

# Welcome to UCCS!

## 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 with Human Resources at:  
<https://outlook.office365.com/bookings/> and provide the required documentation in person, as soon as possible. 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](mailto: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>

### Within 7 days of your start date

Please note: some processes may not be available until your date of hire.

---

- 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 HR 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

Please note: some processes may not be available until your date of hire.

---

- 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

Please note: some processes may not be available until your date of hire.

---

- 1. Complete the **annual** Conflict of Interest disclosure form at: <https://hr.uccs.edu/conflict-of-interest>
- 2. Complete required training in SkillSoft via the MyUCCS Portal:
  - CU: Fiscal Code of Ethics
  - CU: Information Security & Privacy Awareness
  - CU: Discrimination & Sexual Misconduct – UCCS
  - Additional required courses for system access or department requirements
- 3. Recommended Training in SkillSoft
  - CU: Skills for Mental Health Support – UCCS
- 4. 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
- 5. Review policies relevant to your positions: <https://vcaf.uccs.edu/policies/uccs/policies>

# WELCOME TO UCCS!

## *New Employee Checklist*

- 6. Consider doing an ergonomic assessment of your workstation:  
<https://ehs.uccs.edu/physical-safety-program>

## Resources

---

### UCCS Human Resources

*Online:* <https://www.uccs.edu/hr>

*Phone:* 719-255-3372

*Email:* [hrhelp@uccs.edu](mailto: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](mailto:EmployeeServices@cu.edu)