

Setting-Up Direct Deposit & Mandatory Training

You may set up direct deposit and complete W4 information 3-5 business days after your payroll liaison places you in the payroll system.

To set-up direct deposit & W4 information:

* Log into Buff Portal (<https://buffportal.colorado.edu>), in the search bar type myCUinfo. You will see an Employee Portal card appear.
	+ **Alternatively, you can login directly by going to** <https://mycuinfo.colorado.edu>
* Select the **Access employee portal** link
* In the drop-down menu select **My Info and Pay**
* Here you can select the[**Direct Deposit**](https://www.cu.edu/employee-services/payroll/pay/direct-deposit) **or** [**W-4**](https://www.cu.edu/employee-services/taxes-faculty)tile
	+ You will go through the [two-factor authentication process](https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool).
	+ For Direct Deposit Select "Add" to provide a new account or "Edit" to update/authorize an account.  Example:
	+ Routing and account numbers
	+ Account type: **Checking**
	+ Deposit type: **Balance**
	+ Amount/Percent: **(leave blank)**
	+ Deposit order: **1**
* You should verify with your bank the routing and account number for direct deposit, because routing numbers on deposit slips and bank statements are often invalid for direct deposit transactions.
* If you enter "Balance" as the account type, do not enter a number in the Amount/Percent.  The deposit order will default to 999, but this will not affect your pay.  Do not select the account type "Amount" unless you are setting up more than one account.
	+ If you have any problems, please contact Employee Services at 303-860-4200.
	+ If you do not set up direct deposit, Employee Services will send you a paper check in the mail and cannot guarantee that you will receive your paycheck on pay day.
	+ This direct deposit is different than the one you setup with the Bursar’s office
* Update your address for your [W-2](https://www.cu.edu/docs/w-21042-s-reissue-request-form) before you leave the campus. Changing your address in the CU-Student Information System (CU-SIS) **does not change it in payroll**. If you still have the CU Resources tab, under **My Info** verify the **Home and Mailing Address**. You will select the **arrow** to update the address if incorrect and **save** it for each one that is incorrect. If you no longer have the CU Resources tab, you will need to contact Employee Services or the department you worked for to update the information for you.

Mandatory Training

All CU Boulder employees are required to complete a [discrimination and harassment](https://www.colorado.edu/oiec/policies/discrimination-harassment) course **within their first 30 days of employment** with the Boulder campus. The employee course is different from the one you may have completed as a student.

If you are working for one of our contracted off-campus agencies, you are still considered a CU Boulder Employee and must take the training.

To complete the discrimination and harassment training:

* Log into MyCUInfo ([https://mycuinfo.colorado.edu](https://mycuinfo.colorado.edu/))
* Select the **CU Resources Home** in the dropdown
* Click **Skillsoft** tile
* Click **CU Boulder**
* Under Sub-categories (on the left) click **Students**
* Scroll down to the course title ‘**CU: Discrimination and Sexual Misconduct–CU Boulder and System** and select **Launch**. Be sure to complete the course for Boulder and not another campus. It will take 3-5 business days to reflect on your record that you completed the course.
* Be sure to save a screenshot of the completed course in case the system doesn’t record your results or you will be required to take the course again if we cannot see that you completed the course.

COVID Training

If you can work remotely, you are to continue to work remotely.  However, if you are [required to complete your job duties on campus,](https://www.colorado.edu/hr/covid-19/employee-guidance-returning-campus) please review the following resources.

**Step 1: Complete the training**

* Each employee returning to campus must complete the training titled “[CU: COVID-19 Safety and Awareness-CU Boulder](https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=_scorm12_cu_u10094_0001)” prior to their return. This training can be found in the MyCUinfo Portal by accessing the SkillSoft tile

**Step 2: Monitor Your Health and the Health of Others**

* Each day you come to campus, you are expected to self-screen for symptoms and fill out the [Health Questionnaire Form](https://www.colorado.edu/daily-health-form).  If you are displaying any of the symptoms or feeling ill, you should stay at home, consult with your primary care physician, and notify your supervisor.
* If you become ill or develop symptoms, stay home and notify your supervisor, and fill out the [health questionnaire](https://www.colorado.edu/daily-health-form).
	+ Your supervisor will work with department HR or [Employee Relations](https://www.colorado.edu/hr/about-hr/employee-relations) to make sure appropriate leave is offered.
* If you are concerned that a colleague may be ill, please reach out to your department HR or [Employee Relations](https://www.colorado.edu/hr/about-hr/employee-relations).
* If you do not fall into the criteria for contact tracing, you are not entitled to know of any positive COVID-19 results.