New Employee Check In Reminders

BEFORE YOU ARRIVE ON CAMPUS - ACTIONS & REQUIRED DOCUMENTATION

ALL STAFF & FACULTY:
- 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)
- Personal Information Worksheet
- 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 at: http://uccs.co1.qualtrics.com/jfe/form/SV_2tSA09J2iELN4II
- Complete mandatory training in Skillsoft, SkillSoft 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 Skillsoft, SkillSoft 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

Revised July 2018