SECTION 1

Welcoming and Enfolding

Everyone can probably remember the feeling of walking into a new organization and feeling lost. The On-Boarding Committee wanted to design our orientation process to assist new employees in overcoming this emotion. It was our belief that this could be done by creating a welcoming, almost celebratory environment and by making people feel like productive members of the organization immediately.

Enfolding is the socialization activities that take place during the first day, the first week, continuing through 30-60 days of a new member's employment. Though the enfolding process is continual, our On Boarding efforts focused on what the initial activities should/could be for the new team member. We hope that this guidance will give you tools to assist you in providing a welcoming environment helping to "enfold" the new employee into our organization.

SECTION 2

CONTENTS IN THE WELCOME PACKET

First day schedule/welcome

New employee information

New employee checklist

Voicemail manual

Medical plan information

Access Services – key request card

Glossary of terms

Stampede and Bound bus schedules

Campus Parking Map

Forms for parking permit

Campus map

Holiday Leave schedule

Buff Onecard information

Mandatory training information

Directions to C4C and Parking Services

Designated Smoking Map locations

Life Cycle of an Award handout

The Life of a Sponsored Project handout

Map of ARCE

Map of Areas of Interest

SECTION 3

F[illegible]yee Name: ______________________   Hire Date: ______________________

Initial HR setup

See step by step guide, "Planning for new employees", for additional instructions on this pre-hire stage and 1st week.

Check or N/A	Initial Forms	Routing	Policy/Form	Responsible Person
	Background Check	Use JobsatCU, contact hr-bgc@colorado.edu OR submit form to HR (565 UCB)	http://www.colorado.edu/humres/downloads/BackgroundFormUCB.pdf	Linda Finfrock/HR Liaison
	Offer Letter	fax copy to ES 492-4693; send original with signatures to HR (565 UCB)	http://www.colorado.edu/humres/managers/ClassifiedStaffLetterofOffer.html	Linda Finfrock/HR Liaison
	SSA-1945	to campus HR office (565 UCB) (Part of Offer Letter)	http://hr.colorado.edu/Pages/default.aspx	Linda Finfrock/HR Liaison
	I-9	HR office on ARC 3rd floor to complete	http://www.cusys.edu/policies/Personnel/ircaadmin.html	Linda Finfrock/HR Liaison
	W-4	original in campus mail to 400 UCA	https://www.cu.edu/pbs/payroll/forms-payroll/tax.html	Linda Finfrock/HR Liaison
	Direct Deposit	original in campus mail to 400 UCA	https://www.cu.edu/pbs/payadmin/forms-payroll/direct-deposit.html	Linda Finfrock/HR Liaison
	PERA Enrollment	original in campus mail to 400 UCA	https://www.copera.org/PDF/8/8-324.pdf	Linda Finfrock/HR Liaison
	Social Security Card	PPL must see original - do not route copy of SS to any office	https://www.cusys.edu/pbs/proceduresguide/1.1.09.html	Linda Finfrock/HR Liaison
	Personal Data Worksheet	for PPL to enter into HRMS PeopleSoft	https://www.cu.edu/pbs/forms/downloads/**Personal-Data**.xls	Linda Finfrock/HR Liaison
	Emergency Contact Information	for PPL to enter into HRMS PeopleSoft	https://www.cu.edu/pbs/forms/downloads/**Emergency-Contact**.xls	Linda Finfrock/HR Liaison
	Outside or Dual Employment Form	To ES (565 UCB) if employee works a second job	http://hr.colorado.edu/es/Classified/Compensation/Pages/multipleclassifiedappointments.aspx	Linda Finfrock/HR Liaison

	I[illegible]key	see Department Liaison	Generated thru [illegible]eSoft	[illegible]da [illegible]infrock/HR Liaison
	Email	see Department Liaison	Generated thru PeopleSoft	Linda Finfrock/HR Liaison
	DEPA access		Send email to Pam Rosse	Linda Finfrock/HR Liaison

IT Set-Up for New Employee

To be completed by the IT Desk Support Team

Check or N/A	Set-up	Routing	Comments	Responsible Person
	Schedule time to meet with OIT and new employee to individualize their computer	IT Desk Support	Schedule with desk support prior to employee's arrival	Regina Montano/Office Manager
	Databases Set-up	n/a	Employee specific set-up to be provided to IT by supervisor	OIT
	Access to all shared drives (SPA's J:, electronic filing X:, OCG's Z:)	n/a		OIT
	Copier (scan to email)	n/a		OIT
	Add to OCG OU (active directory)	n/a		OIT
	Add to OCG email group	n/a		OIT
	Long-distance Code/Calling Card	see Telecom Department Liaison	http://oit.colorado.edu/voice	Regina Montano/Office Manager
	Department property issued		Cell phones, computers, software, etc.	Regina Montano/Office Manager
	Add Employee to internal phone list			OIT

Office Logistics

Check or N/A	Department Information	Resources	Responsible Person
	Buff One/ EcoPass	employee must go to Center For Community (C4C) 1st floor East Side, https://services.jsatech.com/index.php?cid=59&	Employee
	Building/Office Access	Department Liaison to work with Access Services (Stadium Gate 8) – See number 2 on Campus Map in Tan Pocket Folder (You need your Buff OneCard to get a key)	Employee
	Parking	http://www.colorado.edu/pts/ See Gina for forms to receive parking permit	Employee
	Swipt Access to ARC	Send email of Buff Onecard to Office Manager regina.montano@colorado.edu	Regina Montano/Office Manager
	Phones/Voicemail	See instructions in Tan Pocket Folder	Regina Montano/Office Manager
	Office supplies	See Supervisor for unique purchases	Regina Montano/Office Manager
	Business cards	Let Gina know when you get an email address to order cards	Regina Montano/Office Manager
	Name Plate	Let Gina know when you get an email address to order name plate	Regina Montano/Office Manager

Supervisor's Checklist

Check or N/A	Department Information	Resources	Responsible Person
	Organizational chart		Cynthia Husek/Director
	Tour of department & introductions	Will provide campus map, College of Engineering map, and ARC floorplans.	Supervisor
	Breakroom		Supervisor
	CU Sustainability Resources; trash removal	http://recycling.colorado.edu/index.php	Supervisor
	Copy/ Fax machine/scanning		Supervisor
	Emergency evacuation procedures		Supervisor
	Time Keeping/ Leave Process	Lyn or Roger will train on My.Leave; see hand out in tan pocket folder	Supervisor
	FileMaker basics	20 minute overview of FileMaker and our databases	Supervisor
	Review "general information" packet	Go through the packet with the employee	Supervisor
	Introduction to web site and portal	Show employee how to navigate and find key items	Supervisor
	Annual Disclosure of External Professional Activities (DEPA)	Review this annual certification requirement with the employee ASAP; http://www.colorado.edu/vcr/coi (To the right on this homepage you will see a tab that links to the DEPA. You might want to take a look at the sample DEPA form before you enter the actual DEPA reporting site. You will readily see that you will be able to answer "no" to a number of questions i.e., #1 – only relevant to those employees conducting NIH research. Also note, you are not required to take the NIH training unless you are actively involved in research)	Supervisor
	Explain purpose of recommended trainings	Review the purpose of each one with the employee	Supervisor
	Performance Plan/Evaluation schedules	copy of first page to Labor Relations (565 UCB) within 1 month of hire; http://www.colorado.edu/humres/performance/index.html	Supervisor
	Job Description	Employee should have a copy of their job description	Supervisor
	Access to required databases	Prepare a list of specific database set-up needed by this employee and provide to IT	Supervisor
	*Security access request forms	Prepare and work with employee for submission once required trainings are completed	Supervisor
	Review "Lifecycle of An Award"		Supervisor
	Review Strategic Priorities and Office Norms		Supervisor
	Review shared drives		Supervisor
	Provide any templates needed	Letterhead, fax cover, etc.	Supervisor

	CU Boulder Emergency Alerts	recommended. Call 303-492-INFO, http://www.colorado.edu/alerts/	Em…yee

* …s are located at: https://content.cu.edu/ums/security/CUonly…S/accessrequestforms.php

Required Training

To access SkillSoft training modules:

1. Go to the CU portal https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html and use your Identikey and password to log in
2. Click on the "CU Resources" tab and then the "Training" option when that opens
3. Select "Start SkillSoft" and then select "catalog"
4. Open "University of Colorado – Courses" and you will see a list of general topics folders that contain the individual modules. You can look for each course within the particular folders or search by the course number.

Check or N/A	Training/Disclosure	Time Frame	Responsible Person
	New Employee Orientation (U00111)	ASAP. SkillSoft; portal	Employee
	Benefits New Employee Orientation	Within 31 days of hire; This is all done online - https://www.cu.edu/pbs/benefits/	Employee
	Discrimination and Harassment (S10007)	Within 1st month of hire (on-line course); SkillSoft; portal;	Employee
	Information Privacy & Security (U00063)	Within 30 days of hire (on-line course). SkillSoft; portal	Employee
	Introduction to Export Controls (U10065)	SkillSoft; portal	Employee
	*Fiscal Code of Ethics (F00001)	SkillSoft; portal	Employee
	US Bank VISA – Travel Card (no course #)	SkillSoft; portal—"Travel and Travel Card Training" in the ***Procurement*** Folder **AND** "Travel Card Handbook" at https://content.cu.edu/psc/procedures/	Employee
	*Financials Inquiry (A00105)	SkillSoft; portal	Employee

*Once completed, submit an access request form that supervisor will work with you to complete.

Optional Training

Possible Department/Job Specific Training *ALL THE BELOW ARE TRAININGS ON AN AS NEEDED BASIS - They will be added to the list above or completely deleted if they are not needed.

Check or N/A	**Training**	**Form/Training location**	**Responsible Person**
	*Cognos Reporting System: m-fin (U00085)	SkillSoft; portal	Employee
	*CIW (to run PSLite financial reports and other databases utilizing warehouse data)	Need to complete only Fiscal Code of Ethics and submit security access form to supervisor	Employee & Supervisor
	HRMS PeopleSoft	https://www.cu.edu/ums/security/CUonly/AMPS/accessrequestforms.php; https://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-56 (for summary of which SkillSoft modules to take)	Employee & Supervisor
The rows bellow are associated with the HRMS training and are added as needed			
	HRMS Fundamentals WEB (A00029)	SkillSoft; portal	Employee
	HRMS Inquire/Reporting WEB (A00030)	SkillSoft; portal	Employee
	In-class financial training to obtain more than "read only" access to PeopleSoft Fin	See training schedule at http://www.colorado.edu/abs/	Employee
	Other general miscellaneous trainings	See http://www.colorado.edu/abs/ for information on what resources are available and for the training schedule	Employee

*PeopleSoft Lite program can be downloaded from the ABS web site: http://www.colorado.edu/abs/resources/pslite

SECTION 4

NEW EMPLOYEE INFORMATION

Research Administration
Office of Contracts and Grants
3100 Marine Street
572 UCB
ARC (Administrative and Research Center)
Boulder, CO 80309
http://www.colorado.edu/ocg

BENEFITS

You have 30 days to sign up for medical and dental insurance and other benefits. Please review benefits options at https://www.cu.edu/employee-services and contact a Benefits Counselor within your first three days of employment. It is important for you to review all these pages. They include information on learning and development opportunities such as CU's tuition reimbursement benefit.

BREAKROOM

On the 4th floor - located west of the elevators. There is a refrigerator, toaster oven, microwave, tea kettle and K-cup machine (bring your own K-cups).

On the 3rd floor - located past the reception area in the main lobby. There is a refrigerator and microwave. The water fountain located on this floor has filtered water and supports filing up water bottles.

BUFF ONECARD

Center for Community (C4C) – Room N180 – Buff One Office

This card is your CU Staff ID. Money can be added to it for use in Campus dining facilities (this can be done either in the Buff One office or online); used for after-hours building access.

Take a photo ID with you when you go to the Buff OneCard office to get your CU staff ID. Please email me your card number to give you after hour access.

