Colorado State University

Employee Welcome Packet

Contents

Crucial Next Steps

Create Your Electronic Identity

Every CSU student and employee must have a NetID (electronic identity). You will use your NetID to log into systems and web applications, access your email, and more. You will be able to create this as soon as your assignment has been entered into the HR system, which may have already occurred. Go to netid.colostate.edu, click the "Activate" link, and follow the instructions. You will be asked to enter your NetID, which is a "C" followed by your CSU ID (a 9 digit number assigned to each employee and student, starting with an "8") and your Activation Email. This will be your NetID even if you are a returning employee and you previously had an eID.

If you don't know your CSU ID, please ask your department's HR staff or visit the RamCard office to create your card and obtain your CSU ID. Your Activation Email is a non-CSU email address, usually the address you used to apply for your position at CSU. If you encounter an error message upon clicking "Continue," you likely haven't been entered in the HR system yet or an Activation Email has not been entered in the NetID system yet. Please consult with your department's HR staff. If you are an existing student or employee, you already have a NetID and do not need to recreate it.

Configure DUO Dual Authentication

DUO is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your username and password. When you access certain CSU services – including Microsoft 365 applications (OneDrive, Teams, etc.) and university email accounts, VPN, using both the Pulse Client and secure.colostate.edu – you will be required to use a device that you have (your mobile phone, desk phone, a hardware token, or other device) to provide an additional layer of security to your account. This is done by receiving a push authentication request through the Duo Mobile App, a phone call, or entering a generated code.

To register your phone or other device, log in using your NetID credentials at netid.colostate.edu and choose "DUO Self Service" under "Modify Your NetID." For more information and assistance, visit the DUO website or email help@colostate.edu.

Obtain Your RamCard

A RamCard can be issued the day after your NetID has been created. If you have an existing RamCard as a current student or employee, you do not need to obtain a new one. To have your first RamCard printed, visit the RamCard office at 271 Lory Student Center with the following:

- Your department name
- The department Kuali account number and object code the RamCard should be billed to (ask your department HR staff). Alternatively, employees who choose to pay for their first RamCard must seek reimbursement from their home department.
- Your supervisor's name and phone number

- One original, secure, and verifiable photo identification document; options include a passport from any country, or one of the following U.S. government-issued documents:
  - State photo driver license or driver permit
  - State-issued photo identification card
  - Military ID
  - Employment Authorization Card
  - Permanent Resident Card

Employees are responsible for the replacement cost of a lost, stolen, or damaged RamCard. Visit the RamCard website for more information or contact ramcard@colostate.edu or (970) 491-2344.

RamCard Uses

The RamCard is your all-access pass to Colorado State University. You can use it to pay for items on campus, gain access to secured spaces, attend events and programs, and so much more. Uses include:

- Building access
- Identification on campus
- Dining center meals
- Use RamCash to buy food, beverages and services on campus
- Entry to athletics and other events
- Entry to events at the University Center for the Arts
- Checking out materials at Morgan Library and at any Poudre River Public Library District library
- Access to the Student Recreation Center
- Access to ride Transfort Bus System

Review the Acceptable Use for Computing and Networking Resources

Computing and data systems, equipment and services at Colorado State University are valuable and limited resources that serve a large number and variety of Users. Misuse of these resources can result in loss of integrity, functionality, speed, bandwidth and reliability of the University's information systems, as well as violations of other laws and policies (such as those concerning conflicts of interest, privacy, etc.). The purpose of this policy is to establish what constitutes acceptable use of these resources in order to assure that they are available to everyone as needed for the University's business needs.

Please read the complete policy here.

New Employee Cybersecurity Awareness Training

As part of our ongoing commitment to maintaining the highest standards of digital security, we offer New Employee Cybersecurity Awareness Training to all new employees. This training plays a crucial role in our security framework and is a mandatory requirement for all employees who have access to privileged systems like Oracle or Banner or are responsible for handling Personally Identifiable Information (PII). The training should be completed within the first 30 days of employment. The training can be accessed from the Cybersecurity Awareness and Training webpage.

Preventing Harassment and Discrimination Training

Within a week of obtaining an email address, new hires will receive an email from EverFi-Foundry/Vector Solutions with a link to a Preventing Harassment and Discrimination Training. To ensure that we have a healthy, welcoming, and inclusive environment for all, new employees are expected to complete this training within the first two months of employment.

Foreign National Employee Resources

If you are a foreign national starting employment with CSU, there are some simple additional steps to take to ensure proper taxation.

Obtain Social Security Number

International students may be employed on campus from the start of their academic program. A new employee must obtain a Social Security Number (SSN) from the Social Security Administration Office. While an employee may start work after applying, but before receiving their SSN, they must notify Tax Services as soon as the SSN is received.

Complete GLACIER Tax Profile

All new foreign national employees are required to complete a tax profile using GLACIER tax software.

