


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	POLICY NUMBER: 300-013	PAGE NUMBER: 1
	CHAPTER: 300 Human Resources	
	SUBJECT: Check-In Process for New Employees	
	EFFECTIVE DATE: December 7, 2007	
	SUPERSESSION: Not Applicable	
OPR: AVCAF-HR VC: Administration and Finance	APPROVED by Pamela Shockley-Zalabak, Chancellor, on December 7, 2007.	

I. POLICY

Consistent with the *Laws of the Regents* and University of Colorado *Administrative Policy Statements*, the University of Colorado at Colorado Springs has adopted campus Check-In policies and procedures designed to facilitate an orderly transition for in-processing employees new to the UCCS campus.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

III. PURPOSE

This policy provides guidance pertaining to the in-processing of specific employees new to the University of Colorado at Colorado Springs.

This policy sets forth the authority and establishes the methodology for the delivery of effective processes for in-processing employees new to the University of Colorado at Colorado Springs who are in specific employee groups. This policy will not apply to individuals appointed to lecturer positions.

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This policy 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. This policy will not apply to individuals appointed to lecturer positions.

IV. DEFINITIONS

Employee New to UCCS: Individuals hired at the University of Colorado at Colorado Springs (UCCS) or transferred to UCCS from another state agency who are in their first sixty days of employment at UCCS. A former employee will be considered new to UCCS if he/she has been terminated or retired from UCCS for more than one year from new hire date.

New Employee Orientation Period: The first sixty days of employment, beginning from Date of Hire.

Date of Hire: The date of hire indicated on a Letter of Offer. For employees who do not receive a Letter of Offer, the date the employee is first required to report to UCCS for work. Lacking both Letter of Offer and a report-to date, the date of hire shall be the first day the employee receives compensation for work.

V. PROCEDURES

- A. A Welcome Letter for employees new to UCCS will be developed by the UCCS Human Resources Department, which includes, but is not limited to; a list of campus resources available to employees such as the library, gym, etc.; an approximate timeline indicating when the employee will be eligible to purchase a parking pass, obtain a campus identification card, obtain an email account, obtain benefits (if applicable), and when the employee might expect his/her first paycheck. The Welcome Letter will be available in hard copy in the UCCS Human Resources Department, and in electronic format on the UCCS Human Resources website.
 1. UCCS Human Resources is responsible for providing the Welcome Letter to all employees, except lecturers and student employees, new to UCCS at the time the employee comes to the Human Resources office to begin her/his initial hire paperwork.
 2. Academic Departments are encouraged to send the Welcome Letter to all new lecturers.
- B. A Check-In Procedure for employees new to UCCS will be developed by the UCCS Human Resources Department, which includes but is not limited to a list of documents, meetings and procedures required of new employees. The Check-In Procedure will be made available in hard copy in the UCCS Human Resources Department, and in electronic format on the UCCS Human Resources website.

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- C. Employees new to UCCS will complete the check-in procedures, providing required information and supporting documentation within the new employee orientation period.
- D. Employees new to UCCS will notify UCCS Human Resources of compliance with the check-in procedures when the employee has completed required coursework, and attended required meetings within the new employee orientation period by returning the signed, Check-In Procedures form.
- E. Upon receipt of the completed Check-In Procedures form, UCCS Human Resources will forward the form to the UCCS Human Resources Compliance office.
- F. The UCCS Human Resources Compliance office will ensure that employees new to UCCS have complied with this policy and for follow up with supervisors to ensure compliance.

VI. RESPONSIBILITY

- A. UCCS Human Resources is responsible for providing the Welcome Letter to all employees new to UCCS at the time the employee comes to the Human Resources office to begin her/his initial hire paperwork. Upon receipt of the completed checklist, Human Resources is responsible for forwarding the form to the UCCS Human Resources Compliance Office.
- B. The UCCS Compliance Officer is responsible for ensuring that the new employee and the employee's supervisor have complied with this policy.
- C. Departmental supervisors are responsible for ensuring that employees new to UCCS within their department comply with this policy.
- D. Employees new to UCCS are responsible for complying with the Check-In Procedures, including provision of accurate information and documentation, completion of required coursework, and attendance at required meetings.

VII. HISTORY

VIII. ATTACHMENTS

- A. Rules of the Regents <https://www.cu.edu/regents/Laws/index.html>
- B. State of Colorado Personnel Rules <http://www.colorado.gov/dpa/dhr/rules/rules.htm>
- C. Check-In Process for New Employees
http://www.uccs.edu/~hr/web/forms_procedures/HR_forms.html