Temporary Employee Checklist

For temporary, hourly employees

✓ Complete Employment Eligibility (Form I-9) Verification

As required by federal law the university is required to complete and retain a Form I-9 Employment Eligibility Verification document for all regular and temporary employees hired after November 6, 1986.

Completion of Form I-9 is a shared responsibility of both the employee and the university.

- Section #1 must be completed **by the employee on or before the first day of employment.**
- Section #2 must be completed by an I-9 partner, or authorized university representative, **within the first three days of employment.**. The employee should provide [original documents](#) to complete the I-9.
- Form I-9 can be completed as soon as, but not before, a job offer has been extended and accepted.

Completing Section #1 of the Form I-9

- Section #1 invitations should be received via email from HireRight. If you did not receive an invitation from HireRight, please contact i-9forms@colorado.edu.
- International hires do not need have the SSN to complete Section #1 of the I-9 at this time. Please advise the individual to check the box verifying that they do not have social security number.

Completing Section #2 of the Form I-9

- To complete **Section #2**, employees must present [original documents](#) in person to the I-9 office or authorize representative.

Office Locations

Main I-9 Office
Administrative & Research Center- Monday through Friday 9:00 am to 3:00 pm
3100 Marine St., Third Floor
Boulder, CO 80309

Regent Administrative Center - Monday through Wednesday 9:00 am to 3:00 pm
Room 1B28, Basement
2055 Regent Drive
Boulder, CO 80309

Human Resources
UNIVERSITY OF COLORADO **BOULDER**

Departments with employees who are unavailable during office hours or are working out of state or country should fill out this contact form: https://www.colorado.edu/hr/content/remote-i-9-assistance

✓ IdentiKey

Claim and activate your [IdentiKey](#)

An IdentiKey consists of a CU Boulder login name and an IdentiKey password. An IdentiKey is the credential that uniquely identifies you to online services and campus computing facilities so that they may grant you access.

- Your primary IdentiKey account is directly associated with your affiliation(s) at the University of Colorado Boulder.

- Once you have an employee ID, you are able to [activate your account](#) in order to set your security questions and password. You will need the last four digits of your social security number to activate your IdentiKey.

- After you claim your Identikey, you will gain access to your [email account](#). Call or email the Office of Information Technology at oithelp@colorado.edu or 303-735-4357 for assistance.

✓ Portal Self-Service

The [MyCUinfo portal](#) is where most employment related tasks take place.

Note: Student employee related tasks are the in the CU Resources tab of the MyCUinfo Portal and are not located in the Buff Portal.

- [Accessing the Portal](#)
- [Direct Deposit](#)
    - **Note:** *If you do not set up direct deposit, you will receive your pay via paper paycheck.*
- [W-4](#)
- [Personal Information](#)

✓ Payroll & Leave

Temporary, overtime-eligible employees are paid bi-weekly and are required to submit timesheets. Your overtime eligibility will be stated in your offer letter.

- [Bi-weekly Pay Days](#)

- Temporary employees are eligible to accrue sick leave. Learn more about sick leave.
- **Time tracking:** Check with your supervisor or department HR liaisons about which time tracking system you use.
  - If your department uses My Leave, view the step-by-step guide:
    - Pages 2-5: Setting up preferences
    - Pages 6-8: Entering time
    - Page 10: Entering all time worked
    - Pages 11-12: Submitting a timesheet
  - If your department doesn't use My Leave, your department HR liaison will assist you with getting set-up in the time tracking system they use.

✓ Trainings

Mandatory Training

All CU Boulder employees are required to take the Discrimination and Sexual Misconduct Training and Information Security and Privacy Awareness training.

Access Based Training

Check with your supervisor about applications or systems access (e.g. CU-SIS, HCM, CU Finance, CU-Data, Marketplace) you need access to for your role:

- Visit the Request Access page to understand training requirements to request access.

✓ Building Access

- Please check with your supervisor or building proctor regarding how to obtain access to buildings you need to if you are performing work on campus.

✓ Buff OneCard

- Please check with your supervisor or building proctor regarding how to obtain access to required/needed buildings if you are performing work on campus.

✓ Campus IT Resources

- Email
- Zoom
- VPN
- Microsoft Teams

- Review the Acceptable Use of CU Boulder's IT Resources policy.