outdoor recreation, cultural activities, and community events, providing many opportunities to explore outside of work.

Contact Information & Communications

Office of Postdoctoral Affairs

<https://www.colorado.edu/postdoctoralaffairs>

opa@colorado.edu

Postdoctoral Association of Colorado (PAC) Boulder

<https://www.colorado.edu/pac/>

pacboulder@gmail.com

Postdocs are automatically subscribed to the postdoctoral email list, including the Doc Report, a monthly newsletter featuring opportunities, announcements, and events for postdocs.

<https://www.colorado.edu/postdoctoralaffairs/newsletters>

POLICIES

Job Codes

Postdoctoral Scholars at CU Boulder are appointed under three job codes:

- Postdoctoral Associate (1312) – funded through internal grants; mentored training role
- Postdoctoral Fellow (1438) – externally funded fellowship recipients
- Research Associate (1306) – more independent, sometimes used for senior postdocs

Benefits

Benefits vary by job code. Eligibility details are available in the Benefits Matrix:

<https://www.colorado.edu/postdoctoralaffairs/media/61>. All employees may access discounts through Benefit Hub (stateofcolorado.benefithub.com/) and through their Eco Pass (<https://boulder.colorado.gov/services/ecopass-program>).

Best Practices

Postdoctoral scholars are expected to:

- Assume primary responsibility for his or her research and career development, including but not limited to:
 - a. Seeking opportunities to develop your independent research career through publications, fellowships/grants and performing service to professional societies;
 - b. Creating and following an [Individual Development Plan](#) (IDP), including annual updates and performance reviews.
- Perform quality research service, as directed by the faculty mentor, in a professional and timely manner.
- Meet regularly (weekly is recommended) with faculty mentor to openly discuss research progress and career development. Seek research and career advice from faculty mentor, other faculty members, professional society members, and peers, as appropriate.
- Behave in a professional, collaborative and respectful manner in all interactions with faculty, staff, coworkers, students, and extramural colleagues.

Mentors are expected to:

- Be available and regularly meet with your postdoc on a one-on-one basis;
- Work with your postdoc to develop an Individual Development Plan (IDP) – a tool to help track your postdoc's progress and goals ([see resources here](#)). Research goals should align with the postdoc's career path, with the potential for publications and other opportunities for development;
- Encourage your postdoc to:
 - Attend orientations, trainings, and workshops offered by OPA, Career Services and the Graduate School (spring programming below);
 - Present at conferences and/or symposia, and to take advantage of the [free memberships](#) through CU Boulder;
 - Explore a variety of career options and make connections, particularly in industry, government, and other non-academic sectors, given only an estimated 15-20% will land a tenure track position;
- Provide support and guidance in your postdoc's work, while allowing a degree of autonomy; and
- Remember your postdoc is a trainee with a doctorate and should be respected as such.

GETTING STARTED AT CU BOULDER

This section contains information pertinent to your first day, week and month as a postdoctoral scholar at CU Boulder. The [Appendix](#) contains a checklist to help you get your paperwork completed and to set up your career development plan. More information and links on general processes to follow as a new employee can be found here: <https://www.colorado.edu/hr/new-employees>

Campus Maps

CU Boulder is comprised of three areas: Main Campus, East Campus, and Williams Village. There are also several national labs located in Boulder that house postdocs. It will be helpful to familiarize yourself with campus, including health clinics, community and dining options. An interactive campus map can be found here: www.colorado.edu/map/

IdentiKey & MyCUInfo

Your IdentiKey is your CU Boulder login for online services. Once your job appointment is entered into the payroll system, you should receive an employee identification number and your IdentiKey will be created, but you will need to activate it using the following link: www.colorado.edu/oit/services/identity-access-management/identikkey/help/account-provisioning-activation

As discussed in more detail in the following sections, MyCUInfo (mycuinfo.colorado.edu/) is the main conduit for your employment information, benefits enrollment, pay statements, direct deposit, and tax information/withholdings. There are also a number of online trainings offered through MyCUInfo and SkillSoft. Once you have activated your IdentiKey, you can log into MyCUInfo to access these resources.