- Colorado State University is required to comply with numerous federal and state tax withholding and reporting requirements when making payments to foreign nationals.
- After the SSN has been received, the employee must contact Tax Services via email at BFS_ForeignTax@mail.Colostate.edu.
- All new foreign national employees are required to complete a tax profile using GLACIER software to ensure proper withholding.
- Tax Services will also assist in determining eligibility for tax treaty benefits.

Submit Documents

Submit document electronically by selecting one of the options below.

- Secure Document Upload: http://busfin.colostate.edu/Depts/TaxSvcs.aspx
- Encrypted Email to: BFS_ForeignTax@mail.ColoState.edu

Visit International Student & Scholar Services

Visit the ISSS website to view specific rules and resources for foreign nationals based on your visa type.

Community and Values

Land Acknowledgement

Please view a two-minute Land Acknowledgement video here.

Colorado State University acknowledges, with respect, that the land we are on today is the traditional and ancestral homelands of the Arapaho, Cheyenne, and Ute Nations and peoples. This was also a site of trade, gathering, and healing for numerous other Native tribes. We recognize the Indigenous peoples as original stewards of this land and all the relatives within it. As these words of acknowledgment are spoken and heard, the ties Nations have to their traditional homelands are renewed and reaffirmed.

CSU is founded as a land-grant institution, and we accept that our mission must encompass access to education and inclusion. And, significantly, that our founding came at a dire cost to Native Nations and peoples whose land this University was built upon. This acknowledgment is the education and inclusion we must practice in recognizing our institutional history, responsibility, and commitment.

PRINCIPLES of
COMMUNITY

THE PRINCIPLES OF COMMUNITY SUPPORT THE COLORADO STATE UNIVERSITY
MISSION AND VISION OF ACCESS, RESEARCH, TEACHING, SERVICE AND ENGAGEMENT.
A COLLABORATIVE AND VIBRANT COMMUNITY IS A FOUNDATION FOR LEARNING,
CRITICAL INQUIRY, AND DISCOVERY. THEREFORE, EACH MEMBER OF THE CSU
COMMUNITY HAS A RESPONSIBILITY TO UPHOLD THESE PRINCIPLES WHEN ENGAGING
WITH ONE ANOTHER AND ACTING ON BEHALF OF THE UNIVERSITY.

INCLUSION

We create and nurture inclusive environments and welcome, value and affirm
all members of our community, including their various identities, skills, ideas,
talents and contributions.

INTEGRITY

We are accountable for our actions and will act ethically and honestly in
all our interactions.

RESPECT

We honor the inherent dignity of all people within an environment where we
are committed to freedom of expression, critical discourse, and the
advancement of knowledge.

SERVICE

We are responsible, individually and collectively, to give of our time, talents,
and resources to promote the well-being of each other and the development
of our local, regional, and global communities.

SOCIAL JUSTICE

We have the right to be treated and the responsibility to treat others with
fairness and equity, the duty to challenge prejudice, and to uphold the laws,
policies and procedures that promote justice in all respects.

Colorado State University

Diversity and Inclusion Resources

The Office of Inclusive Excellence

At Colorado State University, diversity, equity, and inclusion are more than words – they are a call to action. Through proactive efforts and meaningful progress, we are working towards our vision of an inclusive university community that welcomes and affirms diversity of people, perspectives, and ideas. Founded in 2010, the Office of Inclusive Excellence, formerly known as the Office of the Vice President for Diversity, is committed to fostering an inclusive campus environment through the active engagement of Colorado State University employees and students.

Affinity Groups and Committees

LGBTQIA+ Employee Network
The CSU LGBTQIA Employee Network is a networking and affinity space for Colorado State University employees that identify with the LGBTQIA+ community.

Multicultural Staff & Faculty Network
Vision: a visible, inclusive, and engaged community that supports, empowers, and sustains underrepresented staff and faculty with multiple identities.

Mission: guided by the Principles of Community, our mission is to serve as a catalyst to positively impact campus climate and culture by supporting recruitment, retention, and development of multicultural employees. We are committed to promoting collaboration through visible and meaningful engagement with Colorado State University and the greater community.

Womxn of Color Network
The Womxn of Color Network offers community and programming for womxn of color employees (Faculty, Administrative Professionals, and State Classified staff) at Colorado State University. Programs such as the Annual Womxn of Color Summit and Womxn of Color Luncheons provide opportunities to network, build relationships, and benefit from professional development programs that are specifically presented by and for womxn of color.

First Generation University Initiative
The First Generation University Initiative (FGUI) is a group of staff and faculty members who have volunteered to organize, collaborate across departments, develop strategies, brainstorm outreach opportunities, and provide support for all our First Generation college students.

Inclusive Physical and Virtual Campus Committee
The mission of the Inclusive Physical and Virtual Campus Committee (IPVCC) is to promote Colorado State University's commitment to creating and sustaining a welcoming, accessible and inclusive campus that enhances usability for everyone and helps create an environment in which we support, protect and respect rich dimensions of diversity. In meeting these goals, the committee helps assure that all individuals can fully access and enjoy the benefits of our facilities, educational opportunities, and information.

