New Employee Orientation Process

**Purpose:**

This procedure provides guidance pertaining to the onboarding and orientation of new UCCS staff and faculty. This procedure will not apply to individuals appointed to lecturer or other temporary positions. This procedure establishes the responsibilities and process to be used to assure new employees are well informed and properly acclimated to the campus to effectively carry out responsibilities of their respective positions.

**Procedures:**

1. For employees to have access to UCCS systems as soon as possible after their date of hire, the new employee should come into the Human Resources department to complete the I-9 process as soon as possible after a Letter of Offer is signed.
2. The Human Resources Department maintains a Welcome Letter for employees new to UCCS which includes, but is not limited to, their employee ID number, how to purchase a parking pass, obtain a campus identification card, obtain an email account, sign up for benefits (if applicable), and how to sign up for New Employee Orientation. The Welcome Letter will be sent via e-mail when an employee is entered into the Human Resources Information System.
3. A new employee checklist is available which includes a list of required trainings, required documentation and procedures the new employee must complete. The new employee checklist is available on the Human Resources website.
4. Human Resources coordinates a New Employee Orientation once per month covering topics including but not limited to health and retirement benefits, campus safety, ethics and compliance, on-campus facilities and events, harassment, and reporting requirements.
5. Classified Staff will have a presentation at New Employee Orientation from a COWINS representative not to exceed 30 minutes. Non-covered staff members should not be present at this presentation.
6. Supervisors must allow employees to complete the onboarding procedures on paid time and within the required time frame.
   1. Supervisors (or their designee) will track compliance with the onboarding training and procedures.
   2. Human Resources will verify that new employees have complied with this procedure and follow up with supervisors to ensure compliance.
7. Human Resources will send a list of new employees for publication in the university electronic newsletter and to the Staff Association Welcome Committee.
8. Staff Association maintains a new employee Welcome Guide with information including UCCS perks, wellness programs, local restaurants.