Employment Eligibility, Tax Forms and Direct Deposit

Within three days of your hire date, you will need fill out an Employment Eligibility Verification (I-9) form and Affirmation of Legal Work Status Form. These forms can be accessed via the following link: www.colorado.edu/hr/hr-operations/i-9. *Please check page 9 of the form and bring the necessary documentation with you during your first three days.* You should be provided with additional information on filling out these forms from your department.

You will also need to fill out an IRS form W-4 to determine your income tax withholding. This form is available at mycuinfo.colorado.edu/ under “My Info and Pay.” At this time, you should also fill out your direct deposit information. You will be able to divide your paycheck into multiple bank accounts, should you choose.

International postdocs must consult with an international tax specialist to help you fill out the appropriate paperwork. Book your consultation here: <https://www.cu.edu/blog/work-life/are-you-new-cu-international-employee-book-your-required-appointment-international-0>. Please also see [Taxes](#) in the International Postdocs section of this document.

Buff OneCard

The Buff OneCard will serve as your employee identification. To obtain your Buff OneCard, go to Room N180 in the Center for Community (C4C) building. The Buff OneCard can be loaded with Campus Cash that can be used at all on-campus dining services

(<https://living.colorado.edu/locations-hours>). To learn more about the Buff OneCard or to add Campus Cash, visit the following link:

services.jsatech.com/textpage.php?pageid=224&cid=59&menulevel=C.

Benefits Enrollment

New employees must enroll in benefits *within 30 days of the date of eligibility*; if no action is taken, you (but not your spouse or dependents) will be automatically enrolled in a medical and dental plan: www.cu.edu/employee-services/auto-enrollment. You can enroll in benefits through the MyCUInfo portal. Instructions are available through Employee Services:

www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll. You may also find an in-person Employee Benefits and Payroll Orientation helpful. Click here to see the schedule:

<https://www.cu.edu/employee-services/benefits-wellness/new-employee/payroll-and-benefits-orientations>

New Employee Trainings & Reporting

New Postdoc Orientation

The Office of Postdoctoral Affairs (OPA) hosts virtual orientation sessions each quarter (January, April, July, and October) to welcome and support new postdoctoral scholars. These sessions provide an overview of key campus resources, benefits, and opportunities, while helping new postdocs connect with peers. You should receive a welcome email and an invitation to the next orientation within your first month. If you do not receive this information – or if you missed a previous session and would like to attend the next one – please contact OPA at opa@colorado.edu.

New Employee Training

CU Boulder requires all new staff, including postdocs, to complete the online New Employee Orientation, Information Security & Privacy Awareness, and Discrimination and Harassment training through MyCUInfo *within 30 days of hire*. <https://www.colorado.edu/hr/new-employees>

Responsible Conduct of Research (RCR) Training

RCR (<https://www.colorado.edu/researchinnovation/rcr/training>) is required for all postdocs funded by National Science Foundation (NSF) grants and for those supported by select NIH awards, including institutional training grants, career development (K-series), and education-related grants. NIH requires at least eight hours of face-to-face instruction; online-only courses do not meet this requirement. CU Boulder offers RCR training through online (CITI), workshop-based (CCARS), and semester-long (GRAD5000) options. RCR is strongly recommended for all postdocs, regardless of funding. To learn more about research misconduct, visit the following site: <https://www.colorado.edu/researchinnovation/rcr/research-misconduct>.

Reporting Conflicts of Interest

A Disclosure of External Professional Activities (DEPA) is required to be on file for postdocs and faculty, regardless of whether or not a conflict exists. More information on conflicts of interest and DEPA can be found here: <https://www.colorado.edu/researchinnovation/coi/getting-started>

CAREER DEVELOPMENT

OPA and PAC Boulder Services

- Trainings and workshops: <https://www.colorado.edu/postdoctoralaffairs/events>
- Award opportunities: <https://www.colorado.edu/postdoctoralaffairs/award-opportunities-memberships>
- Free memberships (e.g., National Postdoctoral Association, National Center for Faculty Development & Diversity): <https://www.colorado.edu/postdoctoralaffairs/current-postdocs/memberships>
- Communications promoting postdoc activities including the Doc Report, a monthly newsletter: <https://www.colorado.edu/postdoctoralaffairs/newsletters>
- Support for Individual Development Plans (IDP)
- Collaboration with the Postdoctoral Association of Colorado Boulder (PAC Boulder), CU Boulder's volunteer postdoc group that hosts social events and offers travel awards for conference presentations

