Welcome to UCCS!

New Employee Checklist

Before you start

- ☐ **1.** Complete your background check information via HireRight
- ☐ **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 **12 Cragmor Village Rd, Colorado Springs**
- ☐ **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. Demographic Information
- ☐ **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 - UCCS
  - ☐ 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.** To access CU's Chat GBT license take:
  - ☐ AI Literacy at UCCS https://canvas.uccs.edu/enroll/PDC6XR
- **5.** Teaching Faculty – Complete additional required Precipio training:
  - ☐ CU: FERPA for Faculty
  - ☐ CU: VETS: Veteran Educators Training and Support Program
- ☐ **6.** Review policies relevant to your positions: https://vcaf.uccs.edu/policies/uccs/policies
- ☐ **7.** 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: 12 Cragmor Village Rd

CU Employee Services (Benefits, Taxes, etc.)

Online: https://www.cu.edu/employee-services

Phone: 855-216-7740

Email: EmployeeServices@cu.edu