[Bias Assessment Team](#)
Colorado State University takes great pride in its mission to provide access to education to all who have a desire and will to learn. In alignment with this mission and in pursuit of its goal to allow all University members to realize their full potential, CSU affirms and upholds the values of diversity, equity, and inclusion. Any act of hate or bias is counter to the university's Principles of Community. The Bias Reporting System is an effort to understand and assess the current state of bias-related incidents at Colorado State University in order to better meet the needs of our diverse community.

[Assessment Group for Diversity Issues](#)
Launched in 2012, the Employee Climate Survey is administered every three years to all CSU faculty and staff. The Assessment Group for Diversity Issues, a committee of State Classified Personnel, Administrative Professionals and faculty members, supported by the Office of Inclusive Excellence, developed the university-wide metric as a means of assessing the climate of CSU. Results for the most recent cycle are located on the survey website.

[Inclusive Excellence Symposium Planning Committee](#)
Beginning in 2001 with a one day event, the Inclusive Excellence Symposium has now grown into a week-long conference featuring dozens of sessions relating to diversity and inclusion, cutting-edge research presentations, a variety of keynote speakers, and a strand focused specifically on educators. In addition to longer format talks, a highlight of CSU's Inclusive Excellence Symposium is CSU Inspire. This featured event brings 5 – 10 TED Talk-like sessions led by CSU faculty, staff, and students and focused on sharing engaging and inspiring initiatives happening on our campus in relation to social justice, in short 8-minute presentations.

Student Diversity Programs and Services

CSU is proud of its efforts to enhance, appreciate and support diversity and multi-culturalism as part of its mission as a land-grant institution of higher education. Below are a selection of programs and services designed to support students in a variety of ways and provide opportunities to successfully participate in, and contribute to, the diverse campus environment. While each office listed may emphasize a specific segment of the student body, services and programs are available to benefit all students at CSU.

[Asian Pacific American Cultural Center (APACC)](#)
333 Lory Student Center, (970) 491-6154

APACC welcomes all students and seeks to create a safe place for students of all backgrounds. APACC runs several educational and volunteer programs for students to help spread awareness of Asian American & Pacific Islander culture and connect students with one another.

[Black/African American Cultural Center (B/AACC)](#)
335 Lory Student Center, (970) 491-5781

We know that anti-blackness is prevalent in our society and we are committed to advocating and empowering our students to live in their truth while persisting and resisting "by any means necessary." We look forward to engaging with new and returning students in this new normal and reminding them that #wegotyourbaacc

[El Centro](#)
225 Lory Student Center, (970) 491-5722

El Centro is energetic, welcoming, and inclusive with students who are excited about Colorado State University. We have resources to support personal, social, cultural, and academic needs to empower students and promote personal growth. We offer a place for discovering heritage, traditions, cultural awareness, and a diverse educational experience.

[Pride Resource Center](#)
232 Lory Student Center, (970) 491-4342

The Pride Resource Center provides programs and services to support the retention and thriving of LGBTQ+ students at CSU. Pride also provides resources for all community members to embrace and expand their understanding of sexual orientation, romantic orientation, gender identity, and gender expression through engaging the campus in critical learning and action towards the liberation of our wider LGBTQ+ community, particularly those who continue to face oppression based on other intersecting identities.

[Native American Cultural Center (NACC)](#)
327 Lory Student Center, (970) 491-1332

The Native American Cultural Center (NACC) office was established in 1979. Our mission is to ensure a successful educational experience for students by providing support and services related to recruitment, retention, graduation, and community outreach. The office embraces and encourages a supportive environment based on the traditions and cultures of Native American peoples.

[Students Empowering & Engaging in Dialogue (SEED)](#)
mailto:mseedcsu@colostate.edu

Students Empowering & Engaging in Dialogue (SEED) provides peer-led workshops to students by students. The goal of all the workshops is to engage and increase student's knowledge, awareness, understanding and skills on topics of identity, inclusion, bias, and social justice. The program is student-led and aims to facilitate students in dialogues across difference with the hope that a more inclusive campus and community is fostered. Workshops are on a by-request basis and range in a variety of topics and we are open to creating a unique workshop based on your learning and skill goals.

[Student Disability Center](#)
TILT Building, room 121, (970) 491-6385

The Student Disability Center (SDC) provides support for students with both permanent and temporary disabilities. This can encompass physical disabilities, chronic illness/health conditions, mental health conditions, learning disabilities, temporary disabilities. Through collaboration and partnerships, the SDC leads Colorado State University's commitment to recognizing disability as a valued aspect of diversity. Student Disability Center provides accommodation services, support, education, and consultation for the campus community to ensure people with disabilities have a greater opportunity to achieve social justice and equity.

[Women and Gender Advocacy Center (WGAC)](#)
112 Student Services, with a satellite office at 234 Lory Student Center, (970) 491-6384

Women and Gender Advocacy Center provides programs and resources focusing on all genders, social justice, and interpersonal violence prevention. Additionally, WGAC provides advocacy and support for victims of sexual violence, stalking, sexual harassment and relationship violence. Our purpose is to provide a safe and affirming space for the students we serve at Colorado State University, while supporting systemic change to end all forms of oppression within our community.

