

# HOW DO I.....?

**Welcome to UCCS! Below you will find resources to help you answer general questions that you may have about employment at UCCS. Included also are the website links that were referenced in the New Employee Orientation.**

## **ATM and Banking Services – Where can I get cash on campus?**

An ENT Federal Credit Union service center is located in the University Center on the ground floor. In addition, there are three ATMs on campus, one outside the ENT service center, one on the second floor in Columbine Hall, and one at the far end of Parking Lot 8, north of the Recreation Center. [www.Ent.com/UCCS](http://www.Ent.com/UCCS)

## **Benefits – I have a question about my benefits.**

Check out Payroll and Benefits Services website at <https://www.cusys.edu/pbs/>, call PBS at 1-877-627-1877 or call Lisa Calloway, our Benefits Counselor at x 3607. Benefits selections must be made within the first 31 days of employment.

## **Childcare – Are there any childcare options for staff?**

The Family Development Center is located directly across the street and offers UCCS students, faculty and staff child care services for children ranging in age from 1 to 12 years. Information at [www.uccs.edu/~fdc/](http://www.uccs.edu/~fdc/)

## **Chronicle of Higher Education – How do I become more informed about higher education in general?**

Check out the Chronicle at [www.chronicle.com](http://www.chronicle.com). This industry resource is fully viewable from on-campus computers, and off campus with VPN connection.

## **Computer Help – How do I get help with my computer?**

The IT website has a wealth of information.

Check it out at <http://www.uccs.edu/~helpdesk/index.html>  
You may also email the Help Desk at [HELPDESK@uccs.edu](mailto:HELPDESK@uccs.edu) or call IT (x 3536)

## **Conflict/Counsel – Is there an informal process whereby staff and faculty can address and resolve problems in the workplace?**

Check out the Ombuds Program website at [www.uccs.edu/~ombuds/](http://www.uccs.edu/~ombuds/)

## **Discounts – As a State employee, am I eligible for any discounts?**

Check out the State of Colorado Department of Personnel Administration web page on discounts at <http://www.colorado.gov/dpa/discounts/>

## **Diversity and Inclusiveness – How do I find out about the Diversity Plan?**

Check out the Diversity web page at [www.uccs.edu/~diversity/index.html](http://www.uccs.edu/~diversity/index.html)

## **Email list – How do I get on the faculty, professional exempt and/or staff email list?**

**Faculty** – send an email request to Christina at [cmartine@uccs.edu](mailto:cmartine@uccs.edu)

**Professional Exempt** – send an email request to Jennifer at [jhane@uccs.edu](mailto:jhane@uccs.edu)

**All Staff** – send an email request to Debbie at [dlapioli@uccs.edu](mailto:dlapioli@uccs.edu)

## **Employee Assistance Program – Does UCCS have an EAP?**

Contact the Colorado State Employee Assistance Program (C-SEAP) at <http://www.colorado.gov/DPA/eo/eap/index.htm>

## **Ergonomics – How can I maximize my work conditions?**

<http://urm.cusys.edu/health/checklist.asp>

<http://www.ojweb.com/ergo/index.html>

## **Food - Where can I eat on campus?**

Food Service by Sodexo is available at a number of locations (see list below). Visit the Sodexo website (<http://www.uccs.edu/~sodexo/locations.html>) for hours of operation. Credit cards are accepted in each location. Some locations are closed during University breaks.

**Columbine Hall Dazbog** (coffee, pastries, sandwiches, salads)

**Dwire Hall Dazbog** (coffee, pastries, sandwiches, salads)

**The Lodge** (single price, buffet style selection of soups, entrées, burgers, pizza, pasta, salad bar, dessert bar and beverages)

### **University Center**

**Jazzman's** (coffee, pastries, sandwiches, salads)

**Overlook Cafe** (several vendors offering pizza, subs, burgers, sandwiches, salads, soups, Asian, Mexican and a la carte items)

**The Pub** (bottled beer, soda, brats, yogurt, etc.)

## **Human Resources – How do I find HR information?**

Check out the HR website at [www.uccs.edu/hr](http://www.uccs.edu/hr)

## **ID card – How do I get a UCCS ID card?**

Once you have an employee number, you can comb your hair, check your look, and bring a photo ID to the Information desk on the ground floor of the University Center to have a photo taken and an official UCCS ID card issued to you. <http://www.uccs.edu/~uccsid/>

## **Logo – Can I put the University logo on my documents?**

Check out the University Advancement website to learn how, when and where to use the UCCS logo: <http://www.uccs.edu/advancement/>

## **Mail Services – How do I mail something?**

Outgoing mail may be brought to Mail Services on the ground floor of the Campus Services Building or placed in the box marked for US Postal Service (or campus mail, if appropriate) at one of the following pick-up locations:

Columbine Hall – 2042  
Engineering Office – 2<sup>nd</sup> floor Engineering Building  
Mail Room – Room 113 in the Campus Services Building, last pick-up is 3:30 PM  
Main Hall Mail Room – first floor  
University Center – between the information desk and the bookstore

### **On campus to a campus recipient:**

Use an interdepartmental envelope. Include the recipient's name and department name, as well as your name and department name.

