

Name:

Department:

Hire Date:

**New Employee Paperwork**

[ ] I-9 Form completed

[ ] W-4 Tax Form

[ ] Direct Deposit Form

[ ] Emergency Contact

[ ] Injury Reporting policy

[ ] Fitness for Duty Policy

[ ] State of Colorado New Hire Registry

**Benefits and Compensation**

[ ] Review Medical, Dental, Life, Disability Insurance from State of CO

[ ] PERA Retirement Enrollment Form

[ ] No Social Security Withheld Form

[ ] Employee Assistance Program

[ ] Compensatory Time Policy

[ ] Paid and Unpaid Leave, Holiday Policy

**Training Scheduled and/or completed**

[ ] SkillSoft training

* Harassment
* Safety
* Cyber Security
* Emergency Preparedness

[ ] Log on to URSA, Pay Check review

[ ] E-mail (first.last@unco.edu)

**Other Items**

[ ]

[ ]

[ ]

Note: All new hires are required to review all policies and procedures, including the Colorado State Drug and Alcohol Policy at www.colorado.gov

Date Completed:

By: