Student Employee Onboarding Guide

Congratulations and welcome to the School of Education & Human Development (SEHD) at the University of Colorado- Denver as a student employee!

We know that the onboarding process can be overwhelming. So, as part of your transition to your new position on the SEHD team, we want to ensure that you have all of the onboarding information in one space that is accessible from any device. Please complete this course as a part of the onboarding process and use it as a point of reference in the future. That being said, if you have any questions, please reach out let us know how we can best assist you. Email: sehdhr@ucdenver.edu

 Let's get started!

INTRODUCTION

Welcome!

PAYMENT AND TAXES INFORMATION

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Direct Deposit Information

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☰ **Student-Employee Belonging**

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Welcome!

Welcome! We are so glad you are here!

This website will act as an information hub for all of the important onboarding information regarding your student employee position at CU-Denver.

First, you will meet the HR team. Next you will complete modules that help you help you learn about the following items: payroll, direct deposit, My Leave, biweekly reminders, and mandatory

trainings.

Meet Your HR Team!

Hello! We are your SEHD HR team. We are here and happy to help!

Kelley Patient

HR & Payroll Manager

Email: kelley.patient@ucdenver.edu

Emilie Seneff

HR & Payroll Coordinator

Email: emilie.seneff@ucdenver.edu

Quick Knowledge Check:

What are the names of your HR team members?

- ☐ Sarah

- ☐ Emilie

- ☐ Kelley

- ☐ Jason

SUBMIT

Please complete the content above before moving on.

Find Your Pay Details & Offer Letter

You received an email from SEHD HR that contains your offer letter and employee ID. This email is very important, so please flag it or save it so that you can easily access it when needed.

What should you do with the email from HR that contains your offer letter?

- [ ] Read it

- [ ] Forget about it

- [ ] Flag/save it

- [ ] Delete it

SUBMIT

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Payroll & MyLeave Information

Payroll

We all want to get paid, so let's talk about it!

You will need to know your employee ID number. This can be found in your welcome email from the SEHD HR team.

You will be paid bi-weekly. Below, you will find the bi-weekly payroll calendar.

PDF **2023-2024 Student Employment Bi-Weekly Payroll Calendar.pdf**
281 KB   ↓

MyLeave- Timesheet Setup

Below, you will find "How to Use MyLeave – Student Guide." We encourage you to review this guide and set up your preferences for your timesheet. This will save you some time before you need to submit your hours for the next pay period.

- For the initial timesheet set up, page 2 of the attached PDF goes step-by-step to help you set up preferences for your timesheet. The main information here is

your start date and using the "No Holiday Schedule."

- Once you have set up your preferences, you can skip to page 3 for how to submit your timesheet.

Please reference the MyLeave Basics Employee Services webpage if you need help setting preferences or entering time.

📄 **PDF** **How to Use MyLeave - Student Guide.pdf**
369.7 KB   ↓

You can reference the MyLeave Employee Services webpage if you have any questions about using MyLeave.

Calendar Reminder Reccommendation

A calendar reminder was attached to your welcome email. Please accept and copy the reminder to your calendar to help SEHD HR and your supervisor ensure timely approval of your timesheets.

Note: this only works on the Outlook desktop application!

How to copy a calendar reminder:

1. Double click on the invite.

2. Select "Copy to My Calendar."

Quick Knowledge Check:

Where can you find access to MyLeave?

○   UCD Portal

○   UCD Canvas

SUBMIT

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Direct Deposit Information

Now, let's take a few minutes to set up your direct deposit.

Please use the following information to set up your direct deposit online in your secure portal ([my.cu.edu](my.cu.edu)): bank name, routing number, account number, and type of account.

Step-by-step instructions on how to set up your direct deposit:

1   Log into UCD Access (click on the CU Resources tab, if applicable).

2   From your student profile you will need to look for a tile called "CU Resources."

3   From the "CU Resources Home" Drop-Down Menu, select "My Info and Pay."

4   Select the "Direct Deposit" tile.

5   Choose an authentication method and go through the Two-Factor Authentication Process via call or text (our system tends to be quicker at processing the Call vs. the Text method). *If you get stuck on this part, contact the HR team to confirm your phone number(s) on file.

6   Click "Add Account" and enter your bank account information as directed.

7   The most common entries for the following fields are:

Deposit Type: Percent

Amount: 100

Deposit Order: 1

8   Click "Save" and you're finished!

Additional Notes:

If you do not set up direct deposit by the 10th of the month, you will receive your pay as a paper check by mail.