*If this card is lost, the replacement charge is $25.00

BUILDING HOURS

The building is open from 6:30 a.m. – 6:30 p.m. If you want after-hours access please forward your Buff Onecard number to Jeanne Connely - Jeanne.Connely@Colorado.EDU requesting this service.

BUSINESS CARDS & NAME PLATE

Email Regina (regina.montano@colorado.edu) with the way you want your name on your business card and name plate.

CAMPUS MAPS

One is included with your packet. For more specific maps of campus' visit: http://www.colorado.edu/campusmap/

CLEANING SUPPLIES

The office has a vacuum, disinfecting wipes and Lysol for staff use in room 470.

COMPLIMETARY HEAD/SHOULDER PORTAITURE SESSION

Do you need to dress up your C.V.? Is your website, bio sheet or professional organization portrait out-of-date? University Communications offers complimentary head and shoulders photographs for university faculty and staff. Call 303-492-3119 to make an appointment for one of our portraiture sessions, held in our East Campus studio each month on the second Wednesday from 9 a.m. to noon, and on the last Tuesday from noon to 3 p.m.

COMPUTER/SYSTEM PROBLEMS

Follow this link: https://desktopsupport.colorado.edu/servicerequest/index.php/site/login Log on with your Indentikey and password. Fill out a ticket for your service request.

DRESS CODE

Business casual; for more details check with your supervisor.

ECOPASS

Center for Community (C4C) – Room N180 – Buff One Office
Take a photo ID with you when you go to the Buff OneCard office to get your ECOPASS.

EMERGENCY ALERTS

In case of emergency, make sure you get the message...
Be in the know. Know what to do. Keep your emergency notification information up-to-date for real-time information about campus closures, extreme weather and other emergencies—sent straight to your mobile via our text messaging service.

All active CU-Boulder students, faculty, staff, and affiliates are either automatically registered or are invited to register to use the CU Alert service.

- Active CU-Boulder student email addresses (@colorado.edu) are automatically registered for CU Alerts and we encourage students to add mobile phone numbers for text capability as well. Please visit the MyCUInfo portal to add and/or manage your mobile phone emergency notification information.
- Faculty, staff, or affiliates of the CU-Boulder community with a @colorado.edu (or cufund.org, or cu.edu) e-mail address can subscribe. Please visit the CU Alert sign up page to sign up and manage your emergency notification information.

EMERGENCY EVACUATION

In case of a FIRE ALARM or any other building evacuation, please take nearest set of stairs and meet OCG staff across the street on the north side of the building. Close your windows and your door before leaving your office.

EXERCISE ROOM

There is an exercise room and showers available in ARC's basement. There is a charge to use these facilities. Please contact Rosie Compean at Rosie.Compean@colorado.edu if you are interested.

IDENTIKEY

This is your system access user name; this will be used to log in to computer and to all CU Portal sites.

KEYS

As a new employee you will receive a key card to request a key to your office. Take the form to the CU football stadium, Gate 8, lower level, to process your request for your keys.

LETTERHEAD, FAX COVER SHEETS AND OTHER OFFICE TEMPLATES

These documents are located on the shared drive at this location: Z:\Forms.

MAIL

We have outgoing boxes for campus and metered mail located on the table in front lobby.

Address inter-campus mail envelopes with person's name and campus box.
Name: John Doe
Campus box 347 UCB; UCD (Denver campus), HSC (Health Science Center)

Off-campus mail requires a stamp or a speedtype noted in the upper left corner of the envelope.
The speedtype for OCG is 11020671.

Students pick up and distribute mail according to their work schedules.

OFFICE/BUILDING MAINTENANCE

Building Repairs
Elevator, bathroom or kitchen sink problems, etc. Email Floor Proctor:
3rd floor - Lori Jackson - Lori.Jackson@Colorado.EDU
4th floor - Jeanne Connely - Jeanne.Connely@Colorado.EDU

Office Repairs
No heat, lights burned out, etc.
Send request via email to:
3rd floor - Lori Jackson - Lori.Jackson@Colorado.EDU
4th floor - Jeanne Connely - Jeanne.Connely@Colorado.EDU

OFFICE SUPPLIES

Locate item on www.staples.com. Email regina.montano@colorado.edu to request naming item and item number. If there are any follow-up questions with the request, Regina will contact you directly.

OTHER OFFICE PURCHASES:

Every staff employee is fitted for an ergonomically correct chair. Check with Regina Montano for your options. If you have any other furniture request please check with her to see if office can make these purchases for you.

PARKING FOR ARC (East Campus Lot #'s 560,562,563,556 and 567)

As a new or existing employee, if you would like to purchase a staff parking permit, you will need to fill out the appropriate paperwork. There is a copy of this paperwork in your packet. Regina Montano will answer your questions regarding what information you need to provide to Parking Services. Payment for your permit will be deducted monthly from your paycheck. You have the option to select pre-tax. For more information, see http://www.colorado.edu/pts/sites/default/files/attached-files/Pre-Tax%20Option%20Flyer%20Web.pdf. You may list more than one vehicle, as needed. A temporary parking permit may be purchased either for one day or one week. You will need to go to Parking Services to purchase the temporary permits.

*************************IF YOU FORGOT YOUR PARKING PERMIT***************************

Call Parking Services at 2-7384 and tell them you forgot your permit. They will verify your records and give you the "call word" of the day. Write this down and display it on your dash or mirror so that you will not get ticketed.

This parking is only for lots listed above. Please see below for traveling to main campus

VISITING MAIN CAMPUS

Main Campus Parking

You can check out a Vendor Permit in Room 470. There is a clearly labeled notebook on the workspace by the copier. Complete the "check out" form (date being checked out, name, permit number) and when you return the permit, check it back in with the date returned. *Make sure and read the permit to see which lots you are prohibited to park in.*

By Bus

As an employee of the University of Colorado, we are encouraged to ride the bus free of charge when you show your Buff EcoPass card.

The Stampede Bus runs between East and Main campuses (usually every 10 minutes). The Stampede stops in front of the Marine Street Science Center (MSSC), across Marine Street to the East of ARC and runs to UMC on main campus.

PRINTER/COPIER USER BOXES

You can print to copiers located in rooms 470 and 452. These are instructions to set-up a user box which enables you to send multiple print jobs and retrieve jobs at a later time by entering a password.

Here's how to create your own user box.

1. Step up to the copier and introduce yourself - IMPORTANT
2. Press the **Utility/Counter** button
3. On the screen, touch **One Touch/User Box Registration**
4. Touch **Create User Box**
5. Touch **Public/Personal User Box**
6. Touch **New**
    a. Make a note of the user box number. This will be important when you print to the user box.
7. Touch **User Box Name** and type in your name then touch **OK**
    a. Remember there are currently two Cynthia's and two Janice's
8. Touch Password and type in a password. Confirm the password on the next line and touch **OK**.
9. Touch **OK**

Printing to a user box

1. Choose the **KONICA MINOLTA 423 in 470 on OCGEAGLE** as your printer
2. Depending on the software get to a screen that has a **Properties** button (aka Printer Properties) and click it
3. A printer dialog box opens – find **Output Method** and pull down the menu
4. Choose **Save in User Box**
5. Click the **User Settings** button
6. Type in a File Name (optional)
7. Type in the **user box number** you recorded in step six above (not optional)
8. Click **OK** and print the document
9. Scamper (or saunter – mood dependent) to the printer and press the **User Box** button
10. Touch your user box
11. Touch **Use/File**
12. Type in your password and touch **OK**
13. Touch the document you want printed
14. Touch **Print**
15. Touch **Start** or press the Start Button

Notes:

- The default setting is 1 copy, 2-sided printing with no stapling. You can change these options in the properties dialog box
- Documents in user boxes are deleted after 24 hours. This can be adjusted if need be.
- These instructions are posted near the copier for your reference.

Password setting

1. Click on this link.
2. Find your name (example: cpt amazing – I wonder who that is?) and click on the link.
3. Click the **User Box Setting** button
4. Check the **User Box Password is changed** check box
5. Type in a new password (in the new password box) and retype it (in the retype new password box). Leave the old password box blank.
6. Click the **OK** button.

Notes:

- Printing to the KMC364 has the following defaults – Black and White/2-sided/Direct Print. You can change any of these options in your print preferences.
- Right now scanning works, but OCR (searchable PDF) does not.
- You might get a pop up asking if you want to change a setting. Click "Yes" and your job should print.
- I have a call into KM tech support to fix the OCR and pop up issues.

RESTROOMS

Restrooms on the 3rd and 4th floor are located on the South side of hallway from the stairs and elevators.
There are restrooms in the Annex located at the end of the main hallway.

RECYCLING

You all have a beige recycling bin under your desk. You can sort and empty your recycling in the kitchen on both floors. There are designated bins clearly marked with where your recycling goes.
Please recycle!

RESERVING CONFERENCE ROOMS

How to schedule an event

1. In Outlook, click Calendar > Open Calendar > From Room List...
2. Type OCG and select OCG-ARCE-A218B
3. Enter your event on the A218B calendar.

Using the laptop and projector

1. For the laptop use the credentials: username = .\locadmin password = Two+TwoEQ4
2. Keep the laptop plugged in so the screen doesn't shut off during use. Otherwise, unplug it from the wall when not in use.

There is also a phone in A218B. The number is 303-492-1614.

This also works with the ABS room. It is the first room listed on the room list: ABS-ARC-446. We can put our request directly on the calendar. Nanette or Chryl in ABS approve.

SMOKING

This is a non-smoking campus. Follow this link for information this policy: http://www.colorado.edu/policies/smoking-policy. There is a map included in your packet of designated smoking areas.

TELEPHONE-TELECOM – DIAL 8 + NUMBER FOR OUTSIDE LINE

If you have any questions regarding basic functions of your phone, please refer to your handout in your packet. If you can't locate your answer in the packet contact OIT directly http://www.colorado.edu/oit/services/voice-communications.

To reach internal CU extensions you must dial either 2 or 5 plus last four digits (ex. 492-1111 is 2-1111; 735-1111 is 5-1111).

You will be assigned a long distance code. This code is entered after the phone number is dialed.

New employees will need to change the password and administer your "personal greeting".

To change the password, administer your greeting or check your voice mail, dial 2-6244. Your password will be 1# until you make up your new one. The system will prompt you.

All other questions contact regina.montano@colorado.edu.

TRASH

Every employee is responsible for their own trash. Please throw your trash in bins located in the kitchens on the 4th and 3rd floor. You can find trash bags on the top shelf of the supply closet.

TRAVEL

Staff is encouraged to obtain a travel card. This is a process and if your supervisor anticipates you will be traveling, they will forward you the appropriate paperwork and training you need to take to receive the travel card. You will need to make your own travel arrangements through Concur. Upon your return, it will be necessary to submit an expense report along with the appropriate receipts.

VENDING MACHINES

Machines are located in the basement on the south side of the building.

WORK RECORDS/TIMESHEETS

Your supervisor will go over this process with you. Find follow-up information on this process here: https://www.cu.edu/employee-services/myleave

WORK RELATED INJURIES

Please contact your immediate supervisor within 3 days of an injury.

SECTION 5

EMPLOYEE ORIENTATION

SUPERVISOR RESPONSIBILITIES

PRIOR TO EMPLOYEE'S 1ST DAY THE PEER RESOURCE PROFESSIONAL ("PRP") SHOULD BE ASSIGNED BY THE SUPERVISOR

COMPLETED BY END OF 1ST DAY

___ Provide schedule of 1st day

___ Review "New Employee Information"

___ Introduce to immediate team members

___ Consider one-on one lunch or coffee as part of Enfolding process

COMPLETED BY END OF 1ST WEEK

___ Offer to have PRP escort new employee to CU Stadium for key (Day 2) and visit campus, pointing out areas of interest (ie: Regent Hall, UMC, etc.).

