Welcome to UCCS!
New Supervisor Orientation Checklist

As a new supervisor, or a new supervisor to UCCS, there is a lot to learn. To help you on this journey, it may be helpful to learn about several departments and tasks you will need to complete in your role. Our suggestion is that you complete these trainings within your first 30 days, as they will help you learn about your new role and will give you tools to be successful. However, you may not be able access certain systems or complete certain job duties without some of these trainings. It is up to you to manage this process. Completed trainings on SkillSoft and LinkedIn Learning are automatically recorded, therefore there is nothing to turn in, unless your supervisor requests it.

Human Resources

☐ Supervisor Training required: [Click here to learn more or enroll](#)

☐ Leadership Training available: [Click here to learn more or enroll](#)

☐ Resignations: https://hr.uccs.edu/employee-separation-resources
    Notice requirements
    Timecard processes
    Exit checklist/info on HR website

☐ Performance Management cycle and expectations: https://hr.uccs.edu/supervisors/performance-management

☐ Other supervisor resources: https://hr.uccs.edu/resources/supervisors

Budget and Finance

These training are required if you are responsible for purchasing or approving purchasing of others on your team. The following trainings are available on Skill Soft.

☐ CU: Financial Systems Overview

☐ CU: Procurement Card Cardholder Training

☐ CU: Procurement- Purchasing and Contract Management

☐ CU: Travel

☐ CU: Procurement Card Approving Official Training

☐ Department Budget (see your supervisor)

Environmental Health and Safety

☐ Injury and Near Miss Reporting: https://ehs.uccs.edu/physical-safety-program

☐ Standard Response Protocol: https://police.uccs.edu/

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

UCCS Budget Office

Online: https://rmd.uccs.edu/budget-and-planning-office

Email: budget@uccs.edu

UCCS Information Technology

Online: https://oit.uccs.edu/

Phone: (719) 255-4357 or HELP from any internal UCCS phone

Email: helpdesk@uccs.edu

Chat:　　uccs.edu/helpdesk

- **VPN** - Link to instructions and step by step guide to access, set up and using VPN:
  - https://kb.uccs.edu/display/KB/UCCSVPN+Setup+-+Windows+10
  - OR: https://oit.uccs.edu/services/network-and-internet/vpn

- *MyUCCS Portal*- Link to many helpful tools including your benefits enrollment, My Leave (timecards), paychecks, online training tools, financial systems access and more
  - https://my.uccs.edu/
  - On the top right, under links and tools, click MyUCCS Portal