*You can only make changes to your direct deposit account, once per day. If you need to save/update again, you will need to do so after midnight.

Please use the Employee Services Direct Deposit webpage or email the HR team if you have any questions.

Match the questions with the correct answers by dragging the tiles together.

☰ What do you click on after you select "My Info and Pay?"	The "Direct Deposit" Title
☰ What should you click on from the CU Resources Home Drop-Down Menu?	"My Info and Pay"
☰ If you get stuck on the Two-Factor authentication process, what should you do?	Contact the SEHD HR team.

SUBMIT

🔒 Please complete the content above before moving on.

W-4 Information

Complete your W-4 tax withholding form online in your secure portal (my.cu.edu). This will be available on or after your start date. Please see your offer letter for this date.

Please use the Employee Services W-4 webpage or email the HR team if you have any questions.

If needed, you can refer to the IRS website for assistance in estimating your withholding.

I can find my start date by checking my _____ _____.

Type your answer here

SUBMIT

Please complete the content above before moving on.

Online Trainings

The university requires all employees to take the following mandatory, online trainings. Direct links to the courses are included below.

You'll want to double check if these have been completed in your Skillsoft. If the courses have not been completed, you will receive a reminder email to complete them.

Required Online Trainings

UCD requires new employees to complete online trainings over Discrimination and Sexual Misconduct and Information Security Awareness. Click the arrow on the right to view the trainings be sure to complete BOTH.
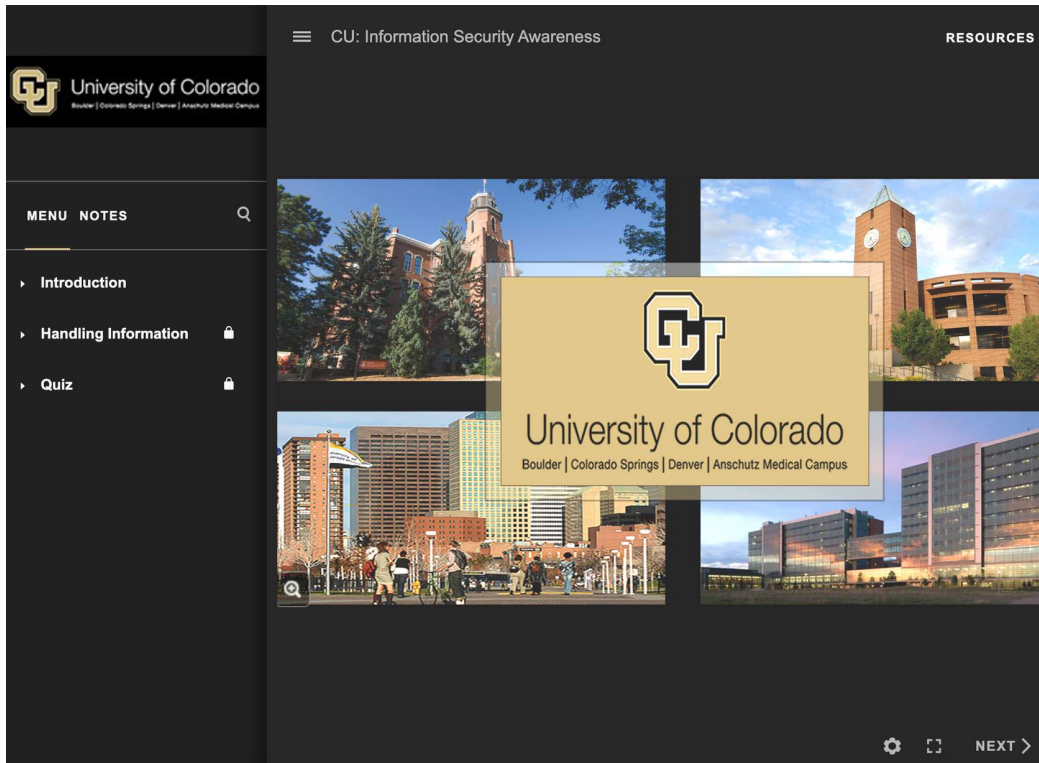
Discrimination and Sexual Misconduct Training
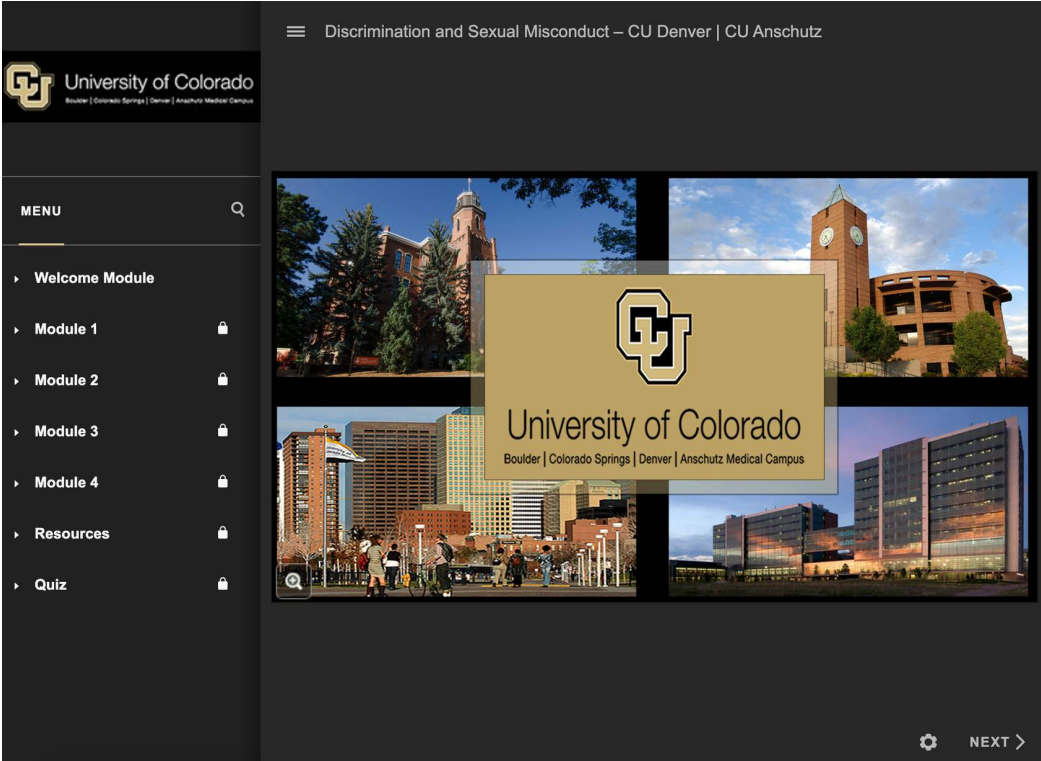
[Click here](#) to access the training and then click the Denver campus icon.