___ Provide general tour of 3rd and 4th floor; give overview of each work area and how they support the employee's work function (in lieu of being introduced to all OCG/SPA/ABS personnel individually).

___ Encourage immediate team members to visit the new employee's workspace periodically during the first five days.

___ Supervisor should walk through checklist and discuss concerns; talk about team expectations and review Strategic Plan.

COMPLETED BY END OF 2ND WEEK

___ Encourage mid-morning coffee breaks periodically throughout the first two weeks of employment with PRP and/or team members.

___ Introduction to all work groups by Supervisor; appointment set by Supervisor with Proposals, Grants, Contracts, Subcontracts, Compliance and SPA.

___ Supervisor should walk through checklist and discuss concerns; talk about team expectations and review Strategic Plan.

___ Review "CU Overview" information (contains useful websites, etc.)

4/2/2014 revised

EMPLOYEE ORIENTATION

SUPERVISOR RESPONSIBILITIES

COMPLETED BY END OF 3RD WEEK

___ Supervisor should walk through checklist and discuss concerns; talk about team expectations and review Strategic Plan.

COMPLETED BY END OF 4TH WEEK

___ Attend the weekly team meetings of ALL work groups.

___ Supervisor should walk through checklist and discuss concerns; talk about team expectations and review Strategic Plan.

___ Take new employee to visit a campus Institute, as appropriate; point out areas of interest on campus.

SECTION 6

PEER RESOURCE PROFESSIONAL ("PRP") RESPONSIBILITIES

1st DAY – BEGIN AT 9:30 A.M.

___ Review Employee Information list upon new employee's arrival **if Supervisor is not available.**

___ Introduce to all OCG staff members and give tour of OCG work area (3rd and 4th floor) **if Supervisor is not available.**

___ Escort to C4C for BuffOne Card/Eco Pass and Parking Services for parking pass, if applicable; point out areas of interest on Campus (i.e. Regent Hall, UMC, etc.).

2nd DAY

___ Check in with new employee in the morning and periodically throughout the day.

3rd DAY

___ Take new employee to Access Services at Folsom Field for keys.

___ Check in with new employee in the morning and periodically throughout the day.

4th DAY

___ Check in with new employee in the morning and periodically throughout the day.

NEXT 3 WEEKS AND BEYOND

___ Check in with new employee at least once a day, if possible.

SECTION 7

University Overview

Welcome to CU!

The University of Colorado system is composed of 4 campuses – the flagship campus in Boulder, downtown Denver, Anschutz Medical Center in Aurora, and Colorado Springs. In addition to each campus, University system-wide offices such as Office of the President, University Controller, Internal Audit, etc., are located at 1800 Grant Street in Denver.

The University system is a public institution and its employees are state employees. The majority of OCG and SPA employees are in Officer and Exempt Professional (OEP) positions which are eligible under Colorado exemption statute to be exempted from the rules, procedures, and regulations that govern the state of Colorado personnel system. Classified positions are part of the state personnel system and are governed by that system. All employees, regardless of classification, are subject to applicable federal and state law regulations as well as laws and policies set for by the University of Colorado Board of Regents and other University and Boulder campus policies. The matrix below offers a summarization of differences between these two employment categories.

Classified Staff	University Staff
-- Governed by the State of Colorado Personnel Board Rules and Administrative Procedures	-- Governed by the University of Colorado Board of Regents, University System Administrative Policy Statements, and Boulder campus policies
-- Department of Personnel and Administration (DPA) determines position titles and requirements, pay ranges, minimum qualifications, and selection practices	-- Position titles and requirements determined by System and campuses
-- Classification criteria/factors determined by the State	-- Positions must meet statutory exemption criteria to be created as University staff positions
-- Compensation (salary ranges and merit increases) is governed by state rules	-- Compensation (salary ranges and annual increases) governed by Regent laws and policies

Because of the differences governing these position classifications, separate handbooks exist to address conditions specific to each. Links to these handbooks are listed below. University staff should also familiarize themselves with the State handbook because a number items apply to all employees, such as Conduct, Political and Employee Activities, Outside Employment, Substance Abuse, etc.

Officer & University Staff Handbook

- https://www.cu.edu/employee-services/officer-and-university-staff-handbook-0

CO State Employee Handbook

- http://www.colorado.gov/google-search-results.html?q=state+employee+handbook&cx=null&ie=UTF-8&cof=FORID%3A10

Other useful web sites:

Staff Council represents, informs and educates staff employees by serving as a liaison between employees and Boulder campus, University system and State administration. Council also recommends proposals to the administration that are designed to improve morale and advocate for the rights of staff employees. SPA, OCG, and General Accounting are part of Area VIII. One of our representatives is Greg Roers of ABS, room 427. You can find more information about staff council at: http://www.colorado.edu/staffcouncil/

The Boulder Faculty Assembly (BFA) represents the faculty of Boulder campus in shaping the structure and development of the University through shared governance. The BFA initiates, advises, and recommends action to the Chancellor and administrative officials on matters related to educational policy and planning and the operations of the Boulder campus. The BFA is the voice of the Boulder faculty, providing an opportunity for faculty to participate in campus-wide shared governance activities. You can find more information about BFA at: http://www.colorado.edu/FacultyGovernance/index.html

Payroll and Employee Services https://www.cu.edu/employee-services
Human Resources Department http://hr.colorado.edu/Pages/default.aspx
Guide for common acronyms http://www.colorado.edu/FacultyGovernance/resources/acronyms.htm
University Office of Policy & Efficiency https://www.cusys.edu/policies/
Location on OPE's web with policy statements https://www.cu.edu/ope/policy/administrative-policy-statements-aps-functional-area

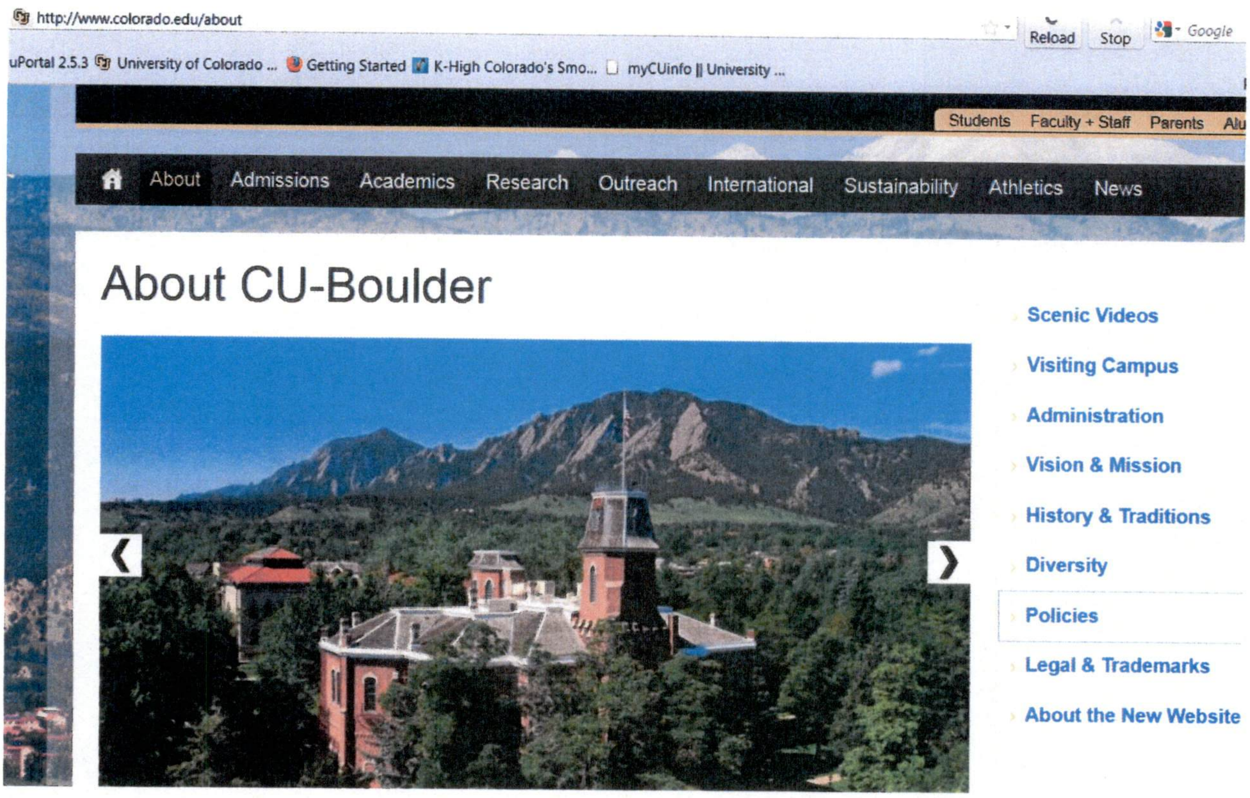
Department of Internal Audit	https://www.cu.edu/internalaudit
Procurement Service Center (PSC)	https://www.cu.edu/psc/
University of Colorado System Office	https://www.cu.edu/
University Controller	https://www.cu.edu/controller/
University Information Systems	https://www.cusys.edu/uis/
University Treasurer's Office	https://www.cu.edu/treasurer

Finding Your Way Around the University

"Surfing" the University's web sites is an excellent way to familiarize yourself with its organizational structure, its policies and procedures, explanation of the various units, sevices available to students and staff, etc. As a public institution, university information is openly available to the public so feel free to explore. However, because of the volume and variety of information found there, general exploration can be a little overwhelming. So this document provides some hyperlinks and general information to help direct you around.

1. Boulder's home page (www.colorado.edu)

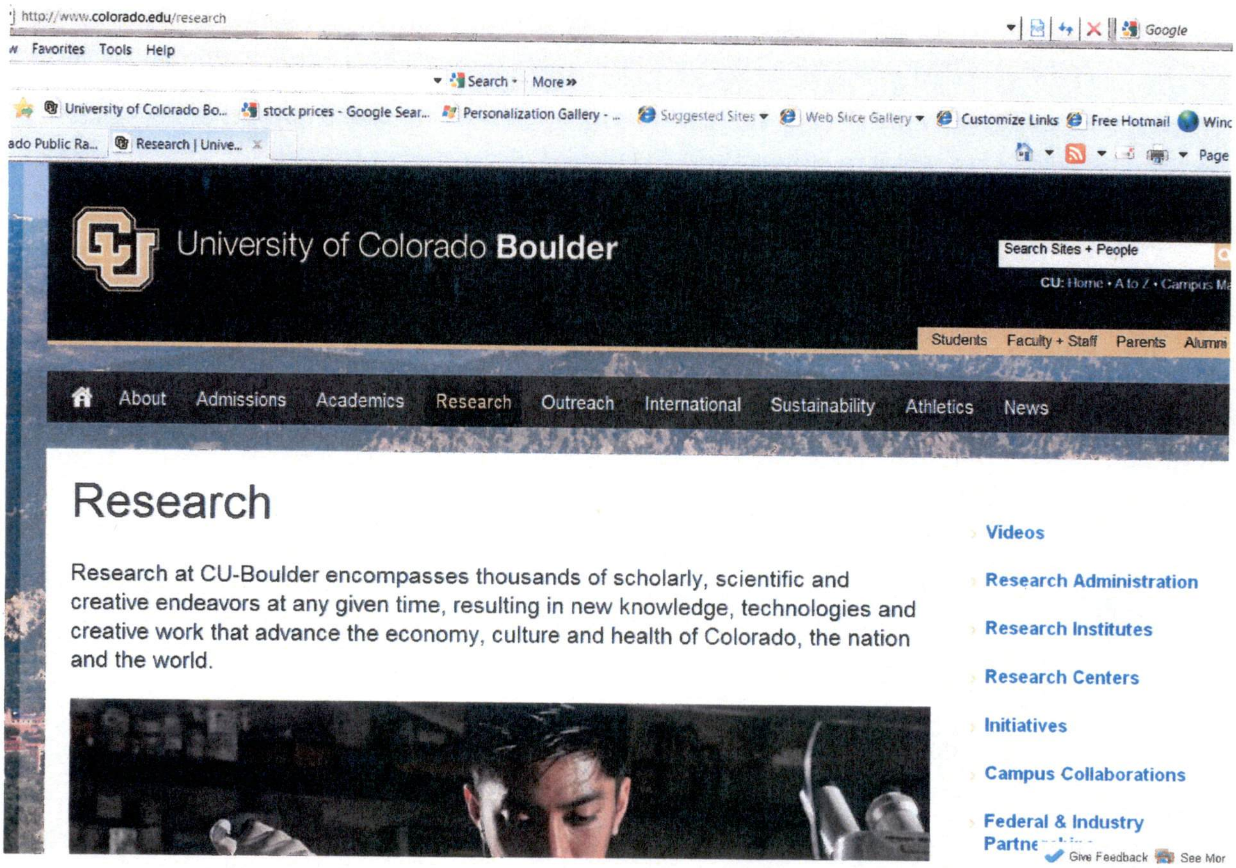
Each campus has its own web site and you can find links to other campus and university-wide sites via the "Useful Links" area on the CU Resources tab in the Portal. A screen shot of Boulder's home page is shown below. The "About" tab provides information focused on the campus's teaching mission so the policies which are listed here pertain more to students and teaching activies which aren't necessarily applicable to sponsored projects but they do provide an insight to the campus culture.



