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Employee Onboarding

Welcome to the SEHD!

You may appreciate starting with some Tips & Tricks for Success here: https://www.cu.edu/blog/hcm-community/set-your-new-employees-up-success-these-tasks



Who to contact about edits needed on this page: SEHD HR

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 with any questions they have regarding their benefit elections. **Employees must enroll in (or actively waive) benefits within 31 days of their hire date.**
- Does your hire date fall between mid April and early June? You will need to consider your new hire enrollment, in addition to your open enrollment, for the new plan year that begins July 1. Please follow the steps carefully using this guide: New Hire Open Enrollment Guidelines (cu.edu) and contact benefits@cu.edu with any questions.
- Benefit Costs
- Employee Services (for information regarding benefits, retirement, payroll and more)

Pay and leave accrual timing

- The majority of full-time employees at CU are paid once a month, on the last business day of that month. Please check your offer letter for the details of your specific pay timing, and let SEHD HR know if you have questions (sehdhr@ucdenver.edu).
- Many full-time employees accrue vacation and other leave once a month for the month prior. The full policy document for all employee types is available here: www.cu.edu/ope/aps/5062. If you are a staff member or 12-month faculty member, your leave is tracked through the MyLeave tile in your employee portal (my.cu.edu). Please see your welcome email from sehd hr for details about setting up your MyLeave, and let us know if you have questions (sehdhr@ucdenver.edu).

Employee Advantage Perks, Discounts and Programs

- Employee Advantage - comprehensive overview of CU perks

Other resources that may not be shown on the Employee Advantage site:

- Child Care and Elder Care Resources

- 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 SalazarWellness 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 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. Please request the time in advance from your supervisor. For MyLeave timesheets, record the time as Administrative Leave with a note about the purpose
- Employee Tuition Benefit - To view policies, eligibility, procedures, forms, and deadlines, please visit CU Employee Services website: https://www.cu.edu/employee-services/tuition-benefit-denver-anschutz-campus

Department Information

- Faculty/Staff Bio Form (to request to be added to the directory oneducation.ucdenver.edu/about-us)
- Classrooms & Meeting Room Scheduling - Submit requests to sehdhelp@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)

Creating a productive remote office space

- Creating your home workspace
- Etiquette and expectations when working remotely
- Staying Connected with Remote and Hybrid Work
- Multi-Factor Authentication with Duo
- Privacy and Security for Remote and Hybrid Work

University Information

- Maps of Campus

- Parking and RTD EcoPass Transportation Information
- Building Evacuation Rally Points for Lawrence Street Center offices
- Lactation Rooms
- LGBTQ Resources

- Use of IT Resources
- Technology, services, and resources you need to work from home or on campus
  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

Food Services

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

Safety and Distress Resources

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

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

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

New To Colorado?

Area Information

- City and County of Denver (official site)
- Getting Around
- Moving to Denver
- Neighborhood Guides
- Off-campus Housing Resouces from University of Colorado Commuter Services (CS), operated by Off Campus Partners (OCP) in partnership with Apartments.com. New colleagues may use the “Guest” tile to set up a search profile even before their CU Denver credentials are ready.
- 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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