

# CIRES New Hires

For Hires embedded in the NOAA Cooperative Agreement



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# Initial Steps: Supervisor Responsibilities \*do these as soon as you know you have a hire

- Initiation of security clearances for physical and logistical access
  - Fingerprinting (can be done at visitor's center or some private vendors- sooner is better)
  - Begin background check (with laboratory trusted agent)
  - Coordination of start date with background check if needed\*
  - CAC appointment
- IT equipment requisition with division IT if needed
  - Application to appropriate HPC accounts or data sets at NOAA (separate applications)
  - If employee is working on a CU grant, they may need to requisition computing through CIRES IT
  - Loaner laptops can be issued from CIRES IT if needed. Email [ciresithelp@colorado.edu](mailto:ciresithelp@colorado.edu)

\*Division specific requirements see your trusted agent - the sooner your trusted agent knows of a hire the better the chance they can get clearances done.



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# Pre-start Date: Supervisor Responsibilities Continued

Supervisors need to keep tabs on where employees are in the DSRC security process...and

- Set realistic expectations about physical return to work
  - We are remote until directed otherwise unless position can't be achieved remotely

\*\*Don't request training be completed in advance of start date

- If physical access is a requirement of the position, know this can take 2+ weeks
  - Return to research application depends on trainings that can't be completed ahead of time
  - Federal escort might be needed to enter the facility for equipment pick up and training - these need prior approval for access

# Physically Accessing CU/NOAA

## For all physical visits to CU/NOAA campus

- Check the “[return to research](#)” guidance on the CIRES Admin News Blog
- AND Follow your division specific approval process (NOAA Division Management approval, visitor center notification and complete site access logs if appropriate)
- If the visit takes place before IdentiKey:
  - Email Daniel Keane (daniel.keane@colorado.edu) in advance of the visit - include dates, times and areas accessed (building, pod and hallways) and await approval (
- If employee has IdentiKey
  - Complete the daily health screener “[Buff Pass](#)” on each day of physical access/contact\*

\*Supervisors receive a weekly report of Buff Pass screens for their employees, but no daily request log



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# I-9 and Special Access Considerations

- Employees are asked to come to campus to complete I-9 within 72 hours of start date
  - Instructions for this are sent directly to the employee
  - Employees might not have their CU IdentiKey yet, and may not be able to complete the daily health screener ([Buff Pass](#))
  - If an employee is remote or is quarantined (due to exposure or positive test result) a remote process is an option
  - Email [i9forms@colorado.edu](mailto:i9forms@colorado.edu) to request the remote process

# What your Hire sees after the Offer is Signed

New Hire letter from LuAnn Line, CIRES Payroll Liaison - usually sent a week before start date

- Welcome message
- Work Location - DSRC, SEEC or Main Campus
- Title, Employee number
- MyLeave Guides, I-9 instructions, Direct Deposit Forms, Benefits links, Training links



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# CU QuickStart

Invitation to CU Boulder HR “QuickStart” program cc to Supervisor

\*Generally held on the first day of employment or shortly thereafter

- Welcome message to CU Boulder
- Buff One Card and bus pass instructions
- Direct Deposit
- Benefits Overview
- Basic MyLeave Overview



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# Welcome Message to NOAA Employees and Invitation

Direct invitation to all CIRES Hires embedded in NOAA labs (remote or physically located at DSRC)

- Welcome message to CIRES
- Introduce dedicated admin staff there to help them through onboarding
- Invitation to meet with me in the first week
- Opportunity to ask any questions they have right away



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# Orientation Meet

\*Done via Google Meet during remote work

- CIRES Overview
  - Who we are, how big, how we are spread out geographically, how it fits in with NOAA
  - Who NOAA is, how big is the Fed staff at NOAA
  - Why do I have a supervisor and a science advisor?
- Who the new hire is
  - If they're new to Boulder - links to Boulder Mountain Parks, RTD
  - If they live inside/outside the county: links to RTD trip planner
  - Do they have kids? Links to Commerce Children's Center and CU Childcare resources



