University of Colorado Denver & Anschutz Campus Specific Guidelines

University Staff:

University Staff – Begin Search

University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

University Staff – Appoint a current CU employee within your own Department/Org into a different position number based on Lateral or Promotional Move

University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Transfer

University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

University Staff – Update Only for current employee within Department, School, or College

University Staff – Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

Classified Staff:

Classified Staff – Begin Open Competitive Search

Classified Staff – Reallocation of current Classified Position (position number will stay the same)

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay
University of Colorado Denver & Anschutz Campus Specific Guidelines

Faculty:

Faculty (1100 – 1400 Job Code Series) – Begin Search

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or Affiliate who qualifies based on appointment with Affiliate or Previous Search

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

Student Worker (4100 – 4400 Job Code Series) – Hire/Rehire

Student Faculty (1500 Job Code Series) – Hire/Rehire

Other Processes:

Voluntary FTE Change- University Staff
Leave – Entering Employee Leave in HCM
Termination – Voluntary & Involuntary
University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

Table of Contents

1. BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP submits offline or SkillsSurvey reference checks with TAC prior to making an offer

2. BP Start: Create New
   - BP creates a new position in HCM and submits

3. HR OPS Approves
   - Central HR OPS approves the position.
   - BP receives a system-generated email.

4. BP Creates an EPAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
   - NOTE:
     - In comments section:
       - Type of appointment (1 or 2)
       - Name of person BP wishes to appoint (EID if applicable)
       - Job posting number and title (Type 1)
       - Affiliate Name (Type 2)
       - Proposed salary
     - Student Worker: include ensure the following - Include name of student worker and ensure he/she meets the following criteria:
       - Has worked for any CU as a student for at least a semester (% of time does not matter)
       - Meets all minimum qualifications for the position
       - Job is related to duties performed as a student worker
       - Must have graduated
     - Attachments:
       - Completed job description
       - Resume
       - Second level funding justification if State (1610/611) funded
       - AMC – Attach 2nd level email justification with CO/DEAN copied
       - SOM ONLY – Attach approval e-mail from SOM-HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

5. TAC Reviews NPP
   - TAC reviews to make sure candidate meets MOQ & Appointment Type Requirement are met.
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

6. BP Process
   - Make Verbal offer: (make it clear the offer is contingent on passing the background check)
   - Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)
   - BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

7. TAC Reviews
   - TAC reviews if they are accepting transferred leave with TAC & documents in LOO.
   - TAC approves and approves LOO copying PMR Box
   - DO NOT route to the employee prior to their background check being approved

8. BP receives LOO & PMR
   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures
   - Emails PMR & signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date.
   - SOM – Send fully executed LOO to the Deans office

9. After Appointment Type Process is Completed:
   - School/College/Department Approver will review and approve action once saved and submitted

10. S/C/D Approves
    - School/College/Department Approver approves online request form

Other Links:
- TAC Department Assignments
- Dispositioning Candidates to Hire
- Highlight E Y Events Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDO – Position Description Questionnaire
- SCD – School/College/Department
- UO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:
- If NO position information is provided, BP identifies the position in HCM and submits.
- If candidate identifies the position in HCM and submits, they must check with TAC cut-off to see if they are approved and the position is complete.
- PMR – Personnel Matters Report

Job Description Template
- Second Level Guidelines

Table of Contents
- Other Links:
  - TAC Department Assignments
  - Dispositioning Candidates to Hire
  - Highlight E Y Events Access
  - BP Reason Code Guide for Position Information

Other Links:
University Staff – Appoint current CU employee **within your own department/org** into a different position number based on Lateral or Promotional Move

1) BP IDs Candidate & Runs Reference Checks

- BP identifies candidate they want to hire
- BP initiates offline OR SkillsSurvey reference checks with TAC PRIOR to making an offer

**NOTE:**

- If NO position information is changing BP can go directly to the ePAR NPP (Step 4).

2) BP Start: Create New

- BP creates a new position in HCM and submits
  - Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add New Value tab: (Leave Position Number as: 00000) Click Add Button

3) HR OPS Approves

- Central HR OPS approves the position.
  - BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)

- Once Position Information is Approved - Business Partner [BP] creates non-person profile (job description) in HCM and submits to Central HR for review
  - In comments section:
    - Enter: Appointment Type 2
    - Name of person BP wish to appoint
    - Employee ID number (EID)
    - Proposed salary

- Student Worker:
  - Include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
    - Has worked for any CU as a student for at least a semester (% of time does not matter)
    - Meets all minimum qualifications for the position
    - Job is related to duties performed as a student worker
    - Must have graduated

- Attachments:
  - Completed job description
  - Resume
  - Second level funding justification (if State (610/611) funded)

**NOTE:**

- Complete all required fields or pages as indicated in the HR guide for University Staff NPP Creation. If you will receive an error message.