How To…

Access and Use Employee Self-Service

Once your NetID has been created and you have officially started employment at CSU, you can access Employee Self-Service (ESS) in the HR system. In ESS, you can:

- View and update your personal information
- View your employment and salary history
- Make changes to your direct deposit bank details
- View your pay advices
- View and make changes to your federal and state tax withholdings
- View your W-2 form
- Make benefits elections (for Admin Professional, Faculty, and Other Salaried employees such as Postdoctoral Fellows)
- Run a report of your sick and annual leave balances
- Use the Payslip Modeler to simulate paycheck scenarios by making changes to your tax withholding and/or retirement withholding deductions

Access and Guides

Employee Self-Service is accessed via the [Administrative Application and Resources (AAR) portal](#) under the "HR System" heading.

To access ESS, you must be on the campus network either physically or through the Pulse Secure VPN. Access to the campus network requires [DUO dual authentication](#).

In ESS, you can securely view and manage many aspects of your employment by logging in with your NetID credentials. More information including step-by-step access instructions and guides to each section of ESS are available on the [HR website](#).

Track Your Time and Leave in TimeClock Plus

TimeClock Plus (TCP) is used to track an employee's time worked and leave. Most leave-eligible employees request sick and annual leave in TCP, and overtime-eligible employees record their time worked in the system, either by clocking in and out or enter time in an electronic timesheet. TCP is accessed through the "TimeClock Plus" link on the [Administrative Applications and Resources](#) website using the employee's NetID credentials.

Leave Requests

State Classified, Admin Professional, and Faculty employees who accrue sick and annual leave can check their current leave balances and request leave through the Requests calendar in TCP. Graduate Assistants, student employees, and Non-Student Hourly employees should make leave requests directly to their supervisors, who will enter the time off in TCP to ensure the leave is recorded on the correct

assignment. Postdoctoral Fellows should also ask their supervisors about taking leave, as their time-off is tracked outside of TimeClock Plus.

Tracking Time

Hourly Employees on the Biweekly Pay Schedule
Hourly employees who are paid biweekly use TimeClock Plus to clock in and out when they are working. Employees can do so through the web application at the link above, but there is also a smartphone app available for clocking in and out. Some departments have physical timeclocks or kiosks set up at physical work locations for clocking hours. Please ask your supervisor or department HR staff if the department has placed any restrictions on methods for clocking in and out.

Overtime-Eligible Salaried Employees on the Monthly Pay Schedule
Salaried employees who are eligible for overtime either track their time by clocking in and out as explained above or by entering the time worked directly in the timesheet available in the TimeClock Plus web application. Some departments choose to only use clocking in and out. Please check with your supervisor or department HR staff for specifics.

Further Guidance

Please see the HR website for complete guides and further information about these topics and more, including specific guidance for supervisors and department HR staff.

COLORADO STATE UNIVERSITY

Faculty, Admin Pro and Other Non-Classified Staff*

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Medical

There are three Anthem medical plans that provide flexibility in finding an option that fits your individual needs. The plans have different deductibles, copayments, and coinsurance. To view a side-by-side comparison of the plan options, review the Medical Comparison Guide.

Health Savings Accounts

If you enroll in the Ram Plan – HDHP, you are eligible to participate in the Fidelity Health Savings Account (HSA). An HSA is designed to help you save and pay for healthcare expenses and offers triple-tax savings by allowing to you to save now and for the future, if you do not spend your account balance.

Dental

CSU offers two Delta Dental plans: A direct reimbursement plan, and a dental insurance plan which allows for varying levels of benefit payments depending upon the type of service provided by your dentist.

Vision

The vision is a voluntary insurance plan provided by VSP. The plan offers an in-network routine eye exam, copays for basic lenses and a $150 allowance for frames or contact lenses.

Flex Spending Accounts

Employees have access to Flexible Spending Accounts (FSA) which allow you to pay for eligible health care and child care expenses with pre-tax dollars An FSA helps you save money because contributions to the account are taken from your wages before taxes.

Life Insurance

CSU provides life insurance as part of your total rewards package. The university pays for $70,000 basic life insurance with the option to purchase voluntary coverage.

Disability

In the event of illness, injury, surgery or pregnancy, CSU offers short and long term disability plans at no cost. The plans offers full or partial income replacement beyond the exhaustion of accrued paid sick and annual leave.

Leave Accruals

Annual: 12-month employees* (100% FTE) earn 16 hours/month.
Sick: 9 or 12-month employees* (100% FTE) earn 10 hours/month.

Holiday

The State Personnel Board gave Institutions the authority to substitute days that coincide with the academic schedule for the 10 holidays.

Retirement

CSU employees do not participate in Social Security, so you are mandated to make an 8% contribution to the Defined Contribution Plan (DCP) or 10% to Colorado PERA (eligibility is limited).

CSU will contribute 12% of your monthly salary to the **DCP** for those on a regular or special appointments, or for temporary appointments, after one year of continuous 50% or greater service.

