

New Employee Checklist

University Staff

Classified Staff

Research Faculty



Human Resources

UNIVERSITY OF COLORADO **BOULDER**



Before Your First Day

6 Action Items

		Action	Contact Information
	1	Complete I-9 Section 1	I-9 Website I-9forms@colorado.edu ; 303-735-8191
	2	Activate your IdentiKey	IdentiKey Manager Website oithelp@colorado.edu , 303-735-4357
	3	Access your CU email	Email Information Website oithelp@colorado.edu , 303-735-4357
	4	Set up Direct Deposit	Direct Deposit Website hcm_community@cu.edu
	5	Schedule QuickStart (check with supervisor)	New Employee Website Zoom link: https://cuboulder.zoom.us/j/96319715870
	6	Request/Pick Up Buff OneCard	Buff OneCard Website boc@colorado.edu ; 303-492-0355 M-F 8 AM-4:30 PM

Before Your First Day

1. I-9 Section 1

Complete your I-9 Section one

What is it?	How do I do it?	What else do I need to know?
Employee Verification	You received an email from HireRight to the email you used to apply to CU with instructions on completing your I-9 Section 1. If you did not receive this email, email I-9forms@colorado.edu	• Be sure to check your spam folder if you did not receive this email. • If you completed your I-9 with the university within the past 3 years, you do not need to complete it again.

2. IdentiKey

Activate your IdentiKey

What is it?	How do I do it?	What else do I need to know?
Username and password to log into campus systems including the employee portal	1. Go to the IdentiKey Manager website and click “Activate My IdentiKey” 2. See step by step instructions here	• You will need your employee identification number to claim your identiKey. This was sent to you in your “Welcome to CU” email which signified your identiKey was ready to be activated. Your supervisor will also know your employee ID. • You will need the last four digits of your social security number. If you do not have a social security number yet, contact oihelp@colorado.edu or 303-735-4357. • Make sure you select faculty or staff member.

3. Email

Access your CU Boulder email account

What is it?	How do I do it?	What else do I need to know?
Work Email Address	Log into Microsoft 365 Outlook with your identikey@colorado.edu and password	• 24 Hours after you activate your identikey, you are eligible to log into your CU email account. • Learn more about your email here.

Before Your First Day

4. Set up Direct Deposit

Employees are able to set up their direct deposit up to 60 days prior to their start date if they have already accessed their MyCUInfo Portal.

What is it?	How do I do it?	What else do I need to know?
Ensuring you are paid via direct deposit and your taxes are being deducted accurately.	Follow step by step instructions on the CU System Direct Deposit website .	- You will need to have your identikey set up and access to MyCUInfo (employee portal) - You should set up direct deposit prior to the 17th of the month of your start date, even if your start date is after the 17th. <i>Ex. Your start date is June 23rd. You should set up your direct deposit by June 17th.</i>

5. Schedule QuickStart

Discuss with your supervisor/department if attending QuickStart is a good option for you and schedule time to attend within first two weeks of start date.

Date Attending:

What is it?	How do I do it?	What else do I need to know?
Set-up tasks for benefits-eligible new employees	Discuss with supervisor if they would like you to attend Quickstart. No registration required.	- QuickStart is generally offered <i>virtually</i> via zoom most Mondays from 9:00-10:30 AM MST List of Dates/times - Zoom link: https://cuboulder.zoom.us/j/96319715870

Before Your First Day

6. Buff OneCard

Send for your Buff OneCard and pickup

What is it?	How do I get it?	What else do I need to know?
Official University Identification	- Email boc@colorado.edu from your CU Boulder email account and include the following: - Full name - Employee ID (6 digit number) - Attach a photo of yourself following these guidelines: - face forward, plain/light background, no hats/sunglasses - Include your mailing address if you are not able to pickup - The Buff OneCard office will contact you when it is ready to be picked up at the Center for Community (C4C) N180, M-F 8 AM-4:30 PM	- You will receive confirmation that your photo has been received and accepted within two business days - If you request your card to be mailed, there will be significant delays - The Buff OneCard is commonly used for building access, campus cash, and attendance for some events



The First Month

6 Action Items

		Action	Contact Information
	1	I-9 Section 2	i-9forms@colorado.edu
	2	Setting up MyCUInfo Portal	
	3	NEO Unionized Environment Video or COWINS Orientation	
	4	Enroll or Waive Benefits	Benefits Website benefits@colorado.edu
	5	Complete Mandatory Trainings	
	6	Register for New Employee Programs	New Employees Website newatcu@colorado.edu

Your First Month

1. I-9 Section 2

Complete your I-9 Section 2

Date you will complete:

What is it?	How do I do it?	What else do I need to know?
Employee Verification	- Bring your acceptable documents to one of two locations. Administrative & Research Center (ARC) - M-F 9 AM-4:30 PM 3100 Marine St 3rd Floor, Boulder CO 80309 Regent Administrative Center basement - M-W 9 AM-3 PM 1B28 2055 Regent Drive - If you live more than 100 miles from campus, please fill out this form and the I-9 Office will contact you letting you know next steps.	- Must be completed within 3 business days of your start date - You do not need an appointment and the process usually takes about five minutes



TIP: Most new employees pick up their Buff OneCard and complete their I-9 Section 2 during their first week of work and a colleague or supervisor will walk them over to the C4C.

