

New Employee Check In Reminders

BEFORE YOU ARRIVE ON CAMPUS - ACTIONS & REQUIRED DOCUMENTATION

ALL STAFF & FACULTY:

Complete Background Check

Original, signed Letter of Offer (if not previously returned by department)

E-Verify completion: you must appear in HR (1831 Austin Bluffs Parkway) and provide original, unexpired supporting documents (see page 9 of Form I-9 for acceptable documents: <https://www.uscis.gov/i-9>)

Provide Required Information - <https://www.uccs.edu/hr/new-employee-on-boarding/required-documentation>

Official transcripts - if required (may be sent electronically to HR at hrtransc@uccs.edu)

CLASSIFIED STAFF:

PERA Member Information Form (for Classified staff and those with active PERA accounts)

Form SSA-1945 (Social Security Administration)

FACULTY:

Faculty Pledge (for teaching faculty only)

Faculty Election to Defer Receipt of Salary (if 9-month faculty requesting pay over 12 months)

WELCOME TO CAMPUS!

ACTION ITEMS:

Receive your employee ID# from HR via email, follow instructions to claim your UCCS account at: https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl

Obtain your parking pass from Parking and Transportation Services at: <https://www.uccs.edu/pts/parking/employees>

Log into your UCCS account and go to the "My Compensation" tab to enter:
Direct deposit information
W-4 tax withholding preferences

Log into your UCCS account and go to the "My Information" tab to enter:
Personal Information
Emergency Contact Information

Log into your UCCS account and go to the "My Benefits" tab to select your benefits, you have 31 days after hire. For benefit questions, please call 855-216-7740 Option #3.

WITHIN 60 DAYS OF HIRE - COMPLETE THE FOLLOWING TRAINING:

ALL STAFF & FACULTY:

Complete the annual conflict of interest disclosure survey: <https://www.uccs.edu/hr/employee-relations/conflict-of-interest>

Complete mandatory training in Skillssoft, SkillsSoft is located in the myUCCS portal in "Quick Links" tab:

CU: Fiscal Code of Ethics

CU: Information Security and Privacy Awareness

CU: Discrimination and Sexual Misconduct - UCCS

FACULTY (TEACHING FACULTY ONLY):

Complete mandatory training in Skillssoft, SkillsSoft is located in the myUCCS portal in "Quick Links" tab:

CU: Americans with Disabilities Act (ADA)

CU: FERPA for Faculty

CU: VETS: Veteran Educators Training and Support Program

QUESTIONS? CALL: 719-255-3372 OR EMAIL: HRHELP@UCCS.EDU