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# Orientation Meet Continued

Publications Registration (ASA and CIRES publications database) OrchID

Business cards

Office set up (ergonomics, who to ask for what)

Overview of CIRES IT vs. NOAA IT

Email set up overview (NOAA vs. CU & Forwarding)



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# Orientation Meet Continued

InsideCIRES overview

Your CIRES information and policy hub

Travel submission, ASA, Career Track

Admin News Blog

Update of InsideCIRES account: Add NOAA email, office #, Phone



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# Orientation Meet Continued

## MyLeave Entry with accrual specific information

- Walk through of preferences set up
- Mock entry of leave (vacation and sick)
- Sick leave for covid specific cases

## Benefits Matrix and Comparison Tools

- Who to reach out to if you have questions re: benefits



# Orientation Meet Continued

## DSRC Security Environment

- Badging and security basics
- Parking Pass
- Lost badges
- Building Maintenance (GSA)
- Site Closures (emergency notification system & how to account leave)

# Orientation Meet Continued

## Orientation Packet

- Links and phone numbers
- [Education and Outreach](#)
- GSA Building Guide
- Boulder Mountain Parks interactive [PDF](#) trail map
- Boulder Libraries
- [Member's Council](#)
- MyLeave Guide (pdf)
- IT Guide for CU Email (pdf)



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# Orientation Meet Continued

- Physical Tour\* - How is the DSRC organized (maps and pods)
  - Bike Room
  - Showers
  - Fitness Centers
  - Health Unit

\*I do not cover individual mail rooms, mail codes, break rooms or meeting rooms in each division - only building wide resources.

# After One Month

- Have you submitted your first timesheet?
  - Do another walk through with them if not
- Any pain points? Do you have all your accounts/access?
- Are any reimbursement requests submitted (travel/moving expenses)





# After Six Months

New Hire coffee (last one held on February 11)

Introductions to other parts of CIRES admin they may not have interacted with yet:

- Christine Wiedinmyer
- Susan Sullivan
- Education and Outreach
- Member's Council Introductions
- HR Team Members



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# After Six Months Continued

What have we missed?

CU Welcome Experience (offered virtually) and NOAA Public Building Tour

Annual Summary Reminder

Career track

Professional Development Requests

CU Employee perks and benefits reminder (also covered at the QuickStart)

[Benefits Hub](#)/Buff Perks/Discount Programs



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# CIRES Task II Finance Managers

- Annie Fudale | [anna.fudale@colorado.edu](mailto:anna.fudale@colorado.edu) | 303-492-0314
  - Finance manager for Task II GML & GSL lab
- Nikki Joy | [nicole.joy@colorado.edu](mailto:nicole.joy@colorado.edu) | 303-735-7535
  - Finance manager for Task II PSL and CSL labs, SWPC, WPC and NCEI

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What are Annie & Nikki's roles as Finance Managers?

- Review all financial transactions for allowability, allocability, reasonableness & consistent treatment of costs

When would you contact Annie or Nikki?

- Questions about purchasing or when you need to make a purchase
- Monthly effort and/or notification of any FTE changes
- When you don't know who to contact we can always help direct you to the appropriate person no matter your question.

