

ON-BOARDING FOR NEW HIRES

We're glad you're here and want your on-boarding experience to be smooth and organized. This checklist is so you get a clear overview about what to expect during your first days with UCCS.



Sign Your Letter of Offer



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



Complete the Required Documentation and return to HR

BEFORE YOU ARRIVE ON CAMPUS



REQUIRED DOCUMENTATION

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

CLASSIFIED STAFF

1. Personal Information via CU Careers
2. PERA Member Information Form
3. Form 1945



UNIVERSITY STAFF

1. Personal Information via CU Careers
2. Transcripts

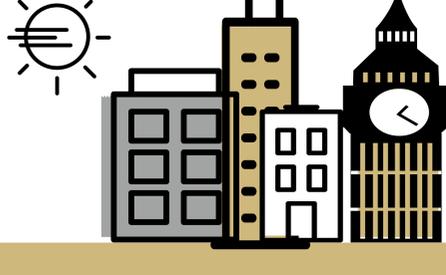


FACULTY

1. Personal Information via CU Careers
2. Faculty Pledge
3. Faculty Election to Defer Receipt of Salary (Only for 9 Month Faculty)
4. Transcripts



WELCOME TO CAMPUS!



1

Receive your employee ID# from HR via email, follow instructions to claim your UCCS account



2



Obtain your parking pass from Parking and Transportation Services

3

Log into your UCCS account and go to the "My Compensation" tab to enter direct deposit information and tax withholding preferences



4

Log into your UCCS account and go to the "My Benefits" tab to select your benefits (within 31 days of hire). For questions, call 855-216-7740 Option #3.



5



Look on the HR Events Calendar & register for a New Hire Orientation session that you are able to attend. They are offered monthly.

MANDATORY TRAINING (WITHIN 60 DAYS OF HIRE)

Log into your UCCS portal and navigate to the "Quick Links" Tile. Click on "Start Skillsoft"



Search Content



English (All)



Search for training classes below in the search content box in the top right corner.

ALL STAFF AND FACULTY

CU: Fiscal Code of Ethics



CU: Information Security & Privacy Awareness



CU: Discrimination & Sexual Misconduct - UCCS



Conflict of Interest: Annual Disclosure Survey

[Click Here for Survey](#)

FACULTY ONLY

CU: VETS: Veteran Educators Training and Support Program



CU: FERPA for Faculty



CU: Americans With Disabilities Act (ADA)



QUESTIONS?

719-255-3372 OR hrhelp@uccs.edu