### **To mail official UCCS mail:**

Address envelope and write your speedtype number in the upper right hand corner. (This insures that the correct account is charged for postage).

### **How to address mail to UCCS:**

University of Colorado at Colorado Springs  
Department Name and Individual Name  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

### **To ship a personal package:**

Try Mountain Lion Express at the Bookstore. For cost plus a small handling fee, the bookstore will ship your packages via FedEx and UPS.

### **Mail and Shipping Services website:**

<http://www.uccs.edu/~mail/>

## **Maintenance and Repairs – How do I submit a work order?**

Need a light bulb changed? Have a door that won't lock? Facilities Services is here to assist with those maintenance issues. Work requests may be submitted online at <http://arc/uccs/menupage.cfm>

Facilities Home Page: <http://www.uccs.edu/~facsrvs/>

## **Massage – I'm stressed. Where can I get a massage?**

The Student Health Center offers massage therapy to staff members. Call x 4444.

## **New Employee Toolbox – I'm a new employee; where do I begin?**

[www.cusys.edu/pbs/newempl.html](http://www.cusys.edu/pbs/newempl.html)

## **Parking – How do I get a parking permit?**

Permits to park on campus are required during Fall, Spring and Summer semesters. Ticketing for HUB parking permits and metered parking occurs Monday-Thursday from 8:00 a.m. to 10:00 p.m. and on Fridays from 8:00 a.m. to 4:00 p.m. All other parking violations are enforced 24 hours a day, 7 days a week. For information on parking fines and ticketing times, please go to the [Parking Fines](#) site. Free parking is available at the Four Diamonds athletic fields.

Parking Passes may be purchased at the Parking Office on the first floor of the Public Safety Building.

## **Pay – I have a question about my pay.**

Check out Payroll and Benefits Services website at <https://www.cusys.edu/pbs/> or call 1-877-627-1877.

Employee Portal (copy of pay stub, last year's W-2, etc. Use your NT login information and then click the "My Pay" tab) <https://my.cu.edu/render.userLayoutRootNode.uP>

## **Phone – How do I work my phone?**

Check the telecom website for full instructions on how to use your phone or voicemail: <http://www.uccs.edu/~telecomm/>

## **Policies – Where can I find information about university and campus policies?**

Check out the CU System Administrative Policy Statement website at <https://www.cusys.edu/policies/>

The campus Administrative Policies can be found at <http://www.uccs.edu/~vcf/uccspol.html>

## **Print and Copy Services – Where can I get copies?**

Need copies, business cards, envelopes? Check out the UCCS print shop website: <http://www.uccs.edu/~printshop/>

## **Professional Development – I need to brush up on my skills.**

Check out Skillport. There are hundreds of free-to-you online classes, as well as Books 24/7:  
<https://my.cu.edu/render.userLayoutRootNode.uP>

The State of Colorado offers monthly classes in several areas:  
<http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1185870964571>

The CU system website has an Employee Learning and Development page:  
<https://www.cu.edu/eld>

Staff Council awards limited funds to employees who have been at UCCS for at least a year for continuing education classes, job-related workshops, conferences and seminars. Check out the Seeds web page: <http://www.uccs.edu/~staffcouncil/seeds.htm>

## **Professional Exempt Staff Association – Who are my PESA representatives?**

Information on PESA is available at [www.uccs.edu/~pesa/](http://www.uccs.edu/~pesa/)

## **Recreation Center – How do I get a Rec Center membership?**

Memberships are available to UCCS faculty, staff, alumni and families. Currently employed faculty and staff can have payments deducted from their paycheck via payroll deduction. More information here: [www.uccs.edu/~campusrec/](http://www.uccs.edu/~campusrec/)

## **Recycle – How do I figure out what I am supposed to be recycling?**

Check out the Office of Sustainability recycling page  
[http://www.uccs.edu/~sustain/waste\\_recycling.html#what](http://www.uccs.edu/~sustain/waste_recycling.html#what)

## **Risk Management – What do I do if I'm injured on the job?**

Contact the Risk Management office at x 3525 or <http://urm.cusys.edu/>

## **Rooms – How do I reserve a meeting room on campus?**

### **Campus Services Building Conference Room**

Deanna Ely (x 3313)

### **Columbine Hall Computerized Classrooms**

<http://www.uccs.edu/~cohcomputing/reservations.html>

See the following IT page for instructions on how to use projectors  
<http://www.uccs.edu/~smartclassrooms/>