Voluntary retirement plans are available to supplement the DCP/PERA.

CSU Human Resources
(970) 491-6947
MyHR@colostate.edu
555 South Howes St | 2nd Floor

*Benefits eligible employees are considered those Faculty, Administrative Professionals and Other Non-Classified staff with assignments of 50% or greater. Some benefits do differ for temporary assignments.

New Hire Notification

Benefit offerings are designated by employee type and new hires receive an email invitation to enroll in coverage from the HR Service Center when the online enrollment system is ready for access.

Enrollment Period

You will automatically receive free Basic Life and Disability insurance, but if you wish to sign up for medical, dental, vision, or other benefits, you must complete your online enrollment within **30 days** of your date of hire.

DUO

Prior to accessing Employee Self-Service from off-campus, you must access Duo. It is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your username and password.

Effective Date

Effective date is the first of the month following your date of hire. Premiums are deducted in the month coverage occurs.

If you wish for benefits to begin on your date of hire, email the HR Service Center, but please know an entire month's premium is due regardless of the number of days covered.

Employee Self-Service (ESS)

Enroll in benefits using ESS (CSU Benefits). Also includes links to access personal information, direct deposit, W-4/2 information and pay advices.

Eligible Dependents and Official Documentation

You may enroll eligible individuals including your spouse, domestic partner, civil union partner or children (under age 26) in benefit plans.

Official documentation is required to validate dependent eligibility:
• Spouse/Partner - Marriage certificate or affidavit and a document dated within the last 60 days showing relationship status.
• Children - A copy of the birth certificate or adoption certificate, naming you or your spouse/partner as the parent.

Benefits Plan Year

The plan year is on a calendar year basis, January 1 - December 31.

The next opportunity to change your new hire elections is during open enrollment (in late October for a January 1 effective date) or within 30 days of experiencing a mid-year qualifying event.

Anthem Engage

Engage is a desktop or mobile app that helps you make the most of your health plan and connect with resources to achieve your wellness goals.

Clearly see what's covered by your plan and access your digital insurance card anytime, anywhere.

Track sleep, steps or food to create healthy habits. Save time and money by discovering additional programs.

ALEX

ALEX is your virtual benefits counselor that helps you learn about CSU's comprehensive benefits in a personalized way. Let ALEX help you find the plans that make sense for you and your family.

COLORADO STATE UNIVERSITY
State Classified

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Medical

The State of Colorado offers options through Cigna and Kaiser Permanente for a total of six plans. These plans are designed to offer a range of coverage and cost options to fit as many care and financial situations as possible. Paladina Health is an additional benefit for Cigna members.

Health Savings Accounts

If you enroll in one of the high deductible health plans (HDHP), you may be eligible to open a health savings account (HSA) through Optum Bank. An HSA is designed to help you save and pay for healthcare expenses and offers triple-tax savings by allowing to you to save now and for the future, if you do not spend your account balance.

Dental

The State of Colorado offers two Delta Dental plans: the Basic and Basic Plus plans which allow for varying levels of benefit payments depending upon the type of service provided by your dentist.

Vision

The medical plans include basic vision care through EyeMed or you may elect the Enhanced plan which includes increased coverage for a low monthly cost. The both plans offer an in-network routine eye exam, copays for basic lenses and an allowance for frames or contact lenses.

Flex Spending Accounts

Employees have access to Flexible Spending Accounts (FSA) which allow you to pay for eligible health care and child care expenses with pre-tax dollars An FSA helps you save money because contributions to the account are taken from your wages before taxes.
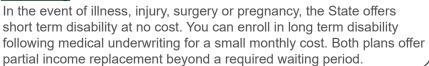
Life Insurance

The State provides life insurance as part of your total rewards package and offers basic life insurance in the amount of 1x your annual salary or a minimum of $50,000. You may also purchase voluntary coverage.

Disability

In the event of illness, injury, surgery or pregnancy, the State offers short term disability at no cost. You can enroll in long term disability following medical underwriting for a small monthly cost. Both plans offer partial income replacement beyond a required waiting period.

Monthly Leave Accruals*

Annual: Employees earn leave at varying rates, based on years of service. Accruals begin at 8 hours

Sick: Employees earn 6.66 hours

Holiday

The State Personnel Board gave Institutions the authority to substitute days that coincide with the academic schedule for 10 holidays.

Retirement

CSU employees do not participate in Social Security, so you are required to make a 10% contribution (as of 7/1/20) to Colorado PERA.

Some newly eligible employees may choose between PERA's Defined Benefit Plan and their Defined Contribution (DC) Plan. This allows employees to decide which Plan best fits their retirement goals. Some PERA benefits are not available when the DC Plan is chosen.

Voluntary retirement plans are available to supplement PERA.

CSU Human Resources
(970) 491-6947
MyHR@colostate.edu
555 South Howes St | 2nd Floor

*Leave for employees less than 100% FTE is earned on a pro-rated bases.

New Hire Notification

Benefit offerings are designated by employee type and new hires receive an email invitation to enroll in coverage from the HR Service Center when the online enrollment system is ready for access.

