

## Onboarding New or Transfer Employees <sup>[1]</sup>

Welcoming a new employee to your team is exciting. After an employee accepts your offer, many items need to be arranged by System Human Resources and UIS to ensure the new employee's first experience is positive and they start off their career at System Administration right.

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**The information on this page applies to CU System employees only.**

Please consult the appropriate HR website for your campus:

- [CU Boulder](#) <sup>[2]</sup>
- [CU Denver/Anschutz](#) <sup>[3]</sup>
- [?UCCS](#) <sup>[4]</sup>

This page outlines the new employee onboarding process and the stakeholders responsible for each item.

- [Manager/Department Liaison Responsibilities](#)
- [Human Resources and Service Desk Responsibilities](#)

This outlines a manager's responsibilities for a new or transfer employee. Some departments have a liaison perform some of these duties. It is important to work with your department to understand their process when requesting equipment and preparing the workspace.

### **During Recruitment:**

- Email [help@cu.edu](mailto:help@cu.edu) <sup>[5]</sup> to request **equipment** needed for the employee. Items you may want to request: computer, monitor, docking station (if laptop), keyboard, mouse and phone. This can be done as soon as you know you will be recruiting for the position. Please work with your department liaison before submitting a request.

### **After the offer is accepted:**

- Email [help@cu.edu](mailto:help@cu.edu) <sup>[6]</sup> to complete the request of any additional **equipment** needed for

the employee's first day.

### **Pre-Employment after HR assigns an employee ID:**

- Prepare workspace.
- Request access to systems the employee will need that don't require training.
- Schedule a time for the new employee to meet with HR, Benefits, and UIS through the New Employee Signup [7]. Times are listed below. Note: Meetings may not go the full 30 minutes with HR and UIS. This is limited to 5 hires at one time.
  - 9:00 a.m. Service Desk, 9:30 a.m. HR
  - 10:00 am. Service Desk, 10:30 a.m. HR
  - 11:00 a.m. Service Desk, 11:30 a.m. HR
- New employees will also be signed up for the Benefit's new employee orientation held on the 2nd and 4th Friday of the month at System Administration.
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- Create a agenda for the employee's first day.
  - Preview a sample schedule [8] of an employee's first day.

### **Employee's first day:**

- Walk the employee to their HR meeting at the designated time.
- Walk the employee to their Service Desk meeting at the designated time.

### **After the employee's first week:**

- Check in with the employee:
  - Discuss any training required to gain access to job-related systems.
  - Identify additional equipment or resources they may need (i.e. standing desk, additional monitor, etc.)
  - Receive feedback on the onboarding process and their first week.
  - Review the 1800 Grant Resource Guide and emergency procedures.
  - Ensure correct My Leave preferences have been set based on campus location. (This only applies to departments with locations on other campuses.)

### **Within the employee's first month:**

- Ensure employee has access to all job-related systems.
- Ensure employee obtains ID and ECO pass.
- Review expectations of job.
- Set goals and review performance evaluation process.

This outlines the responsibilities of Human Resources and Services Desk when onboarding the new employee.

### **Pre-employment:**

1. HR enters all new hire information into HCM.
2. HR sends an onboarding "Welcome email" to the new employee. The email includes basic new hire information, their employee ID number and a parking form. If the new employee submits the parking form before their first day, they will be able to park in the

garage upon obtaining their badge.

3. UIS sets up active directory and notifies HR when this is complete.
4. HR sends a confirmation email to the manager/department liaison prompting them to sign up the new employee for a meeting time with HR and UIS. Employee Services is CC'd on this email for badge access to be obtained for new employee.
5. Upon receiving the signup email, HR creates a calendar invite. HR will forward the invite to the department liaison/manager and [help@cu.edu](mailto:help@cu.edu) [9].

### **Employee's First Day:**

1. HR meets with new employee during designated time and completes the following tasks:
  - Collect I-9 documentation and emergency contact list.
  - Review My Leave and set preferences.
  - Review the CU Portal and the training section for required trainings.
  - Provide 1800 Grant Resource Guide.
2. Service Desk meets with new employee to set up workstation and ensure their computer is set up properly.
  - Take a picture for the email contact list.
3. After the meeting, HR emails the new employee an onboarding brochure that provides information on My Leave, nearby restaurants, training items to complete and other helpful information.

### **Groups audience:**

Employee Services

### **Right Sidebar:**

ES:HR - Collaborative HR Services's Feedback Form

ES:HR - Supervisor and Department Liaison Resources Forms

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**Source URL:** <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/supervisor-and-department-liaison-resources-1>

### **Links**

[1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/supervisor-and-department-liaison-resources-1>

[2] <https://www.colorado.edu/hr/>

[3] <http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>

[4] <https://www.uccs.edu/hr/>

[5] <mailto:help@cu.edu?subject=Request%20equipment>

[6] <mailto:help@cu.edu?subject=Equipment%20request>

[7] <https://www.cu.edu/employee-services/forms/new-employee-appointment-signup>

[8] <https://www.cu.edu/docs/new-employee-sample-schedule>

[9] <mailto:help@cu.edu>