
HRIC Takeover

 UNIVERSITY OF DENVER • The Bridge

HRIC Bridge Takeover Winter Quarter, January 9

Dear Faculty and Staff,

Welcome to 2025! As we step into this new year, I want to take a moment to thank each of you for your dedication and the incredible work you've done for our campus community over the past year. Your contributions are the foundation of our continued success, and they truly make a difference for our students, colleagues and community members.

We know that the start of a new year can bring both excitement and challenges. Please remember that the Human Resources and Inclusive Community (HRIC) team is here to support you. Whether you are looking for professional development opportunities, guidance with workplace needs or wellness resources, we're ready to help you navigate the year ahead.

Together, we'll continue building a workplace where everyone can thrive and feel supported in achieving their goals. Thank you for being such an integral part of what makes this community strong.

Wishing you a successful and fulfilling year ahead!

Warm regards,

Jeff Banks
Vice Chancellor for Human Resources

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2025 Orientation Details

- Thanks to the generous sponsorship of Canvas Credit Union, new hire orientation will resume the in-person option for orientation
- First orientation of the new year will be January 13, 2025
- Remote option will still be available and a new self-paced option is now available- more details are below
- New hires are invited to enroll in orientation in their welcome email
- Managers are encouraged to work with new hires to find the best orientation date. We recommend that new hires attend orientation within 2 weeks of start date
- Enrollment for orientation can be found on CrimsonConnect

Self-Paced New Employee Orientation



This fully asynchronous online option allows you to complete the orientation at your own pace, providing flexibility to fit your schedule. However, there is no live support or engagement with other peers. This option works well for adjuncts, part-time employees, remote employees, or employees with alternative schedules. Below are instructions on how to access this online course.

To start the Self-Paced New Employee Orientation you must have access to the Talent@DU platform and be a Benefited or Non-Benefited employee. Please follow [this link](#) to launch the course, and if you have any questions please contact Learning@du.edu or call 303-871-2979.

LinkedIn Learning - Staff & Faculty Informational Session

Please join us as Alyssa Rowe, the Senior Customer Success Manager at LinkedIn Learning, showcases many of the professional development features available to DU staff and faculty. These include, but are not limited to, the new LinkedIn Learning AI Coach, micro-credentials, personalized recommendations, access to exclusive playlists, unique content, and much more. To register, [visit our Crimson Connect events calendar](#) or email Learning@du.edu

DU Story Mosaic

As part of National Mentoring Month, 4D will be hosting a [Story Mosaic with Community + Values](#) around the theme of Mentoring Moments on January 29 from 12-1:30 p.m. Share your unique mentorship experiences; whether you have been a mentor, a mentee, or both, your story can inspire and empower others! Mentorship

can thrive in a variety of settings, and often times can be in a passing moment or experience; rather than a formal program or structure. If you are interested in being a storyteller, [check out our submission link](#).

HRIC Town Hall

HRIC will be hosting a virtual town hall next Wednesday, Jan. 15, from 10-11:30 a.m. If you would like to learn more or check for updates surrounding this event, please [check the HRIC website](#).

Interested in this event? No registration is required, simply join [this zoom link](#) at the designated time.

Employee Appreciation Event



Athletics and Canvas Credit Union are hosting an event in order to show our support for employees! This will be held at a men's basketball game Thursday, January 30 at 7 p.m, Doors open at 6pm. There will be light apps provided. Huge thank you to both Athletics and Canvas Credit Union!

If you would like to attend this event, [register here](#).

