Welcome to UCCS!
New Human Resources Liaison Checklist

As a new HR Liaison, there is a lot to learn. To help you on this journey, we have created a list of a few tasks that will be helpful for you as you learn your new role.

Our suggestion is that you complete these trainings within your first 30 days, as they will help you learn about your new role and will give you tools to be successful. However, you may not be able access certain systems or complete certain job duties without some of these trainings. It is up to you to manage this process. Completed trainings in SkillSoft are automatically recorded, therefore there is nothing to turn in, unless your supervisor requests it.

SkillSoft Training

When you log into SkillSoft and select UCCS, find the Human Resources Folder along the left side. There you will find several subfolders with trainings to complete to help you on your learning path. Some training will be required for you to access HCM and some are to show you how to complete certain tasks within HCM.

HCM Access and Updates

☐ Complete required training for system access

☐ Request HCM system access
   More information can be found here:
      https://www.cu.edu/hcm-community/hcm-access-training
      https://www.cusys.edu/iam/CUonly/OIM_Access_Request_Instructions_HCM.pdf

☐ Complete Timecard and Payroll training

☐ Complete Employee Relations training

☐ Register for the monthly HCM campus call: https://www.cu.edu/hcm-community/training/hcm-campus-calls

☐ Subscribe to the HCM blog: https://www.cu.edu/blog/hcm-community