**Appointment Type 2:**

- Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

- See next box for student worker eligibility requirements.

**Navigation:**

- CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search

5) TAC Reviews NPP

- BP receives an approval email from the HR – Exempt Box

6) BP Process

- Make Verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form, HR will determine if needed)

**BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.**

- Background Check Link (Online Request Form)
- University Staff Offer Letter - LOO

7) TAC Reviews

- BP discusses if they are accepting transferred leave with TAC & documents in LOO.
- TAC reviews and approves LOO copying PMR Box

**DO NOT route to the employee prior to their background check being approved.**

**Table of Contents**

- 1) BP IDs Candidate & Runs Reference Checks
- 2) BP Start: Create New
- 3) HR OPS Approves
- 4) BP Creates an ePAR Non-Person Profile (NPP)
- 5) TAC Reviews NPP
- 6) BP Process
- 7) TAC Reviews

**Other Links:**

- TAC Department Assignments
- HireRight - E-Verify Access
- BP Reason Code Guide for Position Information

**Key:**

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- POQ – Position Description Questionnaire
- SCD – School/College/Department
- EID – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**Proposed salary**

**Second level funding justification if State Meets all minimum qualifications**

**Resume**

**Completed job description**

**Student Worker**

- Include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
  - Has worked for any CU as a student for at least a semester (% of time does not matter)
  - Meets all minimum qualifications for the position
  - Job is related to duties performed as a student worker
  - Must have graduated

**Attachments:**

- Completed job description
- Resume
- Second level funding justification (if State (610/611) funded)

**NOTE:**

- Complete all required fields or pages as indicated in the HR guide for University Staff NPP Creation. If you will receive an error message.

**Appointment Type 2:**

- Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

- See next box for student worker eligibility requirements.

**Navigation:**

- CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search

**11) After Process is Completed:**

- Email HR-19@ucdenver.edu to check in an active I-9 is already on file
- Submit an I-9 through HireRight within 3 business days of the date of hire

**9) BP Process in HCM**

- **Lateral move without pay change:**
  - Action: Transfer
  - Reason: Transfer (enter new Position Number that is in your dept.)
- **Promotion with pay change:**
  - Action: Data Change
  - Reason: Promotion
  - OR
  - **Lateral with pay change:**
  - Action: Pay Rate Change
  - Reason: Base Pay – Increase in Pay

**Navigation:**

- CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Pay Actions > ePAR Pay Actions > ePAR Pay Action > ePAR Pay Rate Change > Add

**10) S/C/D Approves**

- School/College/Department Approver will review and approve action once saved and submitted

**New Hire Checklist**

**8) BP Routes LOO & PMR**

- BP receives background check approval email then:
- BP routes LOO for all appropriate signatures
- Emails PMR & signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Dean’s office

**PMR – Personnel Matters Report**
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

Table of Contents

1) BP ID's Candidate & Runs Reference Checks
2) BP Start: Create New
3) HR OPS Approves
4) BP Creates an ePAR Non-Person Profile (NPP)
5) TAC Reviews NPP
6) BP Process
7) TAC Reviews
8) BP Routes LOO & PMR
9) Transfer: BP Process in HCM
10) S/C/D Approves
11) After Transfer is Completed:

Other Links:
- TAC Department Assignments
- HireRight: S/E Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HO PS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PSQ – Position Specific Questionnaire
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQC – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:
- Can be a lateral or Promotional Move.
- If pay change you will do the Pay Rate Change with the Transfer transaction (will in one

1) BP identifies candidate they want to hire
BP identifies the appointment type they want to use
BP initiates offline OR SkillSurvey reference checks with TAC to make an offer

APPT TYPE 2: BP can check with TAC to check Personnel File

If no position information is changing BP can go directly to the ePAR NPP (Step 4)

2) BP Start: Create New
BP creates a new position in HCM and submits

3) HR OPS Approves
Central HR OPS approves the position.
BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)
Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments section:
- Enter: Appointment Type
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary

Student Worker: Include ensure the following - Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:
- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
- AMC – Attach 2nd Level email justification with CFO/DEAN copied
- SOM ONLY – Attach approval email from SOM HR at ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

5) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ’s, Appointment Type Requirement are met.
Once approved, BP receives an approval e-mail from the HR-Exempt Box

6) BP Process
Make verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form, HR will determine if needed)
BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

7) TAC Reviews
BP discusses if they are accepting transferred leave with TAC & documents in LOO
TAC reviews and approves LOO to the Dean’s office
DO NOT route to the employee prior to their background check being approved

