

# 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
- JIRA/JSM:** Our service/support ticket software, managed by IT/Facilities.
- Power DMS:** Access all Larimer County employee policies in PowerDMS.

## TALK TO US

**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 JSM 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 JSM ticket.

**Sheriff employees should email their support needs to [sheriff-computer-services@co.larimer.co.us](mailto:sheriff-computer-services@co.larimer.co.us).**

## HOW CAN WE HELP?

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

### Stepping Up Award

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

### Nectar Program

Give away and receive points for outstanding work. Turn those points into rewards.

## 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.*
- **Sustainability Newsletter**  
*Subscribe to newsletter about best practices for sustainability.*
- **Text Alerts**  
*Subscribe to text alerts for building & holiday notifications.*
- **Social Media**  
*Larimer County is on Facebook, Twitter, LinkedIn, & Instagram*