Individual Development Plan (IDP) and Annual Review

Using an IDP to map your career goals and progress is highly recommended. It helps you:

- Define long- and short-term career objectives
- Identify skills to develop and resources to improve them
- Create and implement a plan to meet your goals
- Facilitate regular mentor discussions about your career and performance
- Track accomplishments and career milestones
- Prepare mentoring/training plans for external funding applications

Discuss your IDP with your mentor during your annual review to receive feedback on past performance and plan for the year ahead. The OPA provides an IDP template in new postdocs' welcome packets and online at <https://www.colorado.edu/postdoctoralaffairs/current-postdocs/professional-development/individual-development-plan-idp>. Alternative tools like myidp.sciencecareers.org/ are also recommended.

Peer Mentoring Program

Connect with experienced postdocs who understand the challenges and opportunities ahead. Gain personalized guidance, expand your professional network, and build lasting connections across CU Boulder. It's a great way to feel supported, grow your skills, and thrive during your postdoctoral journey. <https://www.colorado.edu/postdoctoralaffairs/current-postdocs/peer-mentoring-program>

Funding and Awards

Securing your own fellowships or grants accelerates your path to independence and builds valuable experience. Since many awards limit eligibility to within 1–3 years post-PhD and competition is strong, applying early and often is advised. The Office of Contracts and Grants (OCG) manages grant submissions and provides templates and instructions at www.colorado.edu/ocg/fellowships. Additional funding resources are available through the Research & Innovation Office: <https://www.colorado.edu/researchinnovation/find-funding/funding>.

Innovation, Entrepreneurship & Commercialization

Venture Partners at CU Boulder is the university's commercialization arm that can help you secure intellectual property (IP) rights and safeguard your work at the university. This ensures you receive proper recognition and opens you to opportunities for broader impact, such as funding and even launching your own company with CU resources. Additional opportunities are available for eligible IP, including proof-of-concept grants, venture accelerators and entrepreneurial support. Beyond Venture Partners, all faculty, staff and students are eligible to participate in our National Science Foundation I-Corps Hub: West Region programming, designed to help researchers, entrepreneurs, inventors and problem solvers explore market opportunities for their ideas. Learn more about funding your research

(<https://www.colorado.edu/venturepartners/internal-news/funding-your-research-or-creative-work-through-commercialization>) and finding a market for your innovation

(<https://www.colorado.edu/venturepartners/internal-news/find-market-your-innovation>).

Employee Services

Career Advancement & Learning

Employee Services offers a number of online and in-person career advancement and learning resources (www.cu.edu/employee-services/career-advancement-learning), including online trainings through SkillSoft (www.cu.edu/employee-services/career-advancement-learning/learning/on-the-job/courses/learning-management-system-0) and e-books (www.cu.edu/employee-services/career-advancement-learning/learning/job/books24x7). A range of topics can be found in these programs by logging in to your MyCUInfo portal.

Tuition Benefit

CU Boulder offers qualified employees and dependents up to 9 credit hours of tuition waiver each academic year. To learn more or apply for the program, visit the Employee Services website: www.cu.edu/employee-services/benefits/employee-tuition-benefit.

Career Services

Career Services (www.colorado.edu/career/) offers workshops and seminars related to CV/resume preparation, interviewing, and developing a job/networking strategy for academia and industry.

SUPPORT AND ADVOCACY

Counseling and Mediation

CU Boulder offers its staff, including postdocs, a number of resources that provide conflict resolution and counseling services. If you are unsure which of the below services best fits your needs, please email opa@colorado.edu to set up an appointment to discuss your needs.

Ombuds Office

<https://www.colorado.edu/ombuds/> Provides confidential assistance with administrative and interpersonal concerns, including issues with supervisors, administrators, or coworkers.

Faculty Relations

<https://www.colorado.edu/facultyrelations/> Supports postdocs with conflicts involving faculty members. Consultations are confidential, except for reports of criminal conduct, harassment, discrimination, or harm risk.