Information Security Awareness Training

[Click here](#) to access the training and then click the Denver campus icon.

Just Checking

Did you complete BOTH trainings and double check that they have been completed in your Skillsoft?

🔒   Please complete the content above before moving on.

Student Handbook

The University of Colorado-Denver [Student Employment Handbook](#) is available for your review and reference. The handbook contains information intended for use by supervisors, as well as students. By reading the handbook, you will further understand your rights and responsibilities as a student employee.

Note: The file is periodically updated online, which breaks the link, so please let the HR team know if the link does not open, and we will find the updated handbook link for you.

🔒   Please complete the content above before moving on.

Takeaway

Recognizing that your stress levels are getting out of hand is the first step in the right direction. It's important to be in tune with your mind and body so you catch onto the signs and symptoms before things get out of control. Then you can apply the coping techniques that work best for you to reduce your stress and get back to enjoying life!

Emergency Contact Information

You can add or update your emergency contact(s) information online at your secure portal (my.cu.edu) by clicking "My Info and Pay" and then the "Emergency Contacts" tile.

Please use the Employee Services Emergency Contact webpage or email the HR team if you have any questions.

🔒   Please complete the content above before moving on.

Changing Your Address

Step-by-step instructions on how to update your address:

1   Log into UCD Access (click on the "CU Resources" tab, if applicable).

2   From your student profile you will need to look for a tile called "CU Resources."

3   From the "CU Resources Home" Drop-Down Menu, select "My Info and Pay."

4   Select the "My Info" tile.

5   Addresses will be the first option – click on your MAILING address to update, if you have moved & HOME address for your physical location. THIS SEEMS UNCLEAR AND I CAN'T SEE THIS ON MY END.

6   Change your address, then click "Save" in the top right corner.

Please complete the content above before moving on.

Lesson 10 of 11

Student-Employee Belonging

You have access to a number of resources at CU-Denver to help you feel connected and knowledgeable. Please take a moment to look through the resources below; some might prove useful for you!

- [First-Generation College Students](#)

- [LynxConnect (Learning and Career Development)](#)

Onboarding Quiz

Do we want this?

Question

01/01

Myth or Fact – The two online trainings from UCD are optional.

○ Myth

○ Fact