Enrollment Period

You will automatically receive free Basic Life and Short Term Disability insurance, but if you wish to sign up for medical, dental, vision, or other benefits, you must complete your online enrollment within **31 days** of your date of hire.

BenefitSolver

The State of Colorado uses the online enrollment system, BenefitSolver. Create your profile by registering, then use your user name and password to log in. If you need the Company Key, enter: *soc*.

Once your elections are made, review your benefits summary carefully to make sure your benefits and dependent information is correct. Print your elections and confirmation number for future reference.

Effective Date

Effective date is the first of the month following your date of hire. Premiums are deducted in the month coverage occurs.

Mid-Year Changes

You can make benefit changes within 31 days of a qualifying life event such as marriage, divorce, birth/adoption, gain or loss of other coverage, etc.

DUO

Prior to accessing Employee Self-Service from off-campus, you must access Duo. It is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your user name and password.

Employee Self-Service (ESS)

Use Employee Self-Service to access personal information, direct deposit, W-4 / W-2 information and pay advices.

Benefits Plan Year

The plan year is on a fiscal year basis, July 1 - June 30.

The next opportunity to change new hire elections is during open enrollment (in late April for a July 1 effective date) or within 31 days of experiencing a mid-year qualifying event.

Eligible Dependents and Official Documentation

You may enroll eligible individuals including your spouse, common law spouse, civil union partner or children (under age 26) in benefit plans.

Official documentation is required to validate dependent eligibility:
- Spouse/Partner - Marriage certificate or affidavit and a document dated within the last 60 days showing relationship status (for civil union partners).
- Children - A copy of the birth certificate or adoption certificate, naming you or your spouse/partner as the parent.

State of Colorado Benefits Unit

Most questions can be answered by CSU Human Resources, but occasionally you may be referred to the State for guidance. They can be reached at 1-800-719-3434 or state_benefits@state.co.us.

COLORADO STATE UNIVERSITY
Non-Student Hourly (Temporary Hourly)

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ACA Medical

Under the Affordable Care Act (ACA), CSU is required to offer health insurance to eligible variable-hour employees, or those who work an average of 30 or more hours a week during the applicable measurement period. No action is required from you to determine if you are eligible for ACA medical coverage.

If you have worked an average of 30 hours per week or more for at least 90 continuous days, CSU Human Resources will provide an offer of coverage when criteria is met. ACA medical coverage is not guaranteed or available immediately following employment.

ACA Medical Eligibility

Sick Leave Accrual
Beginning January 1, 2021, the Healthy Families and Workplaces Act requires employers to provide paid sick leave to their employees, accrued at one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

Leave may be used for treatment or recovery of an illness, injury or other health condition of the employee or an eligible family member. It may also be used if the employee is a victim of assault or criminal harassment and may need treatment or other services.

Employee Assistance Program
ComPsych is a no-cost, confidential resource that helps employees and their family members address personal issues. Staffed by experienced clinicians 24/7, ComPsych can recommend licensed providers, answer legal or financial questions, or refer you to experts in the community.

Mandatory Retirement
CSU employees do not participate in Social Security, so employees are required to contribute to Colorado PERA. Contribution amounts are determined by law.

Voluntary Retirement
Voluntary plans are available to supplement the mandatory retirement. Options for a 403(b) account are available through AIG, Fidelity or TIAA, and PERA administers the 457 and 401(k) plans. An employee may make contributions up to the IRS annual maximums.

CARE Program
Connects employees to both on campus and community resources that provide health and social services through a comprehensive resources directory and hands-on guidance. It also provides information about, and referrals to, agencies and organizations in Northern Colorado.

DUO - Dual Authentication
Prior to accessing Employee Self-Service from off-campus, you must access DUO. It is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your user name and password.

Employee Self-Service (ESS)
Use Employee Self-Service to access personal information, direct deposit, W-4 / W-2 information and pay advices.

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555 South Howes St | 2nd Floor

Benefits Summary for Graduate Assistants

Please visit the [Graduate School Assistantship website](#) for more information on stipends, tuition benefits, health insurance, sick leave, parental leave, the Student Employee Retirement Plan (SERP), and more.

Stipends

Assistantship awards offer a stipend to the student in return for certain specified services to Colorado State University. The stipend is treated as income (subject to withholding taxes) and both the University and the student agree to a formal appointment when an assistantship is arranged. [Graduate Assistant Minimum Stipends](#) are published each spring.

Tuition Benefit

If specified on a Graduate Assistant Appointment and Certification Form, this benefit is provided in the form of financial aid, independently of the stipend, as a qualified base tuition reduction given for educational purposes under Section 117 of the Internal Revenue Code.

Base tuition amounts are published on the Office of Financial Aid's [Tuition and Fee webpage](#) in the Graduate Tuition and Fees section. Tuition Remission does not cover the Graduate Differential Tuition amounts published in this section.