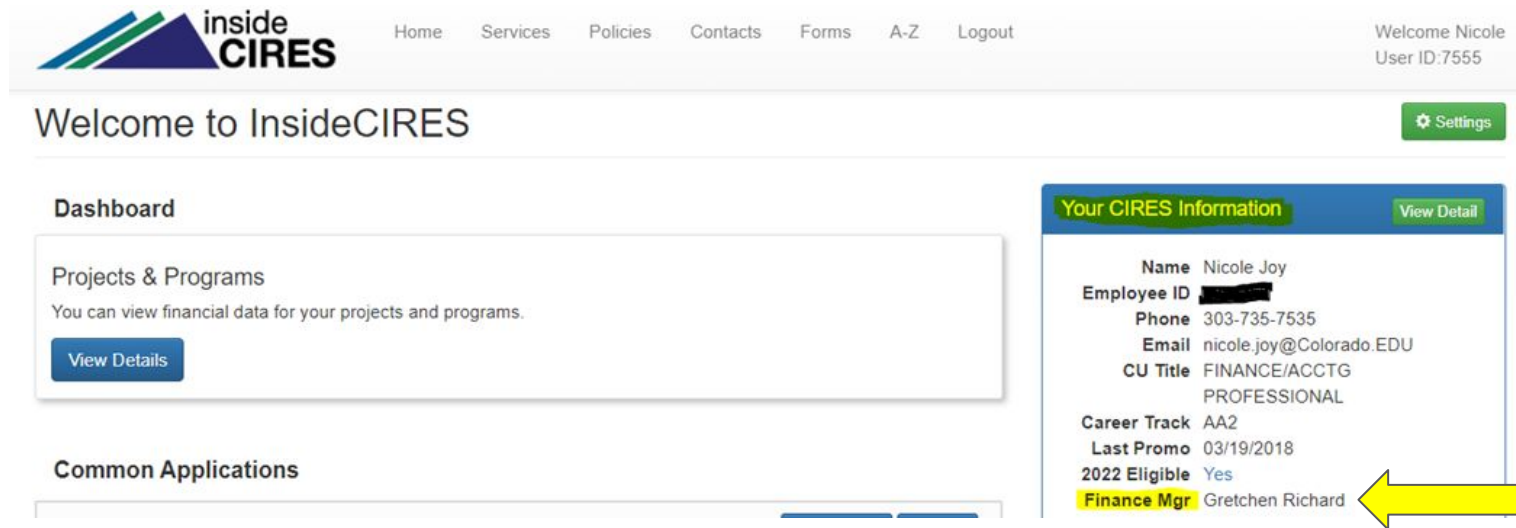


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# Forget who your finance manager is?

This info can be found near the top right corner of the page when you log into InsideCIRES. Every CIRES employee has an assigned Finance Manager.



The screenshot shows the InsideCIRES dashboard. At the top, there is a navigation bar with links for Home, Services, Policies, Contacts, Forms, A-Z, and Logout. The user is logged in as Nicole (User ID: 7555). The main content area is titled "Welcome to InsideCIRES" and includes a "Settings" button. Below this, there is a "Dashboard" section with a "Projects & Programs" card and a "Common Applications" section. On the right, there is a "Your CIRES Information" panel with a "View Detail" button. The information in this panel includes:

|                    |                               |
|--------------------|-------------------------------|
| Name               | Nicole Joy                    |
| Employee ID        | [REDACTED]                    |
| Phone              | 303-735-7535                  |
| Email              | nicole.joy@Colorado.EDU       |
| CU Title           | FINANCE/ACCTG<br>PROFESSIONAL |
| Career Track       | AA2                           |
| Last Promo         | 03/19/2018                    |
| 2022 Eligible      | Yes                           |
| <b>Finance Mgr</b> | Gretchen Richard              |

