Welcome to UCCS!

New Employee Checklist

Before you start

☐ 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
☐ 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

☐ 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](https://www.uccs.edu/hr/events-calendar)
☐ 3. Purchase a parking pass at: [https://www.uccs.edu/pts/parking/employees](https://www.uccs.edu/pts/parking/employees)
☐ 4. Log into the MyUCCS Portal at [https://my.uccs.edu](https://my.uccs.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
WELCOME TO UCCS!
New Employee Checklist

☐ 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

☐ 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

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