University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

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

New Faculty [1]

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 [2] 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.) [3]

New Employee Forms

- I-9 Form [2]
- Form W-4 [4]
- Direct Deposit Authorization [5]

New Hire Orientation

- CU-Boulder [6]

- CU Denver/Anschutz [7]
- UCCS [8]

New Hire Training

New Hire Training

Click on your campus for the appropriate new hire training:

- CU-Boulder [9]
- CU Denver and Anschutz Medical Campus [7]
- UCCS [10]

Faculty Housing Assistance Program

The University of Colorado and the University of Colorado Foundation are pleased to partner together to offer the Faculty Housing Assistance Program (FHAP). There are now two types of down payment assistance loans available to eligible faculty selected by the University to participate in the FHAP.

Program Overview

The Faculty Housing Assistance Program is 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 faculty of CU-Boulder, CU Denver | Anschutz Medical Campus, and UCCS.

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* [11] and complete and sign the *application worksheet* [12]. Attach the signed Applicant Worksheet as a PDF and email to FHAP@cu.edu [13].

Questions?

If you have questions, please call 303-837-2182.

Benefits Enrollment & Benefit Orientation

Benefits Enrollment

As a new employee or a newly benefits-eligible employee, you must enroll within 31 days of your date of eligibility.

Each CU benefits plan year runs from July 1 - June 30. CU holds its benefits Open Enrollment period in spring so you can learn about new benefits options and select the plans you need.

VIEW YOUR BENEFITS OPTIONS

- 2013-14 plan year (through June 30, 2014) [14]
- 2014-15 plan year (July 1, 2014 - June 30, 2015) [15]

For a detailed list of benefits for which you are eligible, review the 2013-14 benefits eligibility matrix [16]. 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 [17], click here [18].

Need your username and password? Find out how to request them. [19]

2014-15 Benefit Orientation

- Faculty/University Staff [20]
- Classified Staff [21]

Policies

Policies [22]

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Additional Resources

- Visit the Employee Portal [23]
- Contact University Information Systems [24]
- UIS Self Help [24]
- CU Phone Directories (All Campuses) [25]
- CU Campuses [26]

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 [27]

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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 your are looking for a new walking destination.

Getting to know the neighborhood - Information for 1800 Grant Street [28]

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Employee Quick Links

- Fill out your I-9 Form [2].
- Click here for your local vendor discounts and State of Colorado BenefitHub [29].
- Read about our Mission and Principles [30].
- CU campuses [31]
- News & Information [32] for faculty and staff
- alternative work information [33]

System Administration Holiday Calendar

2013		
Jan. 1	Tuesday	New Year's Day
Jan. 21	Monday	Martin Luther King Jr. Day
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
Sept. 2	Monday	Labor Day
Nov. 28	Thursday	Thanksgiving Day
Nov. 29	Friday	Day after Thanksgiving
Dec. 24	Tuesday	Christmas Eve
Dec. 25	Wednesday	Christmas Day
Dec. 31	Tuesday	New Year's Eve
2014		
Jan. 1	Wednesday	New Year's Day
Jan. 20	Monday	Martin Luther King Jr. Day
May 26	Monday	Memorial Day
July 4	Friday	Independence Day

2014		
Sept. 1	Monday	Labor Day
Nov. 27	Thursday	Thanksgiving
Nov. 28	Friday	Day after Thanksgiving
Dec. 25	Thursday	Christmas Day
Dec. 26	Friday	In Lieu of Christmas Eve
Dec. 31	Wednesday	New Year's Eve

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.

- Boulder [34]
- Colorado Springs [35]
- Denver and Anschutz Medical Campus [36]

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

Links:
[1] http://www.cu.edu/employee-services/new-faculty
[2] http://www.uscis.gov/sites/default/files/files/form/i-9.pdf
[3] http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-2
[4] http://www.irs.gov/pub/irs-pdf/fw4.pdf
[5] http://www.cu.edu/sites/default/files/policies/949-direct-deposit-authorization-and-instructions/files/directdepositauth-1-15-14.xls
[6] http://hr.colorado.edu/training/newemp/Pages/neosched.aspx
[7] http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx
[8] http://www.uccs.edu/hr/new-employees.html
[9] http://hr.colorado.edu/training/newemp/Pages/default.aspx/
[10] http://www.uccs.edu/hr/employee-relations/new-employees/mandatory-training.html
[11] http://www.cu.edu/sites/default/files/pages/38239-faculty-housing-assistance-program/docs/fhap-description-2.2014.pdf
[12] http://www.cu.edu/sites/default/files/pages/38239-faculty-housing-assistance-program/docs/fhap-app-2014.pdf
[13] mailto:FHAP@cu.edu
[14] http://www.cu.edu/employee-services/benefits
[15] http://www.cu.edu/employee-services/open-enrollment-2014-15
[16] http://www.cu.edu/employee-services/policies/benefit-eligibility-matrix
[17] http://my.cu.edu
[18] http://www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll
[19] http://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password
[20] https://www.cusys.edu/pbs/benefits/nebo/feop.htm
[21] https://www.cusys.edu/pbs/benefits/nebo/cs.htm
[22] http://www.cu.edu/ope/policy/administrative-policy-statements-z
[23] https://my.cu.edu
[24] http://www.cu.edu/uis/contact-us
[25] http://www.cu.edu/
[26] http://www.cu.edu/content/campuses
[27] https://services.jsatech.com/textpage.php?pageid=224&cid=59&menulevel=C)

[28] http://www.cu.edu/employee-services/policies/walking-destinations-1800-grant-street-denver-co
[29] https://stateofcolorado.benefithub.com/Account/Login?ReturnUrl=%2f
[30] http://www.cu.edu/employee-services/mission-and-guiding-principles-university-colorado
[31] http://www.cu.edu/node/2277
[32] http://connections.cu.edu/
[33] http://www.cu.edu/employee-services/policies/alternative-work-schedule-information
[34] http://hr.colorado.edu/Pages/Holiday_Schedule.aspx
[35] http://www.uccs.edu/hr/calendars.html
[36] http://www.ucdenver.edu/about/departments/HR/Documents/HolidayScheduleFY15.pdf