Specific sections of the web site are more applicable to the work we do in Research Administration and screen shots on the following pages provide links to that information.

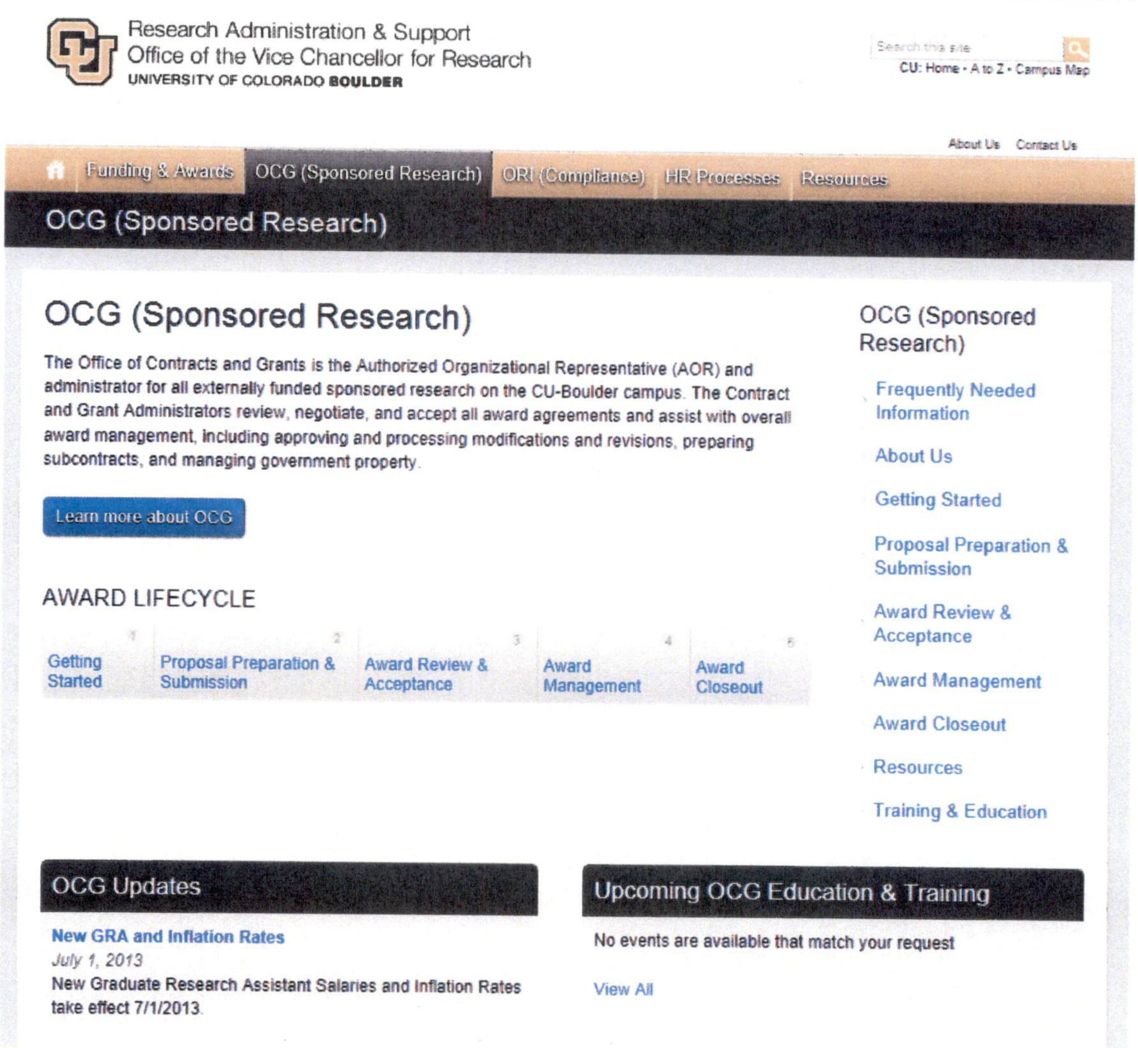
2. <u>Research Related web sites</u>

   a. The "Research" tab on the Home page of the campus web site has a number of useful links. Research Administration has information about OCG, the Vice Chancellor for Research's (VCR) office, links to offices responsible for Human Subject research, animal research, etc. There are also links to the various research campus Institutes and Centers.



   b. Office of the Vice Chancellor for Research (http://www.colorado.edu/vcr/)
   The Office of the Vice Chancellor for Research collaborates with students and faculty to generate research and scientific discoveries with sponsored research funding. This research unit is responsible for 90 research institutes, centers, and laboratories on campus that complement and support the campus's academic mission and supports research faculty in their research programs. This web site provides details about the various research units and their work as well as information about the sub-units and related offices that support this endeavor.

c. OCG's web site (http://www.colorado.edu/vcr/ocg) provides various forms required for proposal submission and the administration of awards received by the campus, and factual information about the university required by sponsors. It is currently under construction and will contain a lot more information after completion.



3. Academic Affairs (http://www.colorado.edu/AcademicAffairs/index.html)
The provost is the chief academic officer of the university and deputy to the chancellor in the overall administrative management of the Boulder campus. This web site provides information and sources about meeting the academic mission of the campus, encompassing both students and teaching faculty. Organizational charts of the different units involved in this mission can be found on this web site.

4. <u>The ABS web site</u> (http://abs.colorado.edu)

The Accounting and Business Support web site contains a lot of valuable information about general accounting and sponsored projects accounting (SPA) for the Boulder campus. However, it also provides links to other University and campus information. In particular, the A to Z Directory is very comprehensive and the FAQ section in the directory provides helpful information about several topics.

Accounting and Business Support
UNIVERSITY OF COLORADO BOULDER

Search this site
CU: Home • A to Z • Campus Map

A to Z Directory | Contact Us | ABS Units | Policies | Resources | Training | Events | News

Welcome to the Accounting and Business Support (ABS) website. The mission of ABS is to provide rigorous stewardship of the University's financial resources through high-quality accounting services, resource monitoring and control, and financial reporting while supporting a diverse and dynamic community of internal customers and external constituents. —*Laura Ragin, Campus Controller and Director of ABS*

The University of Colorado Boulder is a more than one billion dollar enterprise. ABS strives to promote a culture of fiscal responsibility throughout the entire campus.

The financial environment of the Boulder campus is decentralized, with its thousands of programs and projects managed at the organizational unit level by departments, centers, institutes, and laboratories. As the central accounting office, ABS is a nexus between our campus units, other CU campus controllers, and the Office of University Controller. We are always available to assist you with prompt, professional, and personalized service.

Announcements

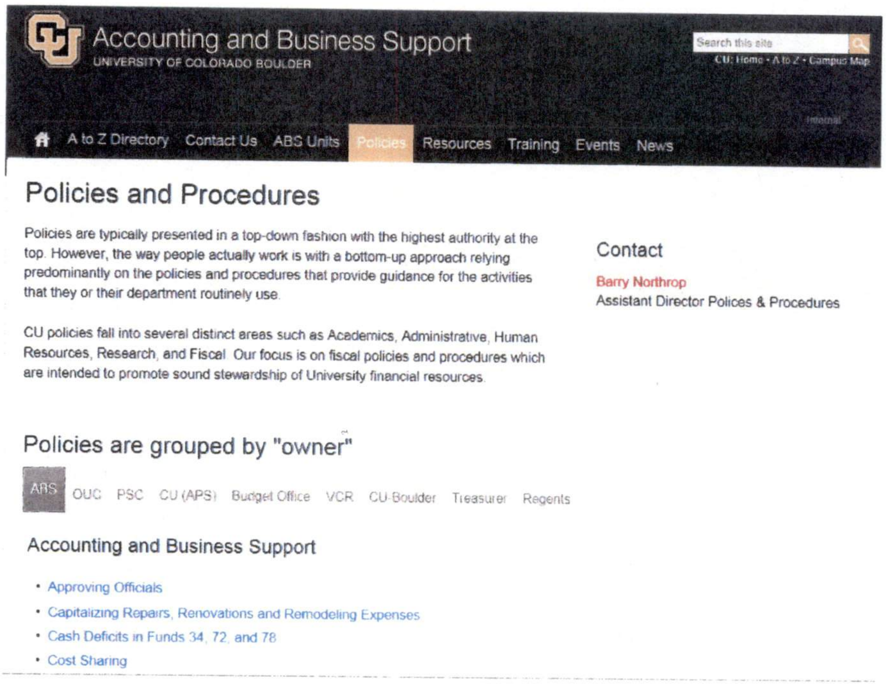
Did you get great service from ABS?
Help us recognize employees of ABS who have gone above and beyond. Click here.

Unidentified revenue from OCM
Do these funds belong to your department?

Research Fair, Wednesday, Nov. 13
Annual Research Fair hosted by the Office of the Vice Chancellor for Research held Wednesday, November 13th, 1:30-3:30 p.m. in UMC 235.

October is closed — Reports are ready
The CIW is updated and October statements are ready.

November newsletter hot off the press
Read it now.



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Policies and Procedures

Policies are typically presented in a top-down fashion with the highest authority at the top. However, the way people actually work is with a bottom-up approach relying predominantly on the policies and procedures that provide guidance for the activities that they or their department routinely use.

CU policies fall into several distinct areas such as Academics, Administrative, Human Resources, Research, and Fiscal. Our focus is on fiscal policies and procedures which are intended to promote sound stewardship of University financial resources.

Contact
Barry Northrop
Assistant Director Polices & Procedures

Policies are grouped by "owner"

ABS | OUC | PSC | CU (APS) | Budget Office | VCR | CU-Boulder | Treasurer | Regents

Accounting and Business Support

- Approving Officials
- Capitalizing Repairs, Renovations and Remodeling Expenses
- Cash Deficits in Funds 34, 72, and 78
- Cost Sharing

It is important to be familiar with your employer's policies and procedures, and to understand what specific policies, procedures, standards, and requirements are associated with sponsored research funding. Such information can be grouped into the categories listed below. More details about these topics can be found on the OPE web site (https://www.cusys.edu/policies/) and the ABS web site can direct you to a specific location for more information.