Time to Opt-in for Electronic Access to Annual Tax Documentation

[My Profile](#)

Pay Information ▼

Latest Pay Stub: 01/02/2025 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings ▲

Benefits ▲

Taxes ▼

Federal Tax [W-4 Employee's Withholding Allowance Certificate](#) [W-2 Wage and Tax Statement](#)

Filing Status: Single [Electronic Regulatory Consent](#) [W-2c Corrected Wage and Tax Statement](#)

Status: Active

Additional Withholding: ██████████ [1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

Dependent Amount:

Dependent under 17:

Other Dependent:

Other Income:

Deductions:

California State Tax

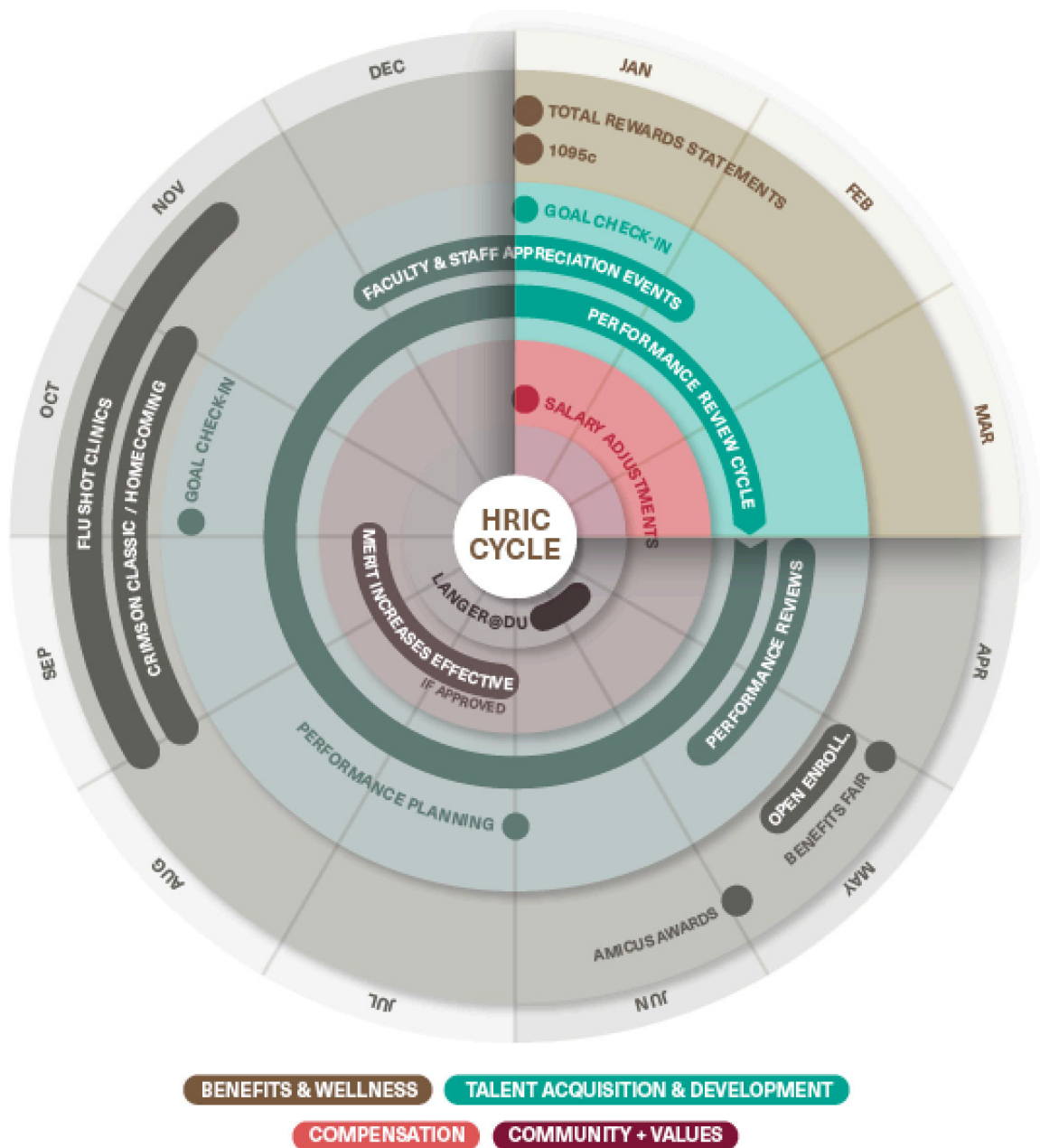
Filing Status: Single or Dual Income Married

As tax season approaches, we encourage employees to opt-in for electronic deliver of their 2024 1095-C forms. This allows you to access your important tax documentation conveniently and securely.

