

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
Review parking permit options at: <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>
- 3. Log into the MyUCCS Portal at <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!

New Employee Checklist

- 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/>, for university policies, regulations and laws.
- 6. Register for New Employee Orientation - <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>
- 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>
- 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>
- 5. Consider doing an ergonomic assessment of your workstation: <https://ehs.uccs.edu/physical-safety-program>

WELCOME TO UCCS!

New Employee Checklist

Resources

UCCS Human Resources

Online: <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>

Phone: 855-216-7740

Email: EmployeeServices@cu.edu