Assistantship Health Insurance Contribution

The Graduate School funds this benefit as a way of helping you protect your educational investment. Even a relatively minor health event, such as a knee injury, could create a situation where medical debt precludes the ability to continue in your program. Criteria for the benefit is detailed on the [Assistantship Health Insurance Contribution](#) webpage.

Sick and Family Medical Leave

For GA's, sick leave is accrued at one hour for every 30 hours worked, up to a maximum of 48 hours per year. The leave my be kept for 6 months after separation and can then be reinstated. Leave must be requested from supervisor or HR liaison in order to apply sick leave to correct assignment (as some people have multiple). Graduate Assistant eligibility is based on having at least 12 months of CSU service and working 1040 hours in the 12 months prior to the need for leave. FML is unpaid leave; however, your available paid leave balance (e.g. sick, parental leave) will be used concurrent with FML.

Student Employee Benefits

More information on student employee benefits can be found on the [Human Resources Benefits website](#).

Sick Leave

For Work-study and student hourly employees, sick leave is accrued at one hour for every 30 hours worked, up to a maximum of 48 hours per year. The leave my be kept for 6 months after separation and

can then be reinstated. Leave must be requested from supervisor or HR liaison in order to apply sick leave to correct assignment (as some people have multiple). More information available on the [Human Resources website](#).

SERP (Student Employee Retirement Plan)

If enrolled in fewer than five credits/semester, student employees are eligible for SERP. SERP is an alternative to Social Security for student employees at Colorado Public Higher Education Institutions who would have been required to participate in Social Security. The SERP allows for a refund of your contributions and any earnings upon termination of employment. After leaving the institution, the account can be rolled over to an IRA or another employer's retirement plan (if the new employer plan allows such transfers) or taken as cash. Certain restrictions do apply. The accounts are fully vested, allowing you to take full ownership of the investments and any earnings. More information is available at the [Career Center website](#).

Jury Duty

Student employees are granted paid leave up to $50 per day the first 3 days of jury duty, if they are regularly employed.

Regularly Employed includes part-time, temporary, and casual employment if the employment hours may be determined by a schedule, custom, or practice established during the 3-month period preceding the juror's term of service. Time exceeding 3 days is not compensable by the employer.

Before jury duty leave can be approved, the student employee must provide a copy of the Juror Service Certificate to their employer to get paid for hours spent on jury duty.

If an employee is summoned to jury duty while being paid with work-study funds, please contact OFAPay@colostate.edu.

Where Do I Go For…

New Employee Orientation

You are encouraged to attend the University Employee Orientation within the first couple of months of your start date. The Orientation is designed to provide you with helpful information about the CSU community and culture. The office of Talent Development coordinates the Orientation. Shortly after you begin your position, you will receive an email with registration information, or you can find more details at Talent Development's orientation webpage.

Talent Development

The Talent Development team offers a wide variety of free in-person or online trainings for CSU employees at all stages of their careers. Continual professional development opportunities are available in areas such as self discovery, interpersonal skills, team effectiveness, and systems thinking. Workplace English improves employees' English skills in speaking, reading and writing. The Supervisor Development Program is designed to provide faculty and staff with the tools they need to be effective and inspired in their respective roles at the university. Talent Development even offers customized workshops to groups of employees of curricula tailored specifically to the department's needs or facilitated discussion of any professional topic that is helpful for your group. See all the current development opportunities available at Talent Development's website.

Parking and Transportation

The CSU Parking and Transportation team offers many flexible options for purchasing parking passes for commuting to campus. They also manage carpools and vanpools and provide information about riding Transport for free as a CSU employee. They can also guide you towards the best, safest way to commute and get around campus by bicycle.

Visit the Parking and Transportation website to view your many transportation options.

Employee Housing Programs

The Employee Housing Programs assists with housing resources, rental and sabbatical housing searches, financial assistance and home ownership. A below market rate rental program is also being developed. Stay up-to-date on the housing website and sign up for the email distribution lists to get the latest news on housing programs being implemented at CSU, housing related classes being offered, and housing opportunities in the community.

Employee Councils

Admin Professional Council (APC)

The APC's purpose is to represent and promote the interests of administrative professionals at Colorado State University and to facilitate communication across campus. Members are dedicated to researching, discussing, making recommendations to the CSU Administration, and assisting in implementation, when warranted, issues regarding employment and benefits that have the potential to affect the welfare of APs.

APC Pillars and Goals
Advocacy

- University budget discussions
- Work-life balance
- Consistent AP evaluation system
- Salary/Compensation for on and off-campus employees
- HR/OEO Processes

Engagement

- AP role on campus
- Supervisory training
- Inclusive membership/recruitment
- New member support
- University Business Operations Taskforce

Service

- Volunteer opportunities for all
- Employee appreciation
- Inclusive membership

For more information, visit https://ap.colostate.edu.

Classified Personnel Council (CPC)

Mission Statement

The Classified Personnel Council serves to represent State Classified employees at Colorado State University by promoting, improving and protecting their role within the University system. Its elected members form a united voice on issues and decisions that directly affect State Classified employees of the University.