1. The Board of Regents Laws and Policies
2. University policies and procedures such as:
   a. Administrative Policy Statements (APS)
   b. Finance Procedural Statements (FPS)
   c. Procurement Service Center Procedural Statements (PPS)
   d. CU Fiscal Procedures (replaced the State Fiscal Rules)
3. Campus policies and procedures such as:
   a. Sexual Harassment Policy and Procedures
   b. Campus Violence Policy
   c. Guidelines for Children in the Workplace and/or Classroom
4. Sponsored project policies such as:
   a. Cost Share Policy
   b. Cost Transfer Policy
   c. Participant Support Policy
   d. Direct Cost Policy
5. State of Colorado policies such as:
   a. Ethics Handbook for state employees
   b. Colorado Constitution with regards to Ethics in Government
6. Federal regulations and guidelines such as:
   a. OMB Circular A-21 & OMB Circular A-110
      i. superseded by CFR Title 2: Grants and Agreements. Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
      ii. OMB "Super Circular"
         1. http://www.ecfr.gov/cgi-bin/text-idx?SID=bed24e56639d85bb08a41555da53f0f7&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
         2. Whitehouse web site for OMB Circulars A-21, A-110, A-133 (in effect until 12/26/14) http://www.whitehouse.gov/omb/circulars_default/
   b. Various agencies administrative guidelines
   c. Export control guidelines

SECTION 8

University of Colorado Boulder

Office of Contracts and Grants
3100 Marine Street, Room 479
Boulder, CO 80303-1058

TELECOMMUTING GUIDANCE

Working at home is a privilege available to employees within the Office of Contracts and Grants. Working at home, or telecommuting, is an alternative work arrangement agreed upon between the OCG staff member and the supervisor, subject to approval of the Deputy Director and Assistant Vice Chancellor for Research Operations. It is a business arrangement and not a benefit or entitlement.

Telecommuting will generally be a documented and prearranged. Note that telecommuting may also be an informal, short-time arrangement such as working on a short-term project, during inclement weather or emergency situations. Such informal telecommuting arrangements are made on a case by case basis. Note that in cases of, for example, weather-related telecommuting, staff will count as work time only time actually worked on a given day.

Eligibility to Propose Telecommuting Arrangement
After a staff member is fully trained and working wholly independently, she or he may prepare a proposal to work at home. It is anticipated no staff member would be eligible for telecommuting until after at least twelve (12) months with the Office of Contracts and Grants. Employees with performance ratings of "not meeting expectations" shall not be eligible for a telecommuting arrangement.

Proposal Requirements
Formal telecommuting arrangements are initiated by the staff member giving a written proposal to their immediate supervisor detailing the proposed arrangement and how the proposed schedule will meet the requirements of their job description, and impact on the office and the quality of customer service provided. The proposal shall identify the tasks to be accomplished, the performance measures and metrics that shall be used to monitor accomplishments. The proposal should also describe how the staff member's home is conducive to a telecommuting arrangement. The proposal should be appended to the "Work at Home Approval" Form.

Evaluation of Proposals
In evaluating a telecommuting proposal the needs of the university and office take first priority. Position eligibility will be evaluated based on such factors as type of customer service provided, types of tasks performed, task interdependence and the operational and staffing needs of the office. Performance criteria to be considered in determining whether or not a telecommuting arrangement is appropriate include, but are not limited to, expertise; conscientiousness about work time and productivity; ability to work well alone for long stretches of time; technological skills; limited need for feedback; willingness to ask for feedback if necessary; self-motivation; ability to set priorities and deadlines; ability to adapt to changing routines. A home environment conducive to a telecommuting arrangement is also an important factor. Also, the staff member and supervisor must agree on the performance measures and metrics and the employee must have a current and complete performance plan on file. Managers are

eligible for telecommuting privileges, subject to the business needs of the office and the training requirements of their staff members.

The staff member's supervisor will evaluate the proposal based on the factors listed in this policy above. If approved by the supervisor, it will be submitted to the Assistant Vice Chancellor for Research Operations. If approved, the approval form will be executed by all parties.

Telecommuting Expectations and Requirements

Telecommuting may not adversely affect the delivery of customer service, employee productivity, or the progress of individual or team assignments. The work-at home arrangement may be withdrawn at any time, if in the supervisor's view; it is no longer in the best interest of the office to continue.

Note that in case of injury, theft, loss or other liability, the telecommuter must allow agents of the University to investigate and/or inspect the work site. Reasonable notice of inspection and/or investigation should be given to the telecommuter.

Requirements of Telecommuting

• The supervisor and employee must establish a detailed description of the telecommuter's responsibilities and the projects to be worked on.

• The telecommuter's schedule must provide for time at the office for meetings, access to facilities and supplies, and provide for communication with employees, customers and others.

• The telecommuter must have and maintain VPN connectivity during work hours and maintain access to Skype and office email.

• The telecommuter must have a demonstrated an ability to work electronically in a paperless environment.

• The telecommuter must be available by telephone and e-mail during agreed-upon work hours or core times of accessibility. The supervisor and employee will agree on how to handle telephone messages and incoming mail.

• The telecommuter must be accessible during the days/times agreed upon, both by Skype and email.

• The privilege of telecommuting is conditioned upon the employee not providing primary child care or any other type of personal care to a third party during work hours. This does not mean dependents or those needing care are required to be absent from the work location, but, rather, that they will not

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require the employee's attention during work at home hours. The telecommuter must make dependent care arrangements to permit concentration on work assignments.

- The telecommuter will maintain the designated workspace in a manner that is clean, safe and free of hazards and distractions.

- Job-related incidents or accidents that occur during work at home hours are to be reported immediately to the supervisor.

- Any telecommunications equipment, computers, printers, residential insurance and utility costs that are incurred by the telecommuter are the responsibility of the telecommuter.

- The flexible work schedule agreement must be reviewed by the employee and supervisor at least every six (6) months and during the annual performance review.

- Review CU's IT Security office guidance on Working Away From the Office: https://www.cusys.edu/itsecurity/docs/Module12-WorkingAwayFromOffice-Newsletter.pdf

- Evaluating performance will require reliance on the telecommuter's work results. There must be a dependable method of verifying performance accountability.

- Classified staff's telecommuting schedules must comply with the Fair Labor Standards Act.

- A classified staff telecommuter must obtain his/her supervisor's prior, documented, approval to work overtime.

- All staff must be aware that university records stored on personal devices can be public records. The rule is that if a record relates to the performance of public functions or involves the receipt or expenditure of public funds, then it is a public record regardless of how it was created or where it is stored. So, to the extent that telecommuting on a personal device creates such a record, then it would be public and accessible through a CORA request. Purely personal records (e.g. emails or other documents that have nothing to do with the employee's public functions) would not be a public record under any circumstance, and it does not matter where they are stored or created.

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TELECOMMUTING GUIDANCE

Supervisor Guidance

Supervisors must report to, and coordinate with, the Deputy Director and Assistance Vice Chancellor for Research Operations on all telecommuting requests and arrangements. Coordinate is needed to assure that practices are implemented and determinations made in a manner that is fair, equitable and transparent for our staff.

For long term arrangements, consideration for telecommuting should be given to employees who demonstrate work habits and performance that confirms they are able to work independently and are self-motivated, disciplined, manage distractions and meet deadlines. Consideration for telecommuting might be given when the work in question requires minimal direct supervisor, customer contact or interaction with co-workers and assurance that the job will not be significantly altered by telecommuting.

Temporary, short-term telecommuting may implemented *ad hoc* to accommodate emergency closures, special situations or inclement weather. Temporary arrangements are made on a case by case basis and documented by an exchange of emails between the employee and direct supervisor. Additional approvals are not required but the supervisor shall notify the Deputy Director.

Set clear expectations: Define whether the job must be completed within the normal working hours (7:30am-5:30pm) or whether the employee can work outside of those hours. Clearly define productivity standards and expectations. This may mean setting response time expectations for departmental and PI inquiries, establishing an 'average' number of actions to be completed per week or month, etc. Providing parameters can minimize performance-related issues down the road.

Touch base regularly: Let your employees know that they are still a part of the office and that you are available to help resolve issues and see that things are running smoothly. Contact your staff by email or Skype throughout the day. An employee with an active, supportive manager is much more likely to perform better than one who feels disconnected from the office. Reach out regularly with specific feedback.

Conduct Quality Assurance monitoring: Ensure high performance, accountability, and uniformity by establishing QA standards and conducting routine QA monitoring. Set metrics for your group and the expectations you have for each staff member. Communicate that expectation. Post team key performance metrics regularly and share them at staff meetings.

Utilize performance reviews: Let your telecommuters know what they are doing right and what needs improvement. Reward a job well done and give them the tools that they need to improve on areas that may be weak. By showing your employees that you are invested in their success, they will be more likely to give you their best effort. To assure telecommuting arrangements are handled and managed equitably across the office, a supervisor has the duty to document performance issues, such as a telecommuter's non-accessibility, negative feedback from clients affected by the arrangement and instances of the telecommuter's failure to meet performance measures.

Proposal to Telecommute
For Classified and Professional Exempt Staff
Office of Contracts and Grants, University of Colorado Boulder

Employee Name
proposes to telecommute
on the following terms and conditions

1. Proposed Start Date / End Date:

2. I propose the following work schedule:

Day	Times at university office location	Times at alternate work location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

3. The following work will be performed (clearly define tasks):

4. My performance shall adhere to the following criteria, and shall be measured by the following metrics:

Performance Criteria (quality and quantity)	Applicable Metrics
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

5. To manage incoming USPS mail and telephone messages, I propose:

6. I have a working VPN connection to the office server and the shared drives, X: and Z:
7. My work habits in the office are now established as paperless, with no dependency on paper files.
8. My daily round-trip commute is _________ miles per day.
9. I propose the following special conditions (if any):

______________ Date

______________________________ Signature of Employee

Ability to send and receive emails remotely		
Employee is providing adequate equipment and software to perform the Work		
Office is providing a reasonable quantity of office supplies to support Employee's Work		
Employee has a current and complete Performance Plan on file, with metrics to measure performance		

Employee remains obligated to comply with all federal, state and university laws, rules, policies, and instructions. Employee understands and agrees that s/he has no right to continue to telecommute, and the University, at its discretion, may alter or terminate the at-home work assignment at any time. This agreement is condition upon the employee not provide primary child care or any other type of personal care to a third party during work hours.

I have read the policy, understand it, and agree to the conditions in this Telecommuting Approval Form.

_______________________________ _______________________

Employee's Name Date

_______________________________ _______________________

Supervisor's Name and Title Date

I approve of this work at home agreement.

_______________________________ _______________________

Denitta Ward, Deputy Director Date

_______________________________ _______________________

Cynthia Husek, Appointing Authority Date

Research Administration & Support

Conflicts of Interest & Commitment

Conflicts of Interest & Commitment

The University of Colorado Boulder encourages scholarship and research that lead to commercial and consulting activities. Such activities, however, have the potential to lead to conflicts of interest, which may have adverse effects for students, employees, and the university.

WHAT is considered a conflict of interest or commitment for a University employee, student or affiliated person?

- A ***conflict of interest*** exists when a university employee, student or affiliate's financial or personal considerations may compromise, or have the appearance of compromising, personal judgment in administration, management, instruction, research, or other professional and academic activities.
- A ***conflict of commitment*** exists when professional service or research contracted outside the University interferes with the employee, student, or affiliate's paramount obligations to the primary missions of the University including teaching, research and outreach.

WHY do conflicts of interest or commitment matter?
It is part of the University's mission to protect the integrity of instruction and scholarly and research endeavors. Disclosure and management of potential conflicts of interest and commitment is also required by federal and state laws and regulations.

What happens if a conflict of interest or commitment is identified?
The Compliance Director for Conflicts of Interest and Commitment will work with the reporting individual and his/her chair/director to develop a plan to manage the conflict. Once the management plan has been agreed upon, the reporting individual, the chair/director and the dean/vice chancellor will sign a Memorandum of Understanding (MOU) that embodies the management plan.

Are there ramifications of failure to comply?
Failure to submit a DEPA, or other violations of the Conflict of Interest and Commitment Policy and Procedures, can put an individual researcher, his/her research project(s), the associated department and the university, as a whole, at risk for sanctions. Therefore, disciplinary action as described in the Policies and Procedures [https://www.colorado.edu/vcr/coi/policies-procedures] may be employed to help mitigate infractions. Note, research review committee approvals cannot proceed until requirements are met; grant awards and contract monies cannot be released; speedtypes may be frozen.