To opt-in, log in the My4D (formerly MyDU) and follow this path: **my.du.edu > My Employee Profile > Taxes.**

Please note that the 2024 1095-C forms are not yet available for download. Once they become available, we will notify you via The Bridge or email.

2025 HRIC Calendar Cycle



Streamlining of the I-9 Process

Beginning last August, we introduced two more options for reviewing Section II documents for the I-9. The first option was to have supervisors review Section II documents either online or in-person via Zoom and let us know when it is done so we can complete section II and E-Verify on our end. We have gotten some great feedback from the units who decided to try that option in their area.

We also implemented a zoom option that allowed new employees to meet with an Employment Services team member online to review their documents. The Zoom offering for new employees has gotten great feedback from units and employees alike as well! Employees have mentioned how helpful it is to schedule an appointment that they can make from any location without having to come over to Mary Reed and potentially wait to be seen.

Having received such great feedback, we have decided to streamline the process further

by conducting all Section II documents reviews via Zoom. This does not mean that the units using the supervisor review process has to change. Instead, for those who wish to have HR conduct the Section II document review, these will be done exclusively via Zoom.

This will prevent employees from having to make their way to Mary Reed, find their way to our offices, and potentially having to wait while other drop-ins are served. If they do not have their ID with them to swipe into Mary Reed, the current process is lengthened further. By scheduling appointments, they can avoid all of these issues.

As always, during the transition, we will take whoever walks in needing our assistance until the word gets out there. However, we would appreciate it if you could help us to communicate that every new employee who passes the background check will get another email from HireRight to complete Section I of the I-9. Once Section I is complete, Employment Services will send these same employees an email explaining how to schedule Zoom meetings for Section II with us.

If your unit uses the supervisor review method, you can continue to do those in your area. Having said all this, we are happy to schedule an in-person appointment with an employee if they need a special accommodation outside of the Zoom meeting or supervisor review of their Section II documents. Please have them email employmentservices@du.edu to do so. **Beginning January 6, 2025 walk-ins will be by appointment only.**

Use the Benefit Advocate Center to Answer Your Burning Benefit Questions

The Benefit Advocate Center (BAC) is a group of licensed benefit advocates that specialize in assisting employees in resolving questions and issues related to the University's benefits coverages and plan details.

Benefit Advocates can:

- Explain benefits coverages and plan details
- Assist in finding a network provider
- Help order new ID cards
- Provide support for claim resolution
- Assist with enrollment questions

Employees may reach out to the BAC directly at the following contacts:

Phone: 833-355-8939

Email: bac.duadvocates@ajg.com

BAC hours for phone support are 8 a.m.–6 p.m. MDT.

Take Advantage of DU's Tuition Waiver



As a DU employee, you, your partner or your dependent children under 25 years old can receive a tuition waiver.

Individuals are no longer limited on how many hours you can take per quarter. You have 20 hours to use every academic year, and you get to decide how to best fit those hours into your unique schedule. All employees must select the course priority in the waiver process.

Instead of the hours renewing every summer, they will now be renewing every fall, and you will have until the end of the next summer to use your 20 credit hours. If this adjustment in schedule will affect your in-progress course plan, please email HR at benefits@du.edu. Employees must still request review for job-relatedness by the end of the third week of the course.

Broaden your skills, earn a degree or take part in a number of professional development certificates to fully utilize the benefit. Learn more about this valuable benefit by [visiting the tuition waiver page](#).

Your PTO and Sick Leave Benefits

Whether you're feeling under the weather or need to schedule an important visit to the doctor, it's important to use your sick leave benefits. Full-time, non-faculty employees accrue one day of sick leave per month up to a maximum of 130 days.

