Good morning/afternoon \_\_\_\_\_\_\_\_\_\_\_\_,

It was great to meet you in person today!  As I mentioned while going through your new hire paperwork, this is the follow up email with various informational items and links.

If you are interested in a purchasing a parking permit, the Parking Services website is at <http://pts.colostate.edu/>, and the specific link to Purchase a Permit is at <http://pts.colostate.edu/parking/purchase-a-permit/>.

Exempt TCP sample: The University uses an electronic time and leave management system called TimeClock Plus (TCP).  As an exempt employee, you will personally only need to use the system for leave management.  If applicable: As a supervisor, it may be beneficial to know all aspects, whether exempt, non-exempt, clocking in/out, electronic timesheet, approving shifts/leave, etc.  Please see the TimeClock Plus Employee Trainings listed below (and numerous other TCP training topics) at <http://hrs.colostate.edu/timeclockplus/>.  The training is available in a few different formats - documents, narrated demonstration videos, as well as a full recording of a live training session.

* Leave Requests
* Reconciling Leave Balances with TimeClock Plus Accruals (if desired)

Non-exempt TCP sample: The University uses an electronic time and leave management system called TimeClock Plus (TCP).  As an non-exempt (overtime eligible) employee, you will need to track time, as well as use the system for leave management.  If applicable: As a supervisor, it may be beneficial to know all aspects, whether exempt, non-exempt, clocking in/out, electronic timesheet, approving shifts/leave, etc. Please see the TimeClock Plus Employee Trainings listed below (and numerous other TCP training topics) at <http://hrs.colostate.edu/timeclockplus/>.  The training is available in a few different formats - documents, narrated demonstration videos, as well as a full recording of a live training session.

* Electronic Timesheet or Clock in and Out (whichever the department prefers)
* Leave Requests
* Reconciling Leave Balances with TimeClock Plus Accruals (if desired)

The University Holiday calendar for July 2020 – June 2021 is at <http://hrs.colostate.edu/pdfs/holiday-schedule20-21.pdf>.

The monthly pay schedule is at <http://hrs.colostate.edu/pdfs/payroll-yearly-processing-2020.pdf>.  The monthly pay date is the last business day of the month with any exceptions listed on the schedule.  Pay advices are available at Employee Self-Service through Administrative Applications and Resources (AAR).  AAR access instructions are at <http://hrs.colostate.edu/pdfs/employee-self-service-instructions.pdf>.  Additional information regarding Employee Self-Service is at <http://hrs.colostate.edu/benefits/EmployeeSelf-Service.html>, including the electronic W-4 (tax withholding) updating process .

Please register for the University Employee Orientation at <http://training.colostate.edu/ueo/>.  The first session offered you may be able to attend is (look this up at the training website and/or MyLearning) in Lory Student Center Room 382 (confirm location when looking up session date).  The Lory Student Center is located near I-J:7-9 on the CSU Campus Map at <http://ptsdata.colostate.edu/maps/mapside.pdf>.  Building Maps for the Lory Student Center are at <https://lsc.colostate.edu/building-maps/>.

Please stop by the RamCard Office to get your CSU ID/key card when you have a moment, and bring the accounting form in your new hire paperwork with you for them to charge our HR account.  The RamCard Office is located in Lory Student Center Room 275, with the same entrance to Canvas Credit Union (LSC Room 271).

Administrative Professional employees are required to complete a Conflict of Interest disclosure form for the University.  Please go to <https://www.research.colostate.edu/ricro/coi/> and complete the Conflict of Interest disclosure.

All university employees are required to take a sexual harassment online module.  The university's vendor for the module is Workplace Answers, and they should send an email to you within the first month of employment. If you do not receive an email from Workplace Answers within the first month of employment, please let me know.

Information regarding the Tuition Scholarship Program for spouses, domestic partners and eligible children can be found at <http://financialaid.colostate.edu/tuition-scholarship-for-eligible-family-members-of-csu-employees/> (the Summer 2020 application form is at <http://www.hrs.colostate.edu/benefits/form-tuition-scholarship-app.pdf>).  Information regarding the Employee Study Privilege can be found on our website at <http://hrs.colostate.edu/benefits/study-privilege.html>.

A few helpful websites and links are located at:

* <http://www.colostate.edu/>:  Colorado State University website.
* <http://www.colostate.edu/?resource=modal>:  Colorado State University A-Z Search, which is extremely helpful when looking up a department.
* <http://directory.colostate.edu/>:  Online Directory for Colorado State University staff, faculty and students.
* <http://www.hrs.colostate.edu/>:  Our Human Resources website.  The Payroll Processing page specifically is at <http://www.hrs.colostate.edu/hr-liaisons/payroll-processing.html>.
* <http://hrs.colostate.edu/pdfs/HRS%20Manual%20-%20Human%20Resource%20Services%20-%20Colorado%20State%20University.pdf>:  The Human Resources Manual.
* <http://source.colostate.edu/commitment-to-campus/>:  CSU’s Commitment to Campus encompasses a wide range of programs, discounts and special benefits available to CSU faculty and staff.
* <http://policylibrary.colostate.edu/policy-browse.aspx>: Colorado State University Policy Library.
* <http://ptsdata.colostate.edu/maps/mapside.pdf>:  CSU Campus Map

Sample listerv focus sentence:  The Business and Financial Services listserv will be helpful for your role.  To subscribe to this (and other) listservs, please go to <https://lists.colostate.edu/cgi-bin/mailman/listinfo> and select the Bus-fin link.

Sample work Kuali work focus sentence:  Since you will be working with Kuali and financial documents, additional helpful information can be found on the Business and Financial Services website at <http://busfin.colostate.edu/>.  Under the Resources drop down, there are links for Guides & Manuals, Training Solutions and Financial Rules & Procedures.  There is a whole separate tab for Kuali Financial System Information as well at <http://busfin.colostate.edu/Depts/KFS_Info.aspx>.

Sample TMS work focus sentence:  Since you may work with the Talent Management System when updating position descriptions and/or hiring employees, additional helpful information can be found on the Office of Equal Opportunity (OEO) website Talent Management System (TMS) page at <https://oeo.colostate.edu/talent-management-system-tms/>, which has several links.  Their Training Guides in particular are at <http://oeo.colostate.edu/training-guides>.  The How to Log-In pdf at <https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Log-In-to-the-CSU-Talent-Management-System-New.pdf> might have some helpful tricks.

Sample work unit meetings sentence:  In order to provide an opportunity for the entire HR team to become informed about upcoming events and projects, we hold monthly HR Staff meetings on the first Wednesday of every month, with the exception of January and July from 9:00 – 10:00 a.m. in the Lory Student Center.  An Outlook calendar invitation has been sent to add you to these meetings.

You can access your email using Outlook, or Office 365 through <https://portal.office.com> and logging on using your [ename@colostate.edu](mailto:ename@colostate.edu) as your username.  Please refer to <http://help.mail.colostate.edu/> for additional information about Office 365, including instructions for configuring Outlook and mobile devices.  If you have questions or need help, you may contact the Central Help Desk in person at Morgan Library, by phone 970-491-7276, or by e-mail [help@colostate.edu](mailto:help@colostate.edu).

CSU Benefit information will be emailed to you soon from the HR Service Center, and we have several HR Benefits experts at your service if you have any questions!

The HIPAA training you went through this morning is attached for your reference.  (This is for HR Department – may not be applicable for other departments).

This is a lot of information at once—please feel free to ask me any questions!  We are truly excited for you to be here!

Best regards,