What are the requirements regarding COIC reporting? The requirements and instructions for reporting can be found in the Getting Started [https://www.colorado.edu/vcr/coi/getting-started] section of the COIC module.

Questions?
Contact the Compliance Director for Conflicts of Interest and Commitment:
Pamela Rosse, at 303-492-3024 or Pamela.Rosse@colorado.edu [mailto:pamela.rosse@colorado.edu] or simply coi@colorado.edu [mailto:coi@colorado.edu] .

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Innovative Seed Grant Program

Limited Campus Competitions

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Book Resources

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Research Administration & Support

Conflicts of Interest & Commitment

Disclosure of External Professional Activities (DEPA) Form

This page provides informaton about the DEPA form, troubleshooting access problems, and who is required to submit the form.

To view a sample DEPA form before beginning a submission:

DEPA Sample Form [/vcr/node/370/attachment/newest]

All DEPA forms MUST be submitted electronically for tracking and audting purposes.

To access the online DEPA form:

We strongly recommend using the following browsers: Explorer, Firefox, Safari.

1. Log in to MyCUInfo at http://mycuinfo.colorado.edu/ [http://mycuinfo.colorado.edu/] .
2. Click on top tab: **CU Resources**. (If this tab does not appear please see the **Need Assistance** section)
3. Click on **Faculty Reporting & DEPA (LOWER left** side in the dark **grey** shaded area with a + sign; **NOT** in the blue shaded Reporting area)
4. **Scroll down** until the DEPA link become visible, it appears after the FRPA information appears. **Click on the grey bar with the words: Login to DEPA**

Need Assistance?

- You must be established in the CU personnel system with either a six digit **Employee ID number (EIN)** or **Person of Interest ID number (POI)** in order to access the DEPA reporting site. For information about these types of IDs please contact the Personnel Payroll Liaison (PPL) for the department with which you are affiliated. (If you are certain that you have an active EIN or POI number and you still do not see the CU Resources tab, contact IT Help.)

- **IT Help:** If you have technical difficulties **logging** into *MyCUInfo*, **accessing the** *CU Resources tab*, or **accessing the link** to the *DEPA form*, please assess your broswer . **We strongly recommend using the following browsers: Explorer, Firefox, Safari.** If difficulties persist please contact IT: help@colorado.edu [mailto:help@colorado.edu] or call: 303-735-4357 (5-HELP)

- **Content Help:** If you have questions about the DEPA form, please see the **Sample DEPA Form** [/vcr/node/370/attachment/newest] or email the Compliance Director, Conflicts of Interest and Commitment in the Office of the Vice Chancellor for Research: Pamela.Rosse@colorado.edu [mailto:pamela.rosse@colorado.edu] or, simply, coi@colorado.edu [mailto:coi@colorado.edu] . Or call 303-492-3024.

Who is required to submit the DEPA?

All faculty, and any other employee **or student** with responsibility for the design, conduct or reporting of research are considered critical to the research process and must disclose any significant financial interest and external professional activity that could compromise university decision making or duties. Projects and protocols submitted to the Office of Grants and Contracts or to the IRB cannot receive approval until an annual DEPA is submitted, reviewed and approved. **It is not for each individual researcher to decide if he/she must report based on a belief that no conflicts exist.** ALL personnel listed in the groups below must report, as stipulated, in order for the institution to be in compliance with federal regulations and institutional policies.

The following University of Colorado Boulder personnel required to submit an annual Disclosure of External Professional Activities (DEPA) include:

- ALL Tenure track faculty (assistant, associate, full professor)
- ALL Adjunct faculty (assistant, associate, full professor) and Visiting faculty
- NOTE: Adjoint faculty DO NOT need to submit
- ALL Research professors (assistant, associate, full)
- ALL Research employees with "research" in the title (professional research assistants [PRAs], senior professional research assistants, research associates, and senior research associates)
- Museum associates

- Librarians
- Any KEY PERSONNEL involved in research who is supported in salary, supplies, space or other resources by grant funding. (This includes PIs, co-investigators, and may include coordinators, graduate students/students.)
- Undergraduate students, Graduate students, Fellows-IF they are responsible for the design, conduct or reporting of research
- Volunteers and consultants-IF they are responsible for the design conduct or reporting of research. (Non-university employees such as collaborators, consultants and subcontractors may be allowed to submit disclosure from another institution, depending upon funding agency requirements.)
- Staff who negotiate or execute research agreements on behalf of UCB, staff of Contracts and Grants, and staff of the Technology Transfer Office, and members of research review committees
- **Note:** Professional Exempt personnel (P.E.), Instructors (assistant, instructor, senior), Lecturers and Teaching Assistants DO NOT need to submit ***unless*** they are responsible for the design, conduct or reporting of research ***or*** negotiating or executing agreements on behalf of UCB.

Are there ramifications of failure to comply?
Failure to submit a DEPA, or other violations of the Conflict of Interest and Commitment Policy and Procedures, can put an individual researcher, his/her research project(s), the associated department and the university, as a whole, at risk for sanctions. Therefore, disciplinary action as described in the Policy and Procedures [https://www.colorado.edu/vcr/coi/policies-procedures] may be employed to help mitigate infractions. Note, research review committee approvals cannot proceed until requirements are met; grant awards and contract monies cannot be released; speedtypes may be frozen.

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University of Colorado Boulder

SAMPLE DEPA 2014

1. Are you involved in the design, conduct, or reporting of any Public Health Service (PHS) research project? (This includes, but is not limited agencies such as NIH, NCI, NICHD etc.) Reminder: If your answer is "yes", you must be current with the Skillsoft training entitled Conflict of Interest for NIH, and refresh every four years.	**Answered:** Yes Your training info: Conflict of Interest NIH-WEB AUG 03, 2012
1a. If you answered Yes to Question 1, during this report year, were you the recipient of reimbursed or sponsored travel related to your professional responsibilities? Do NOT include travel reimbursed or sponsored by, or that flowed through the payment system of the University of Colorado, a federal, state, or local government agency; an institution of higher education, an academic teaching hospital, a medical center, or research institute that is affiliated with an institution of higher education. *Drop down boxes will appear for you to enter specifics-example:*	**Answered:** Yes

City	State	Country	Days	Value	Sponsor	Purpose	Comments

1b. Has travel sponsorship/reimbursement, by any single entity, yet met or exceeded an aggregate amount of $5,000 during this report year?	**Answered:** Yes
2. During this report year, do you, or ANY family member with whom you have a close relationship, meet, or expect to meet any of the thresholds itemized below regarding a business entity that either (1) funds *your* university research and/or scholarly or creative activities; or (2) engages in commercial or research activities that *directly relate to your* university activities? (See the current COI policy definition of "family" for specifics.) • Receive income of ≥$5,000 from a publicly owned or privately owned business entity (includes but is not limited to royalties, consulting fees, salary, dividends, etc.). • Have an equity interest or ownership valued at ≥$5,000 in a publicly owned/traded business entity. • Have an equity interest or ownership valued at ANY AMOUNT in a privately owned/traded business entity. • Hold a seat on the board of directors or advisory board. • Hold an executive position in the business.	Answered: Yes

Business Name	Amount/Value	Relationship	Relationship to Univ Activity	Students	Human Subjects	HRC

2a. If you answered Yes to Question 2, are you the recipient of funding from any research project and/or scholarly or creative activity funded by external sources (federal/state/local government, industry, foundation, etc.) or Technology Transfer Office (TTO)?	Answered: Yes

Project Name	Funding Source	Role	SBIR/STTR

3. Do you assign, or expect to assign during this report year, books or materials for any classes that you teach that bring you royalties or income? *Note: If you do not have approval, your DEPA status will not be in compliance until you do. The COIC office does not need a copy of the signed approval form however the approval information must be acknowledged in this DEPA reporting system and certified per the usual final step of submitting your DEPA report for review. To access the Self-Authored Teaching Materials Approval Form, please see the link to the Conflict of Interest & Commitment website in the left-hand menu.*	**Answered:** Yes

Course Name	Approved	Number of Students	Materials Description

4. Regardless of compensation, do you provide, or expect to provide during this report year, professional services that are related to your University activities to any outside organization(s)? Reminder: Outside consulting activities require department approval per the 1/6 rule. *Note that remunerated scholarship that is an expected activity in your discipline (such as seminars, lectures or teaching engagements, professional presentations, work on review panels, or membership in advisory committees) does not count as professional services in this question. For more information on the meaning of remunerated scholarship and conflict of commitment, see http://www.colorado.edu/facultyaffairs/atoz/one-sixth-rule.pdf. University policy limits outside professional activities to 19.5 days per semester.*	Answered: Yes

Organization Name	Organization Type	Compensation Type	Professional Services	Days/MO On Campus	Days/MO Off Campus
Organization name	Drop boxes; Example: Public Sector	Drop boxes; Example: Expenses and Compensation	Explain details here	1.5	5
			Total days : 6.5	1.5	5

5. Are you a member of a committee, or an employee involved with a departmental process, that reviews research proposals/protocols for institutional approval? (e.g. COIC, IACUC, IRB, OCG etc).	**Answered:** Yes

Committee/Department Involvement. Drop boxes: OCG, IRB, IACUC, COIC, Others

END OF SAMPLE DEPA

SECTION 9

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

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

Termination for Cause

Termination for Cause

To effectively process Termination for Cause, there must be coordination among the department supervisor/department administrator/appointing authority, the campus human resources office, the department Business Partner and Employee Services.

Supervisor/Department Administrator/Appointing Authority Responsibilities

1. **Involve your campus' human resources office.**
   Departments must work with their campus HR offices and/or legal counsel whenever an employee must be terminated for cause. Consider all legal and personnel issues before taking any action. The department/supervising authority must ensure all human resources requirements are met.

2. **Notify your department's Business Partner.**
   The appropriate department supervising authority must notify the department's Business Partner whenever a termination for cause action is being taken. Notification should occur in advance whenever possible to give the Business Partner and Employee Services sufficient time to process the final payment.

3. **Provide your Business Partner final pay information.**
   The department supervising authority must provide the Business Partner with current and accurate information on final pay due the employee. Use department or campus checkout forms to ensure you've accounted for all issues related to termination. The final check should include all of the following as they apply: regular salary through the last day worked; payment for any remaining vacation balance; sick payout only if eligible (see note); overtime pay; shift differential; any additional outstanding pay items. Reductions in pay that are still outstanding should also be mentioned, such as VDK, SDK, DK1, and DK2.

   Note: Sick payout of 25 percent of remaining balance (up to maximum limit) will only apply if an employee's eligibility for retirement is confirmed and documented.

4. **Provide your Business Partner the last date of employment.**
   The department supervising authority must provide the Business Partner with a confirmed final date of employment. This is needed to begin the termination payment process and correctly enter the action into the Human Resources Management System (HRMS).

5. **Notify the employee of the termination decision.**
   Notify the employee of the termination decision and the method by which he/she will receive final pay.

Department Business Partner Responsibilities

1. **Confirm the correct last date of employment has been provided.**

2. **Confirm all outstanding pay items.**
   Enter the termination action into the HRMS as soon as possible, provided it does not create confidentiality issues. The effective date will be the day after the final day worked, or on paid leave.

   For example, an employee who worked through 3/12/14 will have an effective date of 3/13/14 for the Termination for Cause action in the HRMS.

   If the termination action cannot be entered, or final pay processed (e.g., the HRMS is unavailable), contact an Employee Services payroll counselor.

3. **Provide Employee Services advance notice of the pending termination whenever possible.**
   This will help Employee Services meet the time requirements for providing the final check. If you cannot provide advance notice, notify Employee Services as soon as possible.

4. **Be aware of the payroll deadline, and process any pull/cancelation requests using the normal pull/cancel process.**
   Termination actions processed after the payroll deadline will require a pull/cancel of the employee's regular pay so a replacement hand-drawn check with the correct information can be provided in its place to prevent overpayment.