CSU Depends on the CPC

Colorado State University (CSU) depends on a strong, dedicated, and informed Classified Personnel Council (CPC) to ensure state classified views, ideas, and concerns are represented in University decision-making. CSU also depends on the CPC to:

- Disseminate information related to CSU and state classified employees
- Review bills before the state legislature that impact the University community
- Recognize and reward CSU employees
- Host informational sessions and employee appreciation events
- Research, review, and recommend ways to improve the work lives of CSU employees

For more information, visit https://cpc.colostate.edu.

Faculty Council

Faculty Council is the representative body for the academic faculty in shared governance at CSU. The Faculty Council, subject to statutes of the State and regulations and policies of the Board of Governors (BOG), has jurisdiction over the general educational policies of the University and passes all rules and regulations necessary to University government. Faculty Council membership consists of one elected representative from each academic department and the Libraries, and a proportionate representation from each college as voting members. Upper-level administrators are ex officio non-voting members.

For more information, visit https://facultycouncil.colostate.edu.

Commitment to Campus

CSU's Commitment to Campus (C2C) encompasses a wide range of programs, discounts, and special benefits available to CSU faculty and staff. These opportunities are offered to:

- Promote employee health, wellness, and personal advancement
- Engage employees in the life of the University
- Connect employees and students outside the classroom
- Enrich participation in campus programs, classes, and events
- Reward employees for their service and involvement in the CSU community

View all the opportunities available at the C2C website.

Employee Assistance Program

The EAP Program is committed to providing equitable and supportive access to wellness resources for CSU employees in three ways. The on-site EAP Coordinator offers assessment and referrals, management consultation, outreach to employees who may be struggling, and departmental support after impactful events or loss within a community.

ComPsych provides no-cost, confidential assistance to help address the personal issues faced by employees (faculty, staff, non-student hourly, graduate assistants) and members of their household. Staffed by 24/7 experienced clinicians, ComPsych will refer employees to a local, licensed psychotherapist, answer legal or financial questions, or refer you to experts in the community.

The CARE program provides CSU employees with information about, and referrals to, agencies and organizations in Northern Colorado who provide low-cost or no-cost services in the areas of physical and

mental healthcare; financial, food, clothing and other household necessities; dependent care; services for the disabled and/or elder care; housing, including emergency food and shelter; education; transportation; pets; and other support services. See the CARE program website for more information.

Ergonomics Program

The CSU Ergonomics Program offers numerous services to CSU faculty, staff and students which include but are not limited to training, ergonomic evaluations, cost-sharing or matching funds opportunities (for office ergonomics) and an ergolab or showroom where employees can try office ergonomic related equipment before purchase. Training and/or evaluations can be for provided for any job task performed at CSU, whether in the office environment or when performing any other task (custodial, animal or material handling, food service, etc.), and ergonomic evaluation and/or training sessions can be conducted either in-person or virtually as needed and appropriate. Although several training sessions are available online and on-demand, training can also be designed specifically for a job or task regardless of the type.

Risk Management

Colorado State University provides Workers' Compensation coverage, as required by law, for employees who are injured during the course and scope of employment. If you are injured during while working for CSU, please contact Risk Management and Insurance.

Office of Equal Opportunity

CSU is a land-grant institution committed to offering access in it's educational, scholarly and outreach activities to all individuals representative of our multi-cultural society and providing an environment of excellence in which all individuals can participate to the full level of their capabilities, realize their aspirations and contribute to the global society in which we live. The Office of Equal Opportunity is charged with implementing, monitoring and evaluating programs, activities and procedures that support this commitment. The office oversees the University's search and selection process and provides trainings on that process throughout the year.

OEO conducts investigations and resolves complaints of discrimination and harassment in accordance with University procedures, and serves as a resource and provide assistance to units, departments and University constituencies regarding matters related to equal opportunity, affirmative action, access and non-discrimination. Any person (e.g., faculty, staff, student, visitor) may report what they believe to be an act of discrimination or harassment based on race/ethnicity, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression, or pregnancy to the Office of Equal Opportunity. Please see the Office of Equal Opportunity website for more information.

Human Resources Manual

The Human Resources Manual contains detailed provisions, policies, regulations, and benefits for all employee groups. View the full manual and other related policies on the HR website.

Office of the Ombuds

Confidential, impartial, informal, and independent resource to assist employees navigating concerns or conflict in the workplace. See more at the Ombuds website.

What we do:

- Listen to issues and concerns
- Help identify a range of options for problem-solving
- Answer questions or make appropriate referrals
- Offer information about CSU policies and procedures
- Facilitate communication between people
- Conflict coaching
- Informally mediate disputes

Important Policies and Procedures

- Discrimination and Harassment: http://policylibrary.colostate.edu/policyprint.aspx?id=710
- Consensual Relationship: http://policylibrary.colostate.edu/policy.aspx?id=509
- Discrimination Complaint Procedures: https://oeo.colostate.edu/discrimination-complaint-procedures/
- Sexual Harassment Complaint Procedures: https://oeo.colostate.edu/sexual-harassment/