

# Welcome to UCCS!

## New Employee Checklist

### Before you start

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- 1. Complete your background check
- 2. Sign your letter of offer
- 3. Complete your I-9 and provide required documentation in person  
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](mailto: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

### After your start date

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- 1. Receive an email from HR with your ID # and instructions to claim your account
- 2. Attend New Employee Orientation - <https://www.uccs.edu/hr/events-calendar>
- 3. Purchase a parking pass at: <https://www.uccs.edu/pts/parking/employees>
- 4. 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
- 5. 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.
- 6. In the MyUCCS Portal, click the **My Leave** tile and work with your department liaison to set up your preferences

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- 7. Please refer to our Ethics and Compliance website, <https://compliance.uccs.edu/>, for university policies, regulations and laws.
- 8. Complete the [Alternative Work Schedule](#) form if an alternative work schedule or location is approved by your supervisor.

## Within 60 days after you start

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- 1. Complete the **annual** conflict of interest disclosure survey at <https://www.uccs.edu/hr/current-employees/conflict-of-interest>
- 2. Complete required training in SkillSoft via the MyUCCS Portal
  - CU: Fiscal Code of Ethics
  - CU: Information Security & Privacy Awareness
  - CU: Discrimination & Sexual Misconduct – UCCS
  - Additional required courses for system access or department requirements
- 3. Teaching Faculty – Complete additional required SkillSoft training
  - CU: Americans with Disabilities Act (ADA)
  - CU: FERPA for Faculty
  - CU: VETS: Veteran Educators Training and Support 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

### CU Employee Services (Benefits, Taxes, etc.)

*Online:* <https://www.cu.edu/employee-services>

*Phone:* 855-216-7740

*Email:* [EmployeeServices@cu.edu](mailto:EmployeeServices@cu.edu)