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 "Learning Experience Platform" https://soclxp.edcast.com/user/login . For more information on how to create an account and log in, please see the this job aid. 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 and ask to receive your appointing authority delegation letter.

Purchasing, Budget and Finance

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

☐ For additional information on trainings required for system access, please see: https://www.cu.edu/controller/training/access-training-requirements

Environmental Health and Safety

☐ Injury and Near Miss Reporting: 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
　　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

UCCS Information Technology
　　Online: https://oit.uccs.edu/
　　Phone: (719) 255-4357 or HELP from any internal UCCS phone
　　Email: helpdesk@uccs.edu
　　Chat: 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+11 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