5. **Prepare and submit to Employee Services a HandDrawn Warrant Request Form [1].**
   Indicate reason No. 4, Term for Cause (Involuntary Termination). To avoid delaying payment, the form must be correct and complete, referencing all final pay items due.

   Please check the "Term for Cause" box at top of Hand-Drawn Warrant Request Form.

6. **Contact an Employee Services payroll counselor to discuss timing issues and arrange for pick-up/distribution of the termination check.**

Employee Services Responsibilities

1. **Assist each department with any issues and questions.**
2. **Process any requested pull/cancelation related to the termination.**
3. **Process all termination hand-drawn requests in a timely manner, provided all information is complete and the HRMS is available for use.**

Time Frame for Final Pay With Termination For Cause

Employees who are terminated for cause are entitled to receive their final payment within six business hours after the notice of termination has been delivered. Meeting this requirement involves effective and timely coordination, and sufficient advance notice to Employee Services.

Processing may be delayed if the HRMS is not available.

For more information, see the Separation of Employment (Termination) [2] guide.

Source URL: http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-8

Links:
[1] http://www.cu.edu/sites/default/files/policies/docs/Handdrawn_Warrant_Request%20rev_13.08.23%20%20Node%20963.pdf
[2] http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-6

University of Colorado

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EMPLOYEE SERVICES

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Separation of Employment (Termination)

Separation of Employment (Termination)

Timing of Payment for Terminating Employees

Separation (termination) actions must be completed in a timely fashion and must comply with State Fiscal Rule 9-3, .01 [1]. Campus departments should process all final pay in the employee's final month of employment.

For most terminating employees, all final pay—including salary, overtime, payment for all appropriate leave balances and any other appropriate additional payments—will be included on their final regular pay date. If this is not possible, departments should process all final pay items in Time Collection no later than the month following termination.

Employees who are terminated involuntarily are entitled to receive their final payment within six business hours of delivery of the notice of termination. To meet this requirement, departments must notify Employee Services before the involuntary termination so there is sufficient time to prepare a hand-drawn check request for the final pay. Processing may be delayed if the HRMS is not available. See our Termination for Cause [2] page for additional information.

Once an employee has been terminated, his/her department must remove the employee's job(s) in the HRMS (if the employee terminates prior to the appointment end date in the HRMS). The department should also enter a separation (termination) action in the HRMS for the job record the employee is leaving **before the campus appointment approval deadline**. If the department does not enter the termination for the employee during the monthly or bi-weekly pay period in which the appointment end date falls, the HRMS will do it during payroll processing, using the automatic termination process. For detailed information regarding this process, see our Auto-Termination Process [3] page.

Employees with more than one university job

Only those jobs in which the employee is actively working should show an active status in the job records. All jobs from which the employee has separated (terminated) should show a terminated status in the job records; if they do not, benefits (if benefits eligible) and charges will be assessed to the employee and the department (i.e., the employee *and* the department are responsible for payment of premiums).

For an individual to be separated (terminated) from ALL university employment, ALL employee (job) records must be in a terminated status. If they are not, the employee and the department are responsible for payment of any premiums. Failure to terminate benefits-eligible employees from their job record(s) allows for continued benefits as well as access to university offices, computing systems, and resources and programs, even though the individual is no longer eligible.

Departments can avoid having their employee job records automatically terminated by entering information on that job record to reappoint the employee (extend the appointment end date), or by placing the job record on either a Short Work Break (SWB) or Leave of Absence (LOA or LWOP) status. **NOTE:** The employee's department must take one of these actions to avoid having that employee's job record(s) terminated by the system. Placing an employee on leave of absence may require management approval. Check with your dean/director for specific policies.

Note: *Putting an employee on SWB is a valid choice IF the department knows that the employee is going to return to active employment in that job, and IF the employee is eligible to receive benefits (paid by the employee and the department) while on SWB.*

Employment Data Page Information

If the employee has been terminated and is rehired later, the HRMS resets the termination date and last date worked fields on the employment data page to blank, and enters a rehire date. Employment data pages are not effective dated; they only have one row of data and cannot store history. If you have terminated this employee more than once, you will see only the last occurrence of the termination.

It also means that if you rehire an employee and enter a future effective date, the system clears out the termination date and last date worked on the employment data page and you will not see the latest termination information.

Note: *Job history is not lost, just unavailable on the employment data page. To see job history, go to all other pages within the job data component.*

Entering Termination Data

Terminations in HRMS are processed using one screen (Work Location), which is used to record the effective date, action and reason for the termination. **The effective date of termination will be the first day the employee is no longer working for the university (aka, the day after the last day worked). If termination is due to the death of an employee, the effective date of the termination is the day after the employee's date of death.**

Employment data pages are updated as a result of entering a termination. If the termination reason is recorded as "death," the eligibility/identity page will also be updated with the actual date of death.

Note: For employees participating in CU benefit plans, deductions and benefit charges are taken from an employee's pay one month in advance. If an employee notifies Employee Services by the 10th of the month of his/her separation, deductions and/or benefits may be canceled/waived for the following month's coverage. Once an employee receives his/her final warrant or advice, the deductions and/or benefits taken from final pay will not be refunded to the employee. In addition, if the employee chooses to cancel/waive his/her benefits, **all benefits** must be canceled/waived; no partial cancelation will be granted.

For employees participating in state of Colorado benefit plans, deductions are taken at the end of the month in which coverage is received (they are not taken in advance). Final deductions/contributions must be taken on the employee's final pay to cover the final month worked, and cannot be waived or refunded later.

Vacation/Sick Leave Payout—Classified Staff

Vacation Payout

Employees with a vacation leave balance as of their date of termination will be paid for the total accrued hours, but only up to the eligible maximum balance.

Hours exceeding the maximum allowed balance cannot be paid at termination. Maximum allowed vacation balance for state classified employees is usually two years worth of accruals. For example, if your accrual rate is 10 hours per month, your maximum eligible balance for payout is 240 hours.

For the employee's final regularly scheduled system-generated check, the employing department enters the number of hours in Time Collection using the earnings code of VCT (Vacation @ Separation). Federal and state taxes are withheld at the supplemental tax rate. Medicare tax, if applicable, and PERA retirement will be deducted.

- Time Collection will calculate the value of the vacation leave payout using the annualized hourly rate (for 100 percent employees, annual salary divided by 2,080 hours) for the employee's appointment, multiplied by the hours entered. In the HRMS, this pay rate is shown on the compensation page in job data.
- If the vacation payout (up to the maximum balance allowed) is not included on the employee's final regularly scheduled check, it must be processed via Time Collection no later than the month following termination. If the termination is involuntary all final pay must be requested by submitting a Hand-Drawn Warrant Request Form [4].
- **Important Exception For Termination Due to Death:** For termination due to death, do not pay any vacation payout via Time Collection. The payment must be requested by submitting a Hand-Drawn Warrant Request Form to Employee Services. These payments require special steps to process and needs to be taken care of by an Employee Services Payroll team member.

Sick Leave Payout for Classified Staff

Employees who terminate from the university and meet PERA age-and-service requirements for a full or reduced retirement (regular service retirement or permanent disability retirement) are eligible for a partial payout of unused sick leave when they resign, retire or terminate from the university.

PERA is responsible for determining retirement eligibility. The maximum allowed payout for sick is 25 percent of the unused current balance up to the maximum eligible sick balance. For state classified employees hired July 1, 1988, or later, the maximum eligible sick leave balance allowed is 360 hours (45 days).

For employees who had a frozen sick balance on June 30, 1988, the maximum accrual may be higher than 360 hours (it will equal 360, plus the frozen sick balance). Twenty-five percent of the employee's remaining balance (up to his/her maximum allowed) at termination will be paid out.

The department must ensure eligibility before processing the payout.

No payment of sick leave may occur unless age and service requirements for retirement eligibility are met. (Exception: In the event of an employee's death, the retirement eligibility requirement is waived.)

Important Reminder: When submitting sick leave at separation (SKS), remember that you must do the calculation to determine the 25 percent of total balance. If you submit the employee's total sick balance, he/she will be grossly overpaid and will be required to repay the overpaid amount.

Payout calculation (excluding termination due to death)

For the employee's final, regularly scheduled, system-generated check, the employing department enters the calculated 25 percent of eligible hours in Time Collection using earnings code SKS (sick leave hours at separation). Federal and state taxes are withheld at the supplemental tax rate. Medicare tax will be deducted, if applicable. No retirement is deducted.

- Time Collection will calculate the value of the sick leave payout using the annualized hourly rate for the employee's appointment (the annual salary, divided by 2,080 hours), multiplied by the hours entered. Note that for employees with less than 100 percent of time this same annualized hourly rate will be used, since the hours were already prorated based on the lower percent of time as they accrued.
- If the one-fourth sick leave payout (subject to the maximum eligible sick balance for the employee) is not included on the employee's final check, it must be processed via Time Collection no later than the month following termination.
- **Important exception for termination due to death:** For termination due to death, do not pay any sick payout via Time Collection. The payment must be requested by submitting a Hand-Drawn Warrant Request [4] to Employee Services. These payments require special steps to process and needs to be taken care of by an Employee Services Payroll team member.

Vacation/Sick Leave Payout—University Staff/Officers, 12-Month Faculty & Research Faculty

For this section only, these employment categories will be referred to as "University Staff."

Vacation Payout

Employees with a vacation leave balance as of their date of retirement or termination are to be paid for the total accrued hours, but only up to the eligible maximum balance. Hours exceeding the maximum allowed balance cannot be paid at termination. The maximum allowed payout for vacation at termination/retirement is the employee's current unused balance, up to a maximum of 352 hours (14.67 hours per month, times 24 months).

Employees should check with their campus leave bank manager to determine whether excess hours may be donated to the leave bank before payout. (**Note:** Some campus departments may have a reduced maximum accrual provision. Please check with your department chair, dean or director.)

For the employee's final, regularly scheduled, system-generated check, the employing department enters the number of hours to be paid into Time Collection (see exception listed below) using the earnings code of VCT (Vacation @ Separation). Federal and state taxes are withheld at the supplemental tax rate. This payment is also subject to retirement, OASDI, and Medicare tax as applicable.

- A university staff employee who transfers to an academic-year appointment is eligible for payment of unused vacation leave at the time of termination from the exempt appointment, subject to the maximum limits above.
- Time Collection will calculate the value of the vacation leave payout using the annualized hourly rate for the employee's appointment, multiplied by the hours entered. For 100 percent employees, the annualized hourly rate will be the annual salary, divided by 2,080 hours. This pay rate is shown in the HRMS on the job data compensation panel.
- If the vacation payout (up to the maximum balance allowed) is not included on the employee's final check, it must be processed via Time Collection no later than the month following termination. If the termination is involuntary all final pay must be requested by submitting a Hand-Drawn Warrant Request [4].
- **Important Exception for Termination Due to Death:** For termination due to death, do not payout any vacation via Time Collection. The payment must be requested by submitting a Hand-Drawn Warrant Request [4] to Employee Services. These payments require special steps to process and needs to be taken care of by an Employee Services Payroll team member.

Sick Leave Payout for University Staff

Based on the criteria for their respective retirement plans (CU faculty/university staff Optional Retirement Plan or PERA), employees who meet age-and-service requirements for a full or reduced retirement are eligible for a payout of unused sick leave when they resign, retire or terminate from the university. (For university staff retiring under PERA, PERA age-and-service requirements will apply.)

The maximum allowed payout for sick is one-fourth of the unused current balance, up to a maximum of 240 hours payable (one-quarter of the 960 hours/120 days maximum hours allowed). See Regent Policy 11-E [5] for more information.

No payment of sick leave may occur unless age-and-service requirements for retirement eligibility are met. (Exception: In the event of an employee's death, the retirement eligibility requirement is waived, and the employee's estate may be paid for one-fourth of the unused sick balance, up to a maximum of 960 hours [120 days].

