

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
- ☐ 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

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- ☐ 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

- ☐ 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://hr.uccs.edu/document-library/conflict-of-interest>
- ☐ 2. Complete required training in Precipio via the MyUCCS Portal:
 - ☐ CU: Fiscal Code of Ethics
 - ☐ CU: Information Security Awareness
 - ☐ CU: Nondiscrimination, Sexual Misconduct, and Reporting
 - ☐ CU: ADA and Religious Accommodations Training
 - ☐ Additional required courses for system access or department requirements
- 3. Recommended Training in Precipio:
 - ☐ CU: Skills for Mental Health Support – UCCS
 - ☐ CU: Run, Hide, Fight
- ☐ 4. Teaching Faculty – Complete additional required Precipio training:
 - ☐ CU: FERPA for Faculty
 - ☐ CU: VETS: Veteran Educators Training and Support Program

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- ☐ 5. Review policies relevant to your positions:
<https://vcaf.uccs.edu/policies/uccs/policies>
- ☐ 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

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