



UCCS CAMPUS POLICY

Policy Title: Check-In Process for New Employees

Policy Number: 300-013

Policy Functional Area: HUMAN RESOURCES

Effective: January 2, 2013

Approved by: Pam Shockley-Zalabak, Chancellor_____

Responsible Vice Chancellor: Vice Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility: Human Resources

Policy Primary Contact: Office of Human Resources, 719-255-3696

Supersedes: December 7, 2007

Last Reviewed/Updated: January 2, 2013

Applies to: All Current & New Employees

Reason for Policy: The University of Colorado Colorado Springs (UCCS) has adopted campus Check-In policies and procedures designed to facilitate an orderly transition for in-processing employees new to the UCCS campus.

I. INTRODUCTION

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

II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective 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, or regent policy, or as may be delegated by the president.

B. Purpose:

This policy provides guidance pertaining to the in-processing of specific employees new to UCCS. This policy sets forth the authority and establishes the methodology for the delivery of effective processes for in-processing employees new to the UCCS who are in specific employee groups.

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

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.

C. Procedures:

1. The Human Resources Department will create and maintain a Welcome Letter for employees new to UCCS 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 Human Resources Department, and in electronic format on the Human Resources website.

A. Departments and colleges are responsible for providing the Welcome Letter to all new employees, except lecturers and student employees. Human Resources will also provide a copy when the employee completes their new hire paperwork.

B. Academic Departments are encouraged to send the Welcome Letter to all new lecturers.

2. A Check-In Procedure for new employees will be developed by Human Resources, which will include a list of documents, training, and procedures that are required of new employees. The Check-In Procedure will be made available in hard copy in the Human Resources Department, and in electronic format on the Human Resources website.

3. Supervisors and new employees will complete the check-in procedures, providing required information and supporting documentation within the required time period.

4. Supervisors will notify Human Resources of compliance with the check-in procedures by returning the signed, Check-In Procedures form.

5. Human Resources will verify that supervisors and new employees have complied with this policy and follow up with supervisors to ensure compliance.

D. Responsibility:

1. Human Resources is responsible for developing and updating the Welcome Letter and Check-in Form.

2. Departmental supervisors are responsible for ensuring that their new employees comply with this policy.
3. New Employees are responsible for complying with the Check-In Procedures, including the provision of completing the required training.
4. Human Resources is responsible for verifying that supervisors and the new employee have complied with this policy.

III. KEY WORDS

- A. Employee New to UCCS
- B. Date of Hire
- C. New Employee Orientation Period

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
 1. [Rules of the Regents](#)
 2. [State of Colorado Personnel Rules](#)
 3. Check-In Process for New Employees
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval December 7, 2007