Office of Victim Assistance (OVA)

<https://www.colorado.edu/ova/> Offers free, confidential support, advocacy, and short-term counseling for bias incidents, harassment, sexual misconduct, assault, stalking, and other crises. In emergencies or safety risks, call 911.

Office of Institutional Equity and Compliance (OIEC)

<https://www.colorado.edu/oiec/> Investigates discrimination and harassment based on protected categories including race, sex, disability, sexual orientation, and more.

Faculty and Staff Assistance Program (FSAP)

<https://www.colorado.edu/hr/about/faculty-staff-assistance-program> Provides FREE counseling for emotional and psychological needs. Work-life resources at www.colorado.edu/hr/faculty-and-staff-assistance-program/work-life-services.

Advocacy Centers

Center for Inclusion & Social Change (CISC)

<https://www.colorado.edu/cisc/> Support through advocacy and programs addressing intersecting identities, combining the Cultural Unity and Engagement Center, Women's Resource Center, and Gender and Sexuality Center.

Center for Disability and Access

<https://www.colorado.edu/disabilityservices/> www.colorado.edu/institutionalequity/ada
Coordinates reasonable accommodations and ergonomic evaluations. Offers universal design consultations and accessible technology resources.

Veteran and Military Affairs

www.colorado.edu/veterans/

Serves CU Boulder's veteran/military community. Info on military leave under "Other Leaves" at www.cu.edu/employee-services/leave.

LIFE IN BOULDER

Getting Around

Parking and Transportation Services (PTS)

www.colorado.edu/pts/ Coordinates campus parking and transit.

Parking Passes	https://www.colorado.edu/pts/permits/parking-permits/faculty-staff-permits
Biking	https://www.colorado.edu/pts/getting-around/bicycle
Eco Pass (bus pass)	https://www.colorado.edu/pts/getting-around/bus/facultystaff-eco-pass
RTD (Public Transit)	www.rtd-denver.com/
Stampede (East Campus Shuttle)	https://www.colorado.edu/pts/buffbus
CU NightRide	www.colorado.edu/umc/cunightride
SkyRide (Airport Shuttle)	https://www.colorado.edu/pts/getting-around/bus/getting-and-out-town

Department of Motor Vehicles (DMV)

www.colorado.gov/pacific/dmv/node/44456/

To transfer an out-of-state driver's license or obtain a new one, you must visit a Colorado DMV location. The above link also has information on transferring your vehicle title, voter registration, and obtaining a license if you are not a US citizen. Annual renewals can be completed online.

Housing

Boulder and surrounding communities (e.g., Superior, Louisville, Longmont, Lafayette, Gunbarrel) offer various housing options. See Off-Campus Housing and Ralphie's List:

<https://www.colorado.edu/offcampus/>; <https://ralphieslist.colorado.edu/> On-campus housing may be an option for your family. Learn more about Graduate & Family Housing:

<https://www.colorado.edu/living/housing/graduate-and-family-housing>

Dining

On-campus: Use Campus Cash for discounted meals, including Center for Community (C4C):

<https://living.colorado.edu/dining>

Off-campus: Boulder's restaurant scene, including Pearl Street Mall:

<https://www.boulderdowntown.com/dining>

Fitness

Recreation Centers: <https://www.colorado.edu/recreation>; <https://bouldercolorado.gov/parks-rec/recreation-centers>

Be Colorado wellness and fitness rewards program: <https://www.becolorado.org/program/be-colorado-move/>

Pets

Boulder offers off-leash dog parks and local vets. Licensing info:

<https://bouldercolorado.gov/services/dog-licensing>

Dog parks: <https://bouldercolorado.gov/dog-parks>

Things to Do

Boulder, On- and Off-Campus

www.colorado.edu/events/ · www.boulderdowntown.com/visit · www.bouldercoloradousa.com/ · www.dailycamera.com/events/things-to-do ·

Denver and Greater Colorado

www.denver.org/ · travel.usnews.com/Denver_CO/Things_To_Do/

Outdoor Activities

<https://bouldercolorado.gov/guide/recreation-boulder> · cpw.state.co.us/ · www.bouldercoloradohiking.com/ · www.coloradoski.com/ · www.nps.gov/romo/index.htm · www.visitingboulder.com/rock-climbing-in-boulder.php