Personal Time Off (PTO), such as vacation time, is also a recognized leave. Full-time, non-faculty employees accrue vacation time based on the employee's work schedule and length of employment. In the first seven years of employment, individuals accrue 1.25 days per month up to a maximum of 15 days; after seven years at DU, individuals accrue 2 days per month.

Important: The leave policy has been updated. More information can be found in the [DU policy library](#). A big thank you to all the stakeholders who worked on this important update.

Know Your Benefits

The University offers a comprehensive benefits package to employees holding an appointed position that is at least half time (20 hours per week). Many of the benefit plans provide coverage for your spouse/partner and dependent children.

For your convenience, [we've put together an overview of the benefit offerings](#), including medical, dental, vision, flex spending accounts, life insurance and more.

[For detailed information about the benefit offerings, please visit the Benefits website.](#)

EcoPass Has Gone Digital



Benefitted employees have access to free RTD bus and train services through the RTD MyRide App.

The RTD MyRide App EcoPass still works for all regular bus and train services, including the A Line to Denver International Airport, just like your old EcoPass Card!

All cards were switched off last fall, so you must install the MyRide App if you wish to continue using your RTD EcoPass.

Full instructions for installing the app, creating your account and activating your EcoPass can be found here:

[English language instructions](#)

[Instrucciones en Español](#)

If you cannot access the MyRide App, contact benefits@du.edu, and we can assist you with obtaining a MyRide Card.

Save Money and Expand Your Well-being With DU Discounts, Available Through Beneplace

Your work-life balance and general well-being are as important to us as the work you contribute. That's why we're excited to offer a new employee discount marketplace, DU Discounts– your one-stop shop for exclusive and convenient savings on the products, services and experiences you know and love. You'll find deals on:

- Electronics
- Appliances
- Theme Parks
- Hotels
- Movie Tickets
- Rental Cards
- Gift Cards
- Apparel
- Cars
- Flowers
- Fitness Memberships
- Groceries
- Special Events
- And More!

Access to these discount offerings is cost-free for benefitted DU employees, and it's easy to enroll for access. Visit <https://du.savings.workingadvantage.com> and begin saving today.

New Employees: Have you Read the Employee Handbook?

In April of 2024, all current employees and faculty were assigned to review and acknowledge the new Employee Handbook. For those who have joined our staff and faculty after that, the handbook acknowledgement is included in the initial **2024-25 New Employee Training**. If you have direct reports, please remind them to complete this task if they haven't done so already. Please login to Talent@DU and

view your "Action Items" to see if you have either item pending there and please reach out to Learning@DU.edu with questions or concerns.

Mentors Need Mentees!

The HRIC Mentor program has some wonderful mentors just waiting to share their expertise with a mentee. Click [here](#) to learn more about the mentor program and view the list of mentors across campus. They are only missing one thing... you!

Mentoring is a great way to develop personally and professionally, gain new perspective, solve problems, build resilience, share knowledge and network with other professionals. Mentoring is valuable to both the mentor and the mentee. Mentors gain a sense of purpose, support their own continuous learning and build a community when they help others reach their goals.

When is the best time to get a mentor? Any time you need guidance, fresh perspective, or support in navigating a significant career juncture. Pivotal times to get a mentor may include: starting a new job, transitioning to a new role within your company, preparing for a promotion, navigating a career change, entering a leadership position, experiencing significant workplace challenges or when you feel stuck in your career development.

For questions about the mentorship program, email Andrea.Groth@du.edu.

The Bridge connects faculty and staff to all campus happenings, all the time.

Do you have an announcement, opportunity, survey or event to promote to DU faculty/staff?

Use [our easy online form](#) to submit your news. Paid events and programs must include a DU faculty/staff discount. **A minimum lead time of two weeks pre-publication is required for considerations.**

We want to hear from you! Give us your feedback on The Bridge or suggest new content to consider using [our easy feedback form](#).

[View email online](#)



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