

# WELCOME TO LARIMER COUNTY

A Quick Reference Guide for New Employees

## TERMS & THINGS TO KNOW

**UKG:** Our payroll system, managed by the Payroll team in HR.

**FRAN:** Our financial system, managed by the Finance department.

**Guiding Principles:** Set of tenets that guide Larimer County as both an employer, and as we provide services to county citizens.

**Bulletin Board:** Our intranet where employees can find everything they need from meeting rooms to the phone directory to important links.

**LC Learning Center, Absorb:** Tool to access our catalog of training for the County, including free access to LinkedIn Learning

**Facilities Issues & Concerns:** Are you having issues with work space, lights, bathrooms, break rooms, elevators, or have other building related concerns? Submit a ticket via the WeServe portal on the Bulletin Board.

**Technology Issues & Concerns:** Are you having issues with computer logins, passwords, phones, voicemail, software, or have other technology related concerns? Contact Support Central at x5000 or submit a WeServe ticket.

**Sheriff employees should email their support needs to sheriff-computer-services@co.larimer.co.us.**

HOW CAN WE HELP?

## TALK TO US

We know you might have concerns, questions, and ideas and we want to hear about them. Use these anonymous sources.

### What's Up With That?

#### Ask HR

#### Employee Voice Surveys

Questions and concerns submitted through What's Up with That? and Ask HR are addressed in Inside Information.

## EMPLOYEE RECOGNITION

### Employee of the Month

Awarded once a month, nominated by anyone, chosen by the Employee of the Month (EOM) Committee.

### Stepping Up Award

Awarded once a month to 5 winners, nominated by anyone, chosen by Guiding Principles team.

## EMPLOYEE COMMUNICATION

### County Wide Communications

- County Wide Emails  
*Emails sent to all employees; approx 1-2x/week*
- Inside Information  
*Employee newsletter; sent 1<sup>st</sup> and 3<sup>rd</sup> Friday each month*
- Bulletin Board  
*County news, announcements, & employee recognition*
- Project Pages  
*Web pages dedicated to ongoing projects/campaigns*

### Opt-In Communications

- Larimer County Connection  
*Subscribe to citizen newsletter with County happenings*
- UKG Mobile App  
*Download the mobile app (available on both platforms) and receive approximately 2-3 Community Broadcasts per month.*
- Training Newsletter  
*Subscribe to newsletter with training classes & announcements*
- Text Alerts  
*Subscribe to text alerts for building & holiday notifications*
- Social Media  
*Larimer County is on Facebook, Twitter, LinkedIn, & Instagram*