Arts and Cultural Events

<https://www.bouldercountyarts.org/calendar> · <https://www.bouldercoloradousa.com/things-to-do/arts-and-culture/museums/> · <https://cupresents.org/> · <https://www.colorado.edu/cwa/> · <https://www.coloradoshakes.org/> · <https://www.bouldercounty.org/os/culture/pages/museums.aspx> · <https://www.denver.org/things-to-do/denver-arts-culture/> · <https://redrocksonline.com/> · <https://www.botanicgardens.org>

Sports

Athletics

www.colorado.edu/recreation/intramural-sports · bouldercolorado.gov/parks-rec/sports

Sports Teams and Tickets

Team	Sport	Link
CU Buffs	Football, Men's and Women's Basketball, Volleyball and Soccer	www.cubuffs.com/
Denver Broncos	Football	www.denverbroncos.com/
Colorado Avalanche	Hockey	avalanche.nhl.com/
Denver Nuggets	Basketball	www.nba.com/nuggets/
Colorado Rockies	Baseball	colorado.rockies.mlb.com/
Colorado Rapids	Soccer	www.coloradorapids.com/

FAMILY LIFE

Many postdocs nationally are married and have young children. Boulder County is ideal for families, offering excellent schools, top-tier healthcare, abundant outdoor spaces, and family-friendly events. You and your dependents (spouse, children) are eligible for health, vision, and dental insurance benefits: <https://www.colorado.edu/postdoctoralaffairs/benefits-services/benefits>.

Paid Parental Leave

Since July 1, 2018, Postdoctoral Associates and Research Associates qualify for paid parental leave. <https://www.colorado.edu/postdoctoralaffairs/2018/06/28/cu-boulder-announces-paid-parental-leave-postdoctoral-research-associates>

Family Leave

Postdocs are eligible for FMLA, which can run concurrently with vacation/sick leave or short-term disability. <https://www.colorado.edu/postdoctoralaffairs/benefits-services/families>

Lactation Rooms

A variety of lactation facilities are available across campus: <https://www.colorado.edu/cisc/resources/parenting-childcare>.

Childcare

Secure care early—spaces fill fast, especially for under three years. Bright Horizons Care Advantage (child/elder care referrals): <https://advantage.cu.edu/perk/elder-care-can-be-hard-find-bright-horizons-can-help> · Boulder County Child Watch <https://bouldercolorado.gov/services/childcare> · CU Children's Center: <https://childcare.colorado.edu/> · Science Discovery Camps <https://www.colorado.edu/sciencediscovery> · Boulder Camps <https://bouldercolorado.gov/services/youth-camps>

Schools

Boulder Valley School District (BVSD) offers top-rated public schools, open enrollment, and specialized charter or focus programs. <https://www.bvsd.org/parents-students/new-to-bvsd/>

Things to Do with Kids

<https://www.coloradokids.com/> · www.colorado.com/articles/colorado-family-attractions-kids-10-under · boulderfamilies.com/ · www.denver.org/things-to-do/denver-attractions/free-denver-family-activities/ · www.colorado.com/articles/5-free-things-do-colorado-kids

Attraction	Link
Boulder County Farmer's Markets	www.bcfm.org/
Boulder Outdoors	www.bouldercoloradousa.com/outdoors/
Boulder Public Libraries	https://boulderlibrary.org/youth/
Butterfly Pavilion	www.butterflies.org
Children's Museum	www.mychildsmuseum.org
Denver Art Museum	www.denverartmuseum.org
Denver Botanic Gardens	www.botanicgardens.org
Denver Zoo	www.denverzoo.org/
Dinosaur Ridge	www.dinoridge.org/
Downtown Aquarium	www.aquariumrestaurants.com/downtownaquariumdenver/
Elitch Gardens	www.elitchgardens.com
OutGrown	https://www.weareoutgrown.org
Swimming	bouldercolorado.gov/parks-rec/pools https://bouldercolorado.gov/services/reservoir-swimming
Tiny Town & Railroad	tinytownrailroad.com/
Water World	www.waterworldcolorado.com
Wings over the Rockies Air & Space Museum	wingsmuseum.org/
World of Wonder Children's Museum	www.wowchildrensmuseum.org/

INTERNATIONAL POSTDOCS

Nearly 50% of postdocs at CU Boulder are international. Resources are available to support your transition to life and work in the U.S.

