

# Welcome to UCCS!

## New Supervisor Orientation Checklist

As a new supervisor, or a new supervisor to UCCS, there is a lot to learn. To help you on this journey, it may be helpful to learn about several departments and tasks you will need to complete in your 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 on Precipio and LinkedIn Learning are automatically recorded, therefore there is nothing to turn in, unless your supervisor requests it.

## Human Resources

### Resources for all supervisors:

- Supervisor Training required:  
[Click here to learn more or enroll or log into LinkedIn Learning and search for UCCS- Focus on Supervision](#)
- Leadership Training available:  
[Click here to learn more or enroll or log into LinkedIn Learning and search for UCCS- Leading Others](#)
- Resignations: <https://hr.uccs.edu/employee-separation-resources>  
Notice requirements  
Timecard processes  
Exit checklist/info on HR website
- Performance Management cycle and expectations:  
<https://hr.uccs.edu/supervisors/performance-management>
- Other supervisor resources: <https://hr.uccs.edu/resources/supervisors>

### For supervisors of Classified Staff:

There are several employee categories at UCCS; Faculty, Classified Staff and University Staff. State classified employees are part of the Colorado Personnel System, and subject to both Colorado and CU employment guidelines, rules, regulations and policies. Supervisors of Classified Staff must understand these rules, regulations and the partnership agreement.

- Required: Understanding and Applying State Classified Rules (Log into Precipio and search for title)

The following classes are offered by the State of Colorado's Labor Relations Unit on their learning management system "CO TRAIN" <https://www.train.org/colorado/welcome> . For more information on how to log in, please see the instructional video on the CO TRAIN home page and [Job Aid](#). UCCS's group code is UCCS. You may be asked to submit proof of your training completion for the classes completed in CO Train.

- Required: LR: Creating Positive Labor Relations for NON-COVERED employees

- Required: LR: Labor Relations for Leaders
- Once these three classes are complete, please e-mail [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu) and ask to receive your appointing authority delegation letter.

## Purchasing, Budget and Finance

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These training are required if you are responsible for purchasing or approving purchasing of others on your team. The following trainings are available in Precipio.

- CU: Financial Systems Overview
- CU: Procurement Card Cardholder Training
- CU: Procurement Fundamentals
- CU: Travel and Travel Card Training
- CU: Procurement Card Approving Official Training
- Department Budget (see your supervisor)
- The University restricts the authority to sign contracts and other agreements. If you believe your position requires this authority, contact University Council

## Environmental Health and Safety

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- Injury and Near Miss Reporting: <https://ehs.uccs.edu/physical-safety-program>

## Resources

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### 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

### UCCS Budget Office

*Online:* <https://rmd.uccs.edu/budget-and-planning-office>

*Email:* [budget@uccs.edu](mailto:budget@uccs.edu)

### UCCS Information Technology

*Online:* <https://oit.uccs.edu/>

*Phone:* (719) 255-4357 or HELP from any internal UCCS phone

*Email:* [helpdesk@uccs.edu](mailto:helpdesk@uccs.edu)

*Chat:* [uccs.edu/helpdesk](https://uccs.edu/helpdesk)

- **VPN** - Link to instructions and step by step guide to access, set up and using VPN:
  - <https://kb.uccs.edu/display/KB/UCCSVPN+Setup+-+Windows+10>
  - OR: <https://oit.uccs.edu/services/network-and-internet/vpn>

- ***MyUCCS Portal***- Link to many helpful tools including your benefits enrollment, My Leave (timecards), paychecks, online training tools, financial systems access and more
  - <https://my.uccs.edu/>
  - On the top right, under links and tools, click MyUCCS Portal