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# Employee Onboarding

## Benefits

- Benefits overview and enrollment: Employees can [view the benefits training video series](#) separately from the New Employee Orientation. Videos are 8-21 minutes long and focused on specific topics. New employees are encouraged to reach out to the benefits professionals at [benefits@cu.edu](mailto:benefits@cu.edu) with any questions they have regarding their benefit elections. **Employees must enroll in benefits within 31 days of their hire date.**
- [Benefit Costs](#)
- [Employee Services](#) (for information regarding benefits, retirement, payroll and more)

## Employee Advantage Perks, Discounts and Programs

- [Employee Advantage](#) - *comprehensive overview of CU perks*

### A few other resources not shown on the Employee Advantage site:

- [Childcare](#) at Auraria Campus
- [Campus Recreation at Auraria \(CRA\)](#) - *CRA is a comprehensive fitness, recreational and leisure service available to CU Denver students, staff, faculty and guests*
- [Lola & Rob Salazar Wellness Center](#)- *in-person and virtual programming and fitness classes, discounted memberships may be available for UCD faculty and staff*
- [State of Colorado](#) benefit hub
- [UniverCity Key](#) - *a discount program designed to connect CU Denver students, staff, and faculty to surrounding activities and services in downtown Denver*
- Volunteering benefit: One half-day of work time\* (four hours) to go into the community and participate in a volunteer activity of their choice, individually or with a group/department. More info: <https://www.ucdenver.edu/centers/city-center/programs/cu-in-the-community> \*Record this time in MyLeave as Administrative Leave with a note about the purpose

## Department Information

- [Faculty/Staff Bio Form](#) (to request to be added to the directory on [education.ucdenver.edu/about-us](https://education.ucdenver.edu/about-us))
- Classrooms & Meeting Room Scheduling - Submit requests to [sehhelp@ucdenver.edu](mailto:sehhelp@ucdenver.edu)
- [Fiscal & Purchasing Information](#)
- Phone List - Located on the Q Drive\Public\SEHD Phone List
- [Top 10 FAQ](#)
- [Directory](#)

## Handbooks

- [Faculty Handbook \(SEHD\)](#)
- [Faculty information](#) (University of Colorado)

- [Lecturer Handbook \(SEHD\)](#)
- [University Staff information](#) (University of Colorado)
- [Classified Staff Employee Handbook](#) (State of Colorado)

## University Information

- [Maps of Campus](#)
- [Parking and Transportation Information](#)
- [Lactation Rooms](#)
- [LGBTQ Resources](#)
- [Use of IT Resources](#)
  - [Campus Mailing Lists](#) (subscribe to campus-wide listserv email distribution lists)
- [CU Online](#) - Faculty support for Canvas
- [UCD Access Portal](#) (direct deposit, paystubs, benefits, emergency contact, changing your address, etc.)
- [UCD E-Directory](#)
- [UCD Webmail](#)
- [UCD Zoom](#)
- Using the VPN:  
<https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/vpn-and-remote-access>
- Using Microsoft Teams:  
<https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/microsoft-teams>
- [Holiday Calendars](#)
- Professional Development: [https://wiki.cu.studio/human/professional\\_development](https://wiki.cu.studio/human/professional_development)

## Faculty and Staff Threat (FaST) Assessment and Response Team

**In cases with Immediate threat to physical safety or actual harm conducted: Call 911 or Auraria Campus Police: 303-556-5000**

The Faculty and Staff Threat (FaST) Assessment and Response Team works to coordinate safety and support functions concerning workplace behaviors indicating a faculty or staff member poses a danger to themselves or others or who are exhibiting threatening, worrisome or other concerning behavior. Concern about faculty or staff behavior can be reported to campus human resources team via the following methods. **\*Please do not expect an immediate response from this team.**

- [Email: FastDenver@ucdenver.edu](mailto:FastDenver@ucdenver.edu)

Phone: 303-315-FAST (3278)

- [Referral Form: FAST Team Referral](#)

**Additional crisis and emergency resources here are located here:**

**<https://www.ucdenver.edu/offices/human-resources/employee-relations-performance/crisis-emergency-information-resources>**

## Resources for faculty and staff: How to identify and respond to students in distress

Resources for faculty & staff to Recognize, Respond, Refer “the Red Folder” - <https://www.ucdenver.edu/redfolder>

When you become worried about a student, deciding when to intervene can be confusing. Additionally, the number of resources available to assist students can be overwhelming. The CARE Team is here to help: [Campus Assessment, Response & Evaluation Team](#)

### Campus Safety

- [Campus Emergency Notifications](#)
- [Emergency Procedures Information](#)
- [Safety Resources](#)
- [Standard Response Protocol Video](#)
- Additionally, SkillSoft course [CU: Active Shooter Awareness](#) is a recommended training for all faculty and staff (log in to UCD Access to view the course)
- [University Police](#)

### Food Services

- [AMC/UCD Food Services](#)
- [Auraria Campus Food Vendors](#) & a Vendor Map
- [Food Truck Mondays](#)
- [Larimer Square](#)
- [16th Street Mall](#)

## New To Colorado?

### Area Information

- [City and County of Denver](#) (official site)
- [Getting Around](#)
- [Moving to Denver](#)
- [Neighborhood Guides](#)
- [Off-campus Housing Resources](#) -

from University of Colorado Commuter Services (CS), operated by Off Campus Partners (OCP) - this tool requires a CU Login, so new colleagues may access it after they complete initial hiring paperwork in partnership with SEHD HR.

- [High Altitude Tips](#)
- [Things To Do in Denver](#)

## Public Schools and Resources

- [Denver Public Schools](#)
- [Jeffco Public Schools](#)
- [Parent and Family Resources \(Colorado Department of Education\)](#)

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