FROZEN SICK LEAVE BALANCES: Regents Policy 11-E has capped the amount of sick leave to 25 percent at the time of retirement or an employee's death, with a maximum is 960 hours (120 days). The grandfather clause states:

Employees whose unused sick leave was in excess of 120 days on May 2, 2001, are eligible to receive payment for 25% of that sick leave balance or any unused portion of the balance when they terminate, if they meet the age and service requirements for retirement (or upon death).

To track employees who had a sick leave balance greater than 960 hours (120 days) as of May 1, 2001, Employee Services has created a Frozen Sick Leave balance. This balance is informational only and will assist in determining the sick leave payoff at retirement or death of an employee.

The frozen sick leave balances will appear on the July payroll register accounting report with an earnings code of FZS (frozen sick leave). Although the FZS earnings code does have a dollar amount associated with it, that amount will not be paid to the employee. The dollar amount reflects the estimated potential value of the frozen sick leave hours based on the employee's current salary.

- Dr. Smith had 1,500 hours of sick accrued as of May 1, 2001. In August 2006, he retired with a sick balance of 1,600 hours. The sick leave at retirement payout would be 25 percent of 1,500, not 1,600. He received 25 of the balance available to him on May 1, 2001.
- Dr. Jones had 900 hours of sick accrued as of May 1, 2001. By the time he retired in August 2006, his balance was 1,000 hours. His sick leave at retirement payout was 25 percent of 960 hours, since that is the maximum that may be paid when the employee had fewer than 960 hours of accrual as of May 1, 2001.
- Dr. Davis had 1,000 hours of sick accrued as of May 1, 2001. Over the next few years, he used a large number of sick leave hours, and his balance was 700 hours at retirement. His sick leave payout at retirement was 25 percent of 700 hours.

Important Reminder: When submitting sick leave at separation (SKS), remember that you must do the calculation to determine the 25 percent of total balance. If you submit the employee's total sick balance, he/she will be grossly overpaid and will be required to repay the overpaid amount.

For the final pay period, the employing department enters the calculated 25 percent of eligible hours in Time Collection (see exception below) using earnings code SKS (sick leave hours at separation). Federal and state taxes are withheld at the supplemental tax rate. OASDI and Medicare tax will be deducted, if applicable. No retirement is deducted.

- A 12-month employee who transfers to an academic-year appointment is eligible for payment of unused sick leave (payment limits as indicated above) at the time he/she terminates his/her 12-month appointment, but only if age and service requirements for retirement eligibility are met at the time of the transfer.

- Time Collection will calculate the value of the sick leave payout using the annualized hourly rate (annual salary based on a 100 percent time appointment, divided by 2,080 hours) for the employee's appointment multiplied by the hours entered.
- If the sick leave payout (up to the maximum balance allowed) is not included on the employee's final check, it must be processed via Time Collection no later than the month following termination.
- **Important Exception for Termination Due to Death:** For termination due to death, do not pay any sick payout via Time Collection. The payment must be requested by submitting a Hand-Drawn Warrant Request Form [4] to Employee Services. These payments require special steps to process and needs to be taken care of by an Employee Services Payroll team member.

Please refer to the university policy [6] for additional information.

Source URL: http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-6

Links:
[1] https://www.colorado.gov/pacific/sites/default/files/Chapter%209%20Payroll.pdf
[2] http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-8
[3] http://www.cu.edu/sites/default/files/policies/docs/Auto-Termination-Process_0.pdf
[4] http://www.cu.edu/sites/default/files/policies/docs/Handdrawn_Warrant_Request%20rev_13.08.23%20%20Node%20963.pdf
[5] http://www.cu.edu/regents/regent-policy
[6] http://www.cu.edu/regents/laws-and-policies/regent-policy

University of Colorado at Boulder
Departing/Transferring Employee Check-Out Form

Name______________________________ Employee ID__________________ Last Day of Work______________
Job Title__________________________ Department ______________________________
Reason for termination ____
Liaison assisting with Check-Out: ______________________________________

If your home address is changing, please inform your departmental liaison or Payroll and Benefits, for mailing your W-2 form.

Instructions: Please complete the following check-out process *before* you leave the Boulder Campus.

Return the Following Items	**Service Department/Location/Phone**	Liaison: √	N/A
Resignation Letter. To: department payroll liaison.	Home Department		
Keys. To: Access Services; return receipt to home department.	Access Services, Stadium, Gate 9 (492-6601)		
Parking Permit and Gate Card. To: Parking & Transit Services for cancellation of payroll deduction (by 10th of termination month).	Parking & Transit Services, Regent Drive (492-7384)		
Buff One Card. To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), to return to Buff One office.	Home Department		
A-Card. To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.	Home Department		
US Bank Card. To: department payroll liaison, who will cancel and destroy the card.	Home Department		
Library Materials. To: Library, and pay any fines due.	University Libraries (492-8705)		
Departmental property. Including personnel, payroll, or policy manuals; equipment located off the work-site including computers, software and peripherals; access cards; keys; cellular phones; etc.	Home Department		
Bursar's Office will collect and clear any petty cash funds that are assigned to you and collect any unpaid tuition charges owed the University of Colorado. They may ask that you clear in person.	Bursar's Office, Regent Administrative Center (492-5381)		
Exit Survey. All departing staff (Classified, OEP) will receive an email invitation from hr-exitsurvey@colorado.edu to participate in an online exit survey. To ensure you receive a survey, update the personal info section of employee portal with current email address.	Human Resources (303/492-8103) OR hr-exitsurvey@colorado.edu		
Service Organizations: Inform committees, etc. of your departure.	As applicable		

Please reply to the following questions.

1. **Do you handle hazardous materials in your position(s)?** Yes ______ (see below) No______
   a. Are you a registered hazardous waste generator? Yes ______ (see below) No______
   b. Your principal investigator or supervisor must initial at right to verify disposal of your wastes and labeling of non-disposed hazardous materials. Initials ________
2. **Are you a listserv owner?** Yes ______ (see below) No______
   a. If so, what is(are) the list name(s)? ________________________________
   b. E-mail sent to the listserv listproc on (date) _________ adding owner (name) ______________________ and deleting owner (name) ______________________
3. **Are you a webmaster?** Yes ______ (see below) No______
   a. If so, for what site or sites? ________________________________
   b. E-mail sent to help@colorado.edu or called IT Service Center, (303) 735-HELP on (date) _______ requesting transfer of website ownership to (name) ______________________

PAYROLL & BENEFIT SERVICES / PERA

You must contact Payroll & Benefit Services (PBS) regarding continuation of insurance following your termination. Information about continuing your insurance under COBRA after termination will be mailed to you. Employees that are leaving to become **PERA retirees** should make an appointment with a PBS Benefits Counselor. **PBS hours**: 7:30 a.m. to 5 p.m., Monday through Friday. **PBS phone numbers**: 303-860-4200 or, for outside the Denver Metro area, toll free 1-855-216-7740.
The department has informed me of the need to contact Payroll & Benefit Services regarding insurance following termination.

Employee Signature______________________________________ Date ______________

Guide for Departmental Liaisons

Exit Checklist for Departing Employees

Name of Employee: **Date:**

Employee is responsible to return the following: (see Departing/Transferring Employee Check-Out Form)	**Liaison Actions:**	√	N/A
Resignation Letter. To: department payroll liaison.	**Copy to Human Resources, file letter**		
Keys. To: Access Services; return receipt to home department.	**Follow department procedure, if applicable.**		
Parking Permit and Gate Card. To: Parking & Transit Services for cancellation of payroll deduction.	**Check Bus. Permit if applicable. Inform employee:** If they do not cancel by the 10th of the termination month, they will be billed for one additional month.		
Buff One Card. To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), who returns to Buff One office.	**Return the card to Buff One office.**		
A-Card. To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.	**Cancel and destroy the card; disable Pendragon access if applicable.**		
US Bank Card. To: department payroll liaison, who will cancel and destroy the card.	**Cancel and destroy the card.**		
Library Materials. To: Library, and pay any fines due.	None		X
Departmental property. Including personnel, payroll, or policy manuals; equipment located off the work-site including computers, software and peripherals; access cards; keys; cellular phones; etc.	**Return as appropriate**		
Bursar's Office will collect and clear any petty cash funds that are assigned to you and collect any unpaid tuition charges owed the University of Colorado. They may ask that you clear in person.	None		X
Exit Survey. All departing staff (Classified, OEP) will receive an email invitation from hr-exitsurvey@colorado.edu to participate in an online exit survey.	**Ensure that a personal/other email address is entered into HRMS PeopleSoft.**		
Service Organizations: Inform committees, etc. of your departure.	None		X

Additional Liaison Actions / Verifications	√	N/A
PeopleSoft HR Termination Action completed		
Final PeopleSoft HR Time Collection completed Signed and approved final monthly timesheet received Signed and approved data overview verifying final leave balances received • In case of transfer to another state agency, send original signed copy to Human Resources		
Final Performance Evaluation completed and filed with Human Resources		
Long distance access code cancelled or billing transferred		
Long distance calling card cancelled or billing transferred		
Notified departmental IT staff to remove employee from e-mail and network access		
System Access Authorizations disabled: SIS / CIW / PSoft HR / PSoft FIN / Other ______________		
Final travel documents completed and submitted		
Property returned List: ____		

Guide for Departmental Liaisons

Exit Checklist for Departing Employees

Additional Information

COBRA

If the employee does not contact PBS until after the 15th of the month of termination, an insurance deduction for the following month will automatically be taken out of their final pay and they will have coverage for the month following termination. In cases where final pay is not sufficient to cover the deduction, they will be billed for the remainder of the employee contribution. (This may not apply if the employee is insured through the State of Colorado, rather than the University).

PERA

Employees that are leaving to become PERA retirees are advised to contact PBS 2-3 months in advance of their effective retirement date to begin the planning process.

University of Colorado
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EMPLOYEE SERVICES

Retirement

CU helps you save for your retirement by offering three mandatory plans for eligible employees and several voluntary savings options to help you bolster your retirement income.

Available retirement plans

Mandatory for eligible employees

- The University 401(a) Retirement Plan (mandatory for eligible employees)
- Public Employees' Retirement Association Retirement Plan
- Student Employee Retirement Plan

Voluntary for all employees

- Public Employees' Retirement Association 401(k) Plan
- The University 403(b) plans—offered by each of CU's eight retirement-investment sponsors
- Public Employees' Retirement Association 457 Plan

See if you're eligible for/enrolled in our mandatory plans

- Faculty
- University staff
- Classified staff ≥ 50%

- Classified staff < 50%
- Student employee

Employee Services

1800 Grant St., Suite 400 | Denver, CO 80203 | Campus Box 400 UCA
General: 303-860-4200 | Fax: 303-860-4299 | Email: employeeservices@cu.edu

University of Colorado
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What is the CU System?	CU News and Information
CU-Boulder	Media Contacts
CU Colorado Springs	News Releases
CU Denver	Open Records Requests
CU Anschutz Medical Campus	Contact Us
Jobs at CU	CU For Colorado Outreach
CU Connections Newsletter	CU Facts and Figures
Employee Services (HR, Benefits, Payroll)	Accountability Data Center
Procurement Service Center	CU Advocates
	CU Link

1800 Grant Street, Suite 800 | Denver, CO 80203
General: (303) 860-5600 | Fax: (303) 860-5610 | Media: (303) 860-5626

SECTION 10

PROFESSIONAL DEVELOPMENT ORGANIZATIONS
FOR RESEARCH ADMINISTRATION

SRA International (The Society of Research Administrators International) is the premier global research management society providing education, professional development and the latest comprehensive information about research management to 4,500 members from over 40 countries – See more at:

http://srainternational.org/about-sra-international

NCURA (National Council of University Research Administrators) serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community. - See more at:

http://www.ncura.edu/AboutUs.aspx#sthash.rdWYuBvL.dpuf

**NOTE: PLEASE SPEAK WITH YOUR SUPERVISOR FOR MORE DETAILS