



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## EMPLOYEE SERVICES

Published on *University of Colorado* (<http://www.cu.edu>)

[Home](#) > New Employee

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## New Faculty <sup>[1]</sup>

Welcome to the University of Colorado! We are glad you have chosen to work with us in supporting the university's educational and research missions.

CU is evolved into a dynamic network of four campuses, including one of the newest biomedical and health care centers in the world. Today, the CU legacy for academic excellence, innovation and discovery continues at the University of Colorado Boulder, the University of Colorado Colorado Springs, the University of Colorado Denver and the University of Colorado Anschutz Medical Campus.

## Getting Started

The information on this site was designed to assist you with the necessary resources and tools to get you started. As a new employee, you'll need to complete several forms when you arrive. In order to complete all the forms in a timely manner, we encourage you to bring the following information with you on your first day:

- original Social Security card
- acceptable documents to complete your I-9 Form. Download the [I-9 Form](#) <sup>[2]</sup> for a current list of acceptable documentation.
- beneficiary names and Social Security numbers for retirement accounts
- emergency contact information, including name, address and phone number
- voided check or documentation from a financial institution for a savings account or money market account ([See CU policies for more information.](#)) <sup>[3]</sup>

## New Employee Forms

- [I-9 Form](#) <sup>[2]</sup>
- [Form W-4](#) <sup>[4]</sup>
- Direct Deposit Authorization Form: To access, log in to the [employee portal](#) <sup>[5]</sup>.

## New Hire Orientation

- [CU Boulder](#) <sup>[6]</sup>

- [CU Denver/Anschutz](#) [7]
- [UCCS](#) [8]

## New Hire Training

### New Hire Training

Click on your campus for the appropriate new hire training:

- [CU Boulder](#) [6]
- [CU Denver and Anschutz Medical Campus](#) [7]
- [UCCS](#) [8]

## Faculty Housing Assistance Program

The University of Colorado, the University of Colorado Foundation and the Elevations Credit Union are pleased to partner together to offer the Faculty Housing Assistance Program (FHAP). This assistance comes in the form of a choice of two types of loans provided to eligible faculty selected by the University.

### Program Overview

The Faculty Housing Assistance Program is a need-based program designed to:

- Attract and retain faculty by improving the affordability of their primary residence.
- Provide support for new faculty who have very limited access to cost-effective financial capital resources.
- Offer financial housing assistance to tenure and tenure track faculty from all campuses of the University of Colorado

Participating in the FHAP can make housing more affordable by providing a source of financial assistance for a down payment needed to qualify for a loan and potentially avoiding the cost of private mortgage insurance.

### Application Process

If you are interested in applying for an FHAP Loan, review the [program description](#) [9] and complete and sign the [application worksheet](#) [10]. Attach the signed Applicant Worksheet as a PDF and email to [FHAP@cu.edu](mailto:FHAP@cu.edu) [11].

### Questions?

If you have questions, please call 303-837-2183.

## Benefits Enrollment

## Benefits Enrollment

As a new employee or a newly benefits-eligible employee, you must enroll within 31 days of your eligibility date, which is typically your date of hire. For most plans, your coverage begins on the first day of the month if your date of hire was on the first of the month. If you were hired on any other day of the month, coverage begins the first day of the following month.

**Each CU benefits plan year runs from July 1 - June 30. CU holds its benefits Open Enrollment period in the spring, all changes made during open enrollment are effective July 1st.**

**[See an overview of your benefits here.](#)** <sup>[12]</sup>

For a detailed list of benefits for which you are eligible, review the [benefits eligibility matrix](#) <sup>[13]</sup>. If you do not know your job code, contact your department for assistance.

For step-by-step instructions on completing new employee benefits enrollment online through your [Campus Portal](#) <sup>[14]</sup>, click [here](#) <sup>[15]</sup>.

Need your username and password? [Find out how to request them.](#) <sup>[16]</sup>

## Policies

[Policies](#) <sup>[17]</sup>

## Additional Resources

- [Visit the Employee Portal](#) <sup>[18]</sup>
- [Contact University Information Systems](#) <sup>[19]</sup>
- [UIS Self Help](#) <sup>[19]</sup>
- [CU Phone Directories \(All Campuses\)](#) <sup>[20]</sup>
- [CU Campuses](#) <sup>[21]</sup>

Visit the University of Colorado Boulder campus to get your Buff One Card. Aside from providing you with photo identification as an University of Colorado employee, your Buff One Card also serves as an RTD bus pass. [Learn more about the Buff OneCard](#) <sup>[22]</sup>

## Things to do nearby

If you are a new employee to the 1800 Grant St. location in downtown Denver, we have provided you with a guide to some fun places to visit during your lunch hour or if you are looking for a new walking destination.

[Getting to know the neighborhood - Information for 1800 Grant Street](#) [23]

## Employee Quick Links

- Fill out your [I-9 Form](#) [2].
- Click here for your local vendor discounts and State of Colorado [BenefitHub](#) [24].
- Read about our [Mission and Principles](#) [25].
- [CU campuses](#) [26]
- [News & Information](#) [27] for faculty and staff
- [Alternative work information](#) [28]

## Campus Holiday Schedules.

If an employee is required to work on a designated holiday or during administrative leave given by the governor, the employee may take an alternate day off that is mutually satisfactory to the employee and the supervisor.

[View the campus holiday calendars.](#) [29]

### Groups audience:

Employee Services

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**Source URL:** <http://www.cu.edu/employee-services/new-faculty>

### Links:

- [1] <http://www.cu.edu/employee-services/new-faculty>
- [2] <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
- [3] <http://www.cu.edu/employee-services/direct-deposit>
- [4] <http://www.cu.edu/employee-services/policies/w-4-form>
- [5] <https://my.cu.edu/>
- [6] <http://www.colorado.edu/hr/>
- [7] <http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx>
- [8] <http://www.uccs.edu/hr/new-employee-paperwork.html>
- [9] [http://www.cu.edu/sites/default/files/fhap\\_prog-description.pdf](http://www.cu.edu/sites/default/files/fhap_prog-description.pdf)
- [10] [http://www.cu.edu/sites/default/files/FHAP\\_app-wksht.pdf](http://www.cu.edu/sites/default/files/FHAP_app-wksht.pdf)
- [11] <mailto:FHAP@cu.edu>
- [12] <http://www.cu.edu/employee-services/benefits-university-colorado>
- [13] <http://www.cu.edu/employee-services/policies/benefit-eligibility-matrix>
- [14] <http://my.cu.edu>
- [15] <http://www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll>
- [16] <http://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password>
- [17] <http://www.cu.edu/ope/administrative-policy-statements-z>
- [18] <https://my.cu.edu>
- [19] <http://www.cu.edu/uis/contact-us>
- [20] <http://www.cu.edu/>
- [21] <http://www.cu.edu/content/campuses>
- [22] <https://services.jsatech.com/textpage.php?pageid=224&cid=59&menulevel=C%29>

- [23] <http://www.cu.edu/employee-services/policies/walking-destinations-1800-grant-street-denver-co>
- [24] <https://stateofcolorado.benefithub.com/Account/Login?ReturnUrl=%2f>
- [25] <http://www.cu.edu/employee-services/mission-and-guiding-principles-university-colorado>
- [26] <http://www.cu.edu/node/2277>
- [27] <https://connections.cu.edu/>
- [28] <http://www.cu.edu/employee-services/policies/alternative-work-schedule-information>
- [29] <http://www.cu.edu/employee-services/holidays>