### **Cragmor Hall Meeting Rooms**

Cragmor Hall Conference Room 006 – John Martinez (x 3582)

Computer Lab Room 008 (July 25, 2009 – Spring 2010 only)

[http://www.uccs.edu/~epccomputing/EPC\\_reservations.html](http://www.uccs.edu/~epccomputing/EPC_reservations.html) or Andy Burkart  
(labrequest-1@uccs.edu)

See the following IT page for instructions on how to use projectors  
<http://www.uccs.edu/~smartclassrooms/>

**Dwire Hall**

Haehn Community Room (204) – Jennifer Hane (x 3180)  
Floyd G. Hildebrand Memorial Study Lounge (3<sup>rd</sup> floor open study area) – student employees in COB office (x 3777)  
Computer Lab – Chris Carruth (x 4400)

See the following IT page for instructions on how to use projectors  
<http://www.uccs.edu/~smartclassrooms/>

**Library**

2<sup>nd</sup> and 3<sup>rd</sup> floor apse – Jayne Lloyd (x 3068)  
Computer Lab Room 239– currently in use as the Science Learning Center and not available for training through spring of 2010

**Public Safety Training Room**

Nikki Coahran (x 3288)

**Recreation Center Conference Room**

The conference room has a beautiful view of the mountains and seats 25 - 30 people – KB Lindsey (x 7512 or [blindsey@uccs.edu](mailto:blindsey@uccs.edu))

**Science and Engineering Building**

Seminar Room A321 – The seminar room seats 12-14 and has a view of the library plaza –  
[Susan Defosset \(sdefosse@uccs.edu\)](mailto:sdefosse@uccs.edu)  
Conference Room A342 – Seats 10 people – Jennifer Weaver ([jweaver@uccs.edu](mailto:jweaver@uccs.edu))  
Conference Room A343 – Seats 24 people – Jennifer Weaver ([jweaver@uccs.edu](mailto:jweaver@uccs.edu))

**Conference Department**

Upper Lodge, Breckenridge, Mountain Lion Stadium, Events Center  
<http://www.uccs.edu/~conferenceserv/redesign/meetings/index.html>

**University Center**

Scheduling – (x 3664) The Scheduling office will assist you with a room reservation and equipment you may need, such as a projector.

**Shuttle – How do I use the UCCS shuttle?**

Show your UCCS ID card. The Shuttle service offers transportation from the Four Diamonds Athletic fields to University Hall and numerous points in between. The UCCS Shuttle service routes are located at <http://www.uccs.edu/~pusafety/transportation/index.shtml>

**Sick leave – How do I request sick leave?**

Fill out a State of Colorado Leave/Absence Request and Authorization form and submit to your department payroll liaison or supervisor. You can download the form from [www.uccs.edu/~hr/web/atoz/formsaz.html](http://www.uccs.edu/~hr/web/atoz/formsaz.html). (It's under "S")

**Staff Council – Who are my Staff Council representatives?**

Information about Staff Council is available at [www.uccs.edu/~staffcouncil/](http://www.uccs.edu/~staffcouncil/)

## **Time Sheets – Where do I submit my time sheets?**

Time sheets (Employee Work Record) can be downloaded from the Human Resources website <http://www.uccs.edu/~hr/web/atoz/formsaz.html>. (It's under "E")  
Submit to your department payroll liaison or supervisor.

## **Tuition Waiver – How do I request a waiver for tuition?**

In order to take classes at the university, you must apply for admission and be an enrolled student. No sooner than one week before classes begin, stop by the Human Resources office in Cragmor Hall, room 101 and ask for a Tuition Waiver form. You must wait until the first day of classes to register, or you will be charged for the course. A new waiver form must be obtained each semester. <http://www.uccs.edu/~hr/web/advantagesbenefits/tuitionwaiver.html>

For the 2009 – 2010 academic year, UCCS is offering a tuition waiver for dependents of permanent employees. For specifics, consult <https://www.cu.edu/controller/documents/FPS-tuition-assistance-springs.pdf>

## **UCCS – Where can I find general information about UCCS?**

The faculty/staff tab on the main web page is an excellent resource for all things UCCS:  
[www.uccs.edu/facstaff/](http://www.uccs.edu/facstaff/)

## **University of Colorado – Where can I find out information about the CU system?**

Try the main web page at [www.cu.edu](http://www.cu.edu)

## **Vacation leave – How do I request vacation leave?**

Fill out a State of Colorado Leave/Absence Request and Authorization form and submit to your department payroll liaison or supervisor. You can download the form from [www.uccs.edu/~hr/web/atoz/formsaz.html](http://www.uccs.edu/~hr/web/atoz/formsaz.html). (It's under "S")

## **Voicemail – How do I work my voicemail?**

Check the telecom website for full instructions on how to use your phone or voicemail:  
<http://www.uccs.edu/~telecomm/>