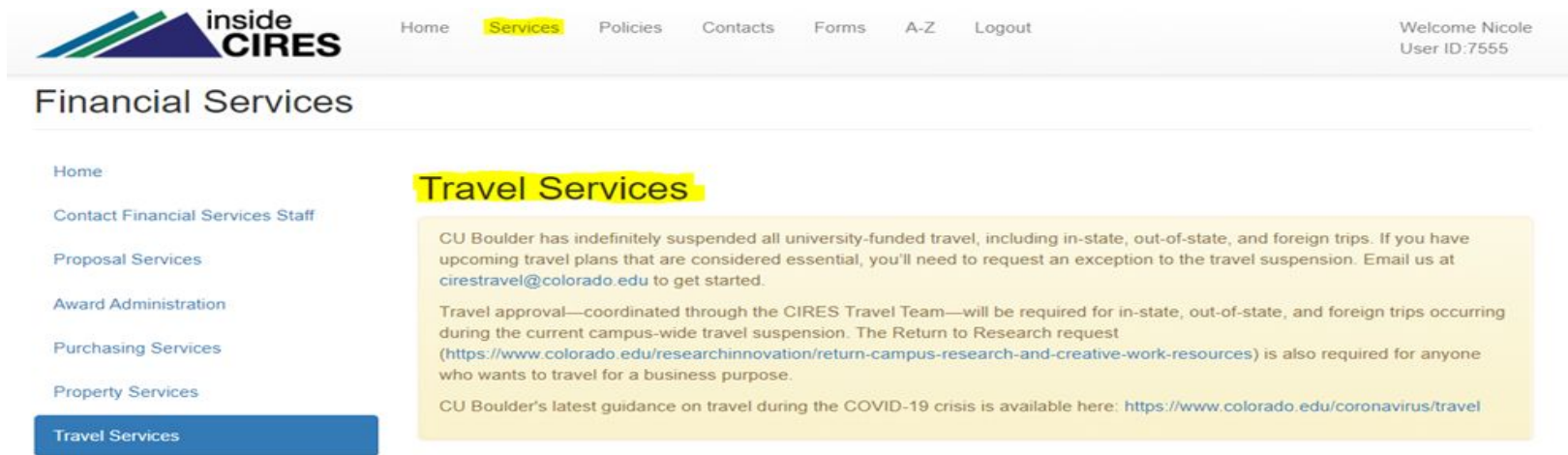
A yellow arrow points to the "Finance Mgr" field, which is highlighted in yellow.

# Submitting a Travel Request via InsideCIRES

-When traveling on Task II funds, before submitting a travel request via InsideCIRES, individuals should receive federal Travel Acknowledgement from your lab/center. You will be asked to attach this acknowledgement to your InsideCIRES Travel Request.

-Please visit InsideCIRES for specific travel-related information by clicking *Services > Travel Services*.

COVID restrictions are still in place. Please always feel free to email the CIRES Travel team at [CIREStravel@Colorado.edu](mailto:CIREStravel@Colorado.edu) with any travel-related questions.



The screenshot shows the InsideCIRES website interface. At the top left is the InsideCIRES logo. The navigation menu includes Home, Services (highlighted in yellow), Policies, Contacts, Forms, A-Z, and Logout. On the right, it says "Welcome Nicole User ID: 7555". Below the navigation is a "Financial Services" section with a list of links: Home, Contact Financial Services Staff, Proposal Services, Award Administration, Purchasing Services, Property Services, and Travel Services (highlighted in a blue box). The main content area features a yellow box with the heading "Travel Services" (highlighted in yellow). The text in the yellow box states: "CU Boulder has indefinitely suspended all university-funded travel, including in-state, out-of-state, and foreign trips. If you have upcoming travel plans that are considered essential, you'll need to request an exception to the travel suspension. Email us at [cirestravel@colorado.edu](mailto:cirestravel@colorado.edu) to get started." It continues: "Travel approval—coordinated through the CIRES Travel Team—will be required for in-state, out-of-state, and foreign trips occurring during the current campus-wide travel suspension. The Return to Research request (<https://www.colorado.edu/researchinnovation/return-campus-research-and-creative-work-resources>) is also required for anyone who wants to travel for a business purpose." It concludes with: "CU Boulder's latest guidance on travel during the COVID-19 crisis is available here: <https://www.colorado.edu/coronavirus/travel>".



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# Questions?

- CIRES HR Team| [cireshr@colorado.edu](mailto:cireshr@colorado.edu)
  - HR support
- Lucia Harrop| [lucia.harrop@noaa.gov](mailto:lucia.harrop@noaa.gov)
  - Dedicated Admin Support for NOAA embedded CIRES employees
- Annie Fudale| [anna.fudale@colorado.edu](mailto:anna.fudale@colorado.edu) | 303-492-0314
  - Finance manager for Task II GML & GSL lab
- Nikki Joy | [nicole.joy@colorado.edu](mailto:nicole.joy@colorado.edu) | 303-735-7535
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