New Employee Checklist

Before you start

1. Complete your background check (this is a two step process)
2. Sign your letter of offer
3. Make an I-9 appointment and provide the required documentation in person, as soon as possible by contacting sraney@uccs.edu. You will not be able to access CU computer systems until this process is complete.

HR is located at 1831 Austin Bluffs Parkway, Colorado Springs, 80918

4. Request official transcripts (if required) be sent electronically to HR at hrtransc@uccs.edu
5. Complete additional required forms if you are faculty or classified staff:
   - Faculty –
     - Pledge
     - Election to Defer Receipt of Salary (9-month faculty requesting to be paid over 12 months)
   - Classified Staff –
     - PERA Member Information
     - SSA-1945
6. Complete this form to receive a free 7-day parking pass for your first week of employment: [https://uccs.co1.qualtrics.com/jfe/form/SV_b44q9xLKL8jo9AW](https://uccs.co1.qualtrics.com/jfe/form/SV_b44q9xLKL8jo9AW)

Review parking permit options at: [https://www.uccs.edu/pts/parking/employees](https://www.uccs.edu/pts/parking/employees)

Within 7 days of your start date

1. Receive an email from HR with your ID # and instructions to claim your account
2. Purchase a parking pass at: [https://www.uccs.edu/pts/parking/employees](https://www.uccs.edu/pts/parking/employees)
3. Log into the MyUCCS Portal at [https://my.cu.edu/](https://my.cu.edu/) and click the CU Resources Home dropdown in the top center of the page and select My Info and Pay to set up:
   - a. Direct Deposit
   - b. W-4 withholding preferences
   - c. Emergency contact information
   - d. Ethnic groups
   - e. Disability and veteran status
WELCOME TO UCCS!
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☐ 4. In the MyUCCS Portal, click the **My Leave** tile and work with your department liaison to set up your preferences. (*My Leave* is our time reporting system and is not applicable for 9-month faculty)

☐ 5. Please refer to our Ethics and Compliance website, [https://compliance.uccs.edu/](https://compliance.uccs.edu/), for university policies, regulations and laws.

☐ 6. Register for New Employee Orientation - [https://www.uccs.edu/hr/events-calendar](https://www.uccs.edu/hr/events-calendar)

Within 31 days of your start date

☐ 1. Attend New Employee Orientation - [https://www.uccs.edu/hr/events-calendar](https://www.uccs.edu/hr/events-calendar)

☐ 2. In the MyUCCS Portal, click the CU Resources Home dropdown in the top center of the page and select **Benefits & Wellness** to make benefits elections within 31 days of your start date. Call 855-216-7740, option 3 with benefits questions.

☐ 3. Complete the **Alternative Work Schedule** form if an alternative work schedule or location is approved by your supervisor.

Within 60 days of your start date

☐ 1. Complete the **annual** conflict of interest disclosure form at [https://www.uccs.edu/hr/current-employees/conflict-of-interest](https://www.uccs.edu/hr/current-employees/conflict-of-interest)

☐ 2. Complete required training in SkillSoft via the MyUCCS Portal:
   - CU: Fiscal Code of Ethics
   - CU: Information Security Awareness
   - CU: Discrimination & Sexual Misconduct – UCCS
   - Additional required courses for system access or department requirements

☐ 3. Teaching Faculty – Complete additional required SkillSoft training:
   - CU: Americans with Disabilities Act (ADA)
   - CU: FERPA for Faculty
   - CU: VETS: Veteran Educators Training and Support Program

☐ 4. Review policies relevant to your positions: [https://vcaf.uccs.edu/policies/uccs/policies](https://vcaf.uccs.edu/policies/uccs/policies)

☐ 5. Consider doing an ergonomic assessment of your workstation: [https://ehs.uccs.edu/physical-safety-program](https://ehs.uccs.edu/physical-safety-program)
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Resources

UCCS Human Resources

*Online:* [https://www.uccs.edu/hr](https://www.uccs.edu/hr)
*Phone:* 719-255-3372
*Email:* hrhelp@uccs.edu
*In Person:* 1831 Austin Bluffs Parkway
Colorado Springs, CO 80918

CU Employee Services (Benefits, Taxes, etc.)

*Online:* [https://www.cu.edu/employee-services](https://www.cu.edu/employee-services)
*Phone:* 855-216-7740
*Email:* EmployeeServices@cu.edu