Postdoctoral Association of Colorado (PAC) Boulder

Hosts regular social and networking events for postdocs and their families:

<https://www.colorado.edu/pac/>

International Postdoc Survival Guides

Covers U.S. living, taxes, visas, and more: <https://www.nationalpostdoc.org/page/International>

International Student and Scholar Services (ISSS)

Located in C4C Room S355, ISSS supports visa, status, and community needs. Drop-in advisors are available. ISSS also hosts social events: <https://www.colorado.edu/oie/iss>

Taxes

www.irs.gov/ · www.colorado.gov/tax · www.cu.edu/employee-services/policies/international-tax-overview · booknow.appointment-plus.com/43rspqeq/

Effective August 1, 2024, the International Tax Office no longer requires individual appointments or offers group sessions. Instead, we have transitioned to an online platform—Sprintax Calculus—for documenting U.S. tax residency status, determining tax treaty eligibility, and securely exchanging tax forms and documents. As a new international employee, you will receive an email from CUintlTax@Sprintax.com within approximately 14 days of your start date, inviting you to complete your profile on Sprintax Calculus. Your tax obligations—including federal, state, Social Security, and Medicare taxes—depend on your residency status, marital status, and whether you have dependents. Each year, you must file federal and Colorado state income tax returns by April 15 (or the next business day if it falls on a weekend or holiday). You will need forms such as the W-2 and/or 1042-S, which your employer must provide. If too little tax was withheld from your paycheck, you may owe additional tax; if too much was withheld, you may receive a refund. Accurate and timely filing is essential. If you are an existing employee who needs to report changes to your immigration status, please update your profile in Sprintax Calculus. If you need professional assistance, consider using a Certified Public Accountant (CPA) or Enrolled Agent (EA) with experience in international tax issues.

English Courses

Resource	Link
International English Center	https://www.colorado.edu/center/iec/
ISSS Resources for Non-Native English Speakers	https://www.colorado.edu/iss/resources-support/english-language-resources-non-native-english-speakers
Boulder County Library, English as Second Language	https://research.boulderlibrary.org/lifelong-learning/esl

Boulder Council for International Visitors (BCIV)

<https://www.bciv.org> Hosts community events and a monthly newsletter for international visitors

APPENDIX

Onboarding Checklist

Before Starting

- ☐ Obtain housing.
- ☐ Sign up for a local bank account.
- ☐ Obtain a Colorado driver's license, if desired.
- ☐ *Postdoc Parents*: Enroll your child(ren) in school and/or daycare.
- ☐ *International Postdocs*: Consult with your department and International Student and Scholar Services to complete your visa requirements for yourself and your family, if applicable, and to determine next steps before and after arrival in Colorado.
- ☐ Explore Boulder's parks, shopping areas and attractions.

First Day

- ☐ Activate your IdentiKey.
- ☐ Ensure your employee information is correct on MyCuInfo.
- ☐ Fill out your I-9 form (bring appropriate documentation with you).
- ☐ Fill out the appropriate tax withholding forms:
Domestic Postdocs: fill out W-4 on MyCuInfo.
International Postdocs: schedule a consult with an international tax specialist.
- ☐ Fill out your direct deposit information on MyCuInfo.
- ☐ Have lunch with your coworkers and/or mentor.

First Week

- ☐ Get your Buff OneCard and Eco Pass.
- ☐ Meet with your mentor to discuss your career and project plans.
- ☐ Explore the CU Boulder campus.
- ☐ Complete your online New Employee Orientation, Information Security & Privacy Awareness and Discrimination and Harassment training on MyCuInfo.

First Month

- ☐ Enroll in benefits through MyCuInfo
- ☐ Fill out your Individual Development Plan (IDP) and discuss it with your mentor.
- ☐ RSVP for New Postdoc Orientation.
- ☐ Sign up for Responsible Conduct of Research training.
- ☐ Complete your Disclosure of External Professional Activities (DEPA) form.
- ☐ Determine and complete any other required project- or department-specific trainings.
- ☐ Attend a sporting or cultural event, visit a museum, or participate in an outdoor activity