Your First Month

2. Set up in MyCUInfo

Complete new employee tasks in MyCUInfo Portal

1. Log into <http://mycuinfo.colorado.edu/>
2. Log in with your identikey and password
3. Accept the Digital ID Card (first time users)
4. Set up your [two-factor authentication \(DUO\)](#).

For the following action items, click on “CU Resources” in the top left corner and click on “My Info and Pay”

	Action Item	How do I do it?
	Complete/Verify Personal Information	Click on the “My Info” tile with the profile avatar, name, and employee ID and complete the following categories: Addresses, Contact Details, Name, Emergency Contacts, Additional Information, Text Alert Preferences; <i>Optional</i> : Ethnic Groups, Disability, Veteran Status
	Learn about Paychecks	Click on the “Paychecks” tile. You are eligible to see your paycheck before the end of the month. Employees are paid the last business day of the month. • Learn more about how to read your paycheck • See your paydates
	Complete the W-4 or Sprintax Calculus profile	CO Employees: Click on the “W-4” tile and follow the instructions to set up you W-4. Out of State Employees: If you live outside of Colorado, follow the instructions for the State W-4 form . International Employees: You will receive an email from CUIntlTax-noreply@sprintax.com asking you to complete your Sprintax profile within 14 days of your start date. If you do not hear from them within two weeks, email intltax@cu.edu .
	Set up your Preferences and Time Tracking (My Leave)	For employees who utilize My Leave for their time tracking system, click on “My Leave.” Work with your supervisor to set up your preferences as well as how to take time off for vacation/sick leave. • More information on leave • If you do not use My Leave, your supervisor or HR Liaison will inform you of how to track your time in your department’s time tracking system

Your First Month

3. COWINS Orientation OR NEO Unionized Environment Video

New employees must either watch the NEO Unionized Environment Video or attend a COWINS Orientation depending on their employee type.

Who	Action Item	How do I do it?
Covered Classified Employees	Attend COWINS Orientation	1. Register for your in-person orientation. a. If you are in the Infrastructure & Resiliency (I&R) department they will coordinate the date/time for your to attend your COWINS Orientation. b. If you are not in the Infrastructure & resilience (I&R) department, you will receive an email invite within your first week of employment from newatcu@colorado.edu with a time and date to attend COWINS Orientation. If you cannot attend this date/time, email them back to schedule a different time.
- University Staff - Research Faculty - Faculty - Temporary Staff - Undergrad and Graduate Student Employees	New Employee Orientation (NEO) Working in a Unionized Environment	1. Watch the NEO Working in a Unionized Environment youtube video created by the State of Colorado Department of Labor Relations. The video is played after every QuickStart from 10:30-10:45 AM if you would like to watch it during your QuickStart session. This video is to help all state agencies understand the landscape of our complex campus community. For any questions contact our Office of Employee Relations at hrrer@colorado.edu.

The First Month

4. Enroll or Waive Benefits

Enroll or waive your benefits within the first 31 days of your start date. You will be automatically enrolled in a plan if you do not choose to waive.

For the following action items, click on “CU Resources” in the top left corner and click on “Benefits & Wellness”

Action Item	How do I do it?
Review/Attend a Pay & Benefits Orientation	We offer a variety of options to learn about your Pay/Benefits 1. Online video orientations in Spanish and English 2. In-Person orientations offered almost every other Monday in Administrative & Research Center (ARC) room 346 from 2:30-4 PM 3. Live Webinar orientations offered about every other Wednesday at 1 or 4 PM MST 4. Reviewing the Benefits website with comparison charts, overviews, summaries etc.
Enroll or Waive Benefits	Click on the “Enroll in Benefits” tile once you are ready to enroll/waive. If you do not have an “Enroll in Benefits” tile contact benefits@cu.edu or 303-860-4200 opt 3.

5. Complete Campus Mandatory Trainings

Complete the Nondiscrimination, Sexual Misconduct and Reporting training and CU Information and Privacy Awareness training.

Click on the link below and then select the Boulder campus and after logging in, the course will automatically load in a separate window.

	Action Item	Additional Information
	Nondiscrimination, Sexual Misconduct, and Reporting Training	The course title is "Nondiscrimination, Sexual Misconduct, and Reporting." This course must be repeated every three years. Training takes about 1 hour 30 minutes to complete.
	CU Information Security Awareness	The course title is “CU: Information Security Awareness.” This required course is to be taken by all CU employees within 60 days of hire and repeated every two years. Training takes about 30 min to complete.

The First Month

6. Register for New Employee Programs

Work with your supervisor to see when you can attend New Employee Programs

	Action Item	What is it?
	New Employee Welcome Experience	In-person tour offered almost every other week on <i>Wednesdays from 9:00 AM-3:30 PM</i> . Participants can expect a walking tour of Main Campus, bus tour of East Campus, meet and greet with executive leadership and free lunch!
	CU Discover	Virtual webinars offered one to two times a month focused on other useful information for new employees to know within their first year. Topics include Tuition Assistance Benefit, Confidential Support Resources, Employee Wellness and more.