8) BP Routes LOO & PMR
BP receives background check approval email then:
BP routes LOO for all appropriate signatures
Emails PMR & signed LOO to Personnel Matters.CO (Personnel.Matters@ucdenver.edu) prior to Appointment Effective Date.
SOM – Send fully executed LOO to the Dean’s office

9) Transfer: BP Process in HCM
BP receives background check approval email then:
BP routes LOO for all appropriate signatures
Emails PMR & signed LOO to Personnel Matters.CO (Personnel.Matters@ucdenver.edu) prior to Appointment Effective Date.
SOM – Send fully executed LOO to the Dean’s office

10) S/C/D Approves
School/College/Department Approver will review and approve action once saved and submitted

11) After Transfer is Completed:
Email HR-LOO@ucdenver.edu to check in active 9-1 is already on file
Submit an 9-1 through HireRight within 3 business days of the date of hire

NOTE:
- Complete all required fields or pages as indicated in the BP to TAC to HR guide.
- University Staff NPP Creation or you will receive an error message

Other Links:
- TAC Department Assignments
- HireRight: S/E Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HO PS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PSQ – Position Specific Questionnaire
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQC – Preferred Qualifications
- PMR – Personnel Matters Report
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

1) BP Start: Update Pos
BP updates an existing position in HCM and submits
Reason Code: P10 - Promotion

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value> Enter Position Number> Click Search

2) HR OPS Approves
Central HR OPS approves the position.
BP receives a system generated email.

Job Description Template
Second Level Guidelines

3) BP Creates an ePAR Non-Person Profile (NPP)
Once Position Information is Approved - BP creates non-person profile (job description) in HCM and submits to Central HR for review.

In comments section:
- Update with Increase
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % of increase
- Proposed new Job Code/Title if applicable

Attachments:
- Completed job description: Highlight what has changed.
- Must be substantive change in duties to justify out of cycle increase.
- Resume
- Second level funding justification if State (610/611) funded
- AMC – Attach 2nd Level email Justification with CFO/DEAN copied
- SOM ONLY - Attach approval email from SOM/HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

4) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ's & Requested class is appropriate.
TAC routes for further approvals as needed
Once approved, BP receives an approval email from the HR Exempt Box

5) BP Process
Initiate Background check (Online Request Form, HR will determine if needed)
BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)
University Staff Addendum Letter of Offer - LOO

6) TAC Reviews
BP discusses if they are accepting transferred leave with TAC & documents in LOO.
TAC reviews and approves LOO copying PMR Box.

7) BP Routes LOO & PMR
BP receives background check approval email then:
BP routes LOO for all appropriate signatures
Emails PMR & signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date.
SOM – Send fully executed LOO to the Dean’s office

8) BP Process in HCM
Promotion with Pay Rate Change:
Important: Do not make changes to Position Information in the ePAR
Action: Data Change
Reason: Promotion
Enter ePAR Pay Rate Change.

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Pay Actions> ePAR Pay Rate Change> Add

9) S/C/D Approves
School/College/Department Approver will review and approve action once saved and submitted

New Hire Checklist

Key:
NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LDO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:
TAC Department Assignments
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
University Staff – Update Only for Current employee within Department, School, or College

NOTE:

Employee will remain in current position number in own department.
Working Title may change/No increase in pay
Normally Job Code does NOT Change

1) BP Start:
Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value> Enter Position Number> Click Search

2) HR OPS Approves

Central HR OPS approves the position.
BP receives a system generated email.

IF NPP (NEW JOB DESCRIPTION) IS NEEDED

NOTE:

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.
FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.

FTE Changes – Work with TAC to complete the process

NOTE: If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.

FLSA (Eligibility for Overtime) Changes – Talk to TAC to review

3) BP Creates an ePAR Non-Person Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments section:
- Update Only
- Name of employee
- Employee ID number (EID)

Attachments:
- Completed job description
- Resume (When applicable)

If description review does not result in change to job code or pay, Central HR will review and no additional action is required in HCM.

4) TAC Reviews NPP

Once approved, BP receives an approval e-mail from the HR-Exempt Box

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

Other Links:

TAC Department Assignments
HireRight I E-Verify Access
BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/SD – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report
Classified Staff – Reallocation of a current classified position
(Position number will stay the same)

1) BP Start: Update Pos
BP updates an existing position in HCM and submits

2) HR Approves
HR OPS routes to TAC
TAC reviews/approves the position
BP receives a system generated email

3) BP Creates an ePAR Non-Person Profile (NPP)

4) TAC Reviews PDQ
TAC will review PDQ and may send to a panel for review, if needed.
TAC emails application instructions to BP & Incumbent

5) Reallocation Process Runs
BP posts Reallocation notice in department for 5 Business Days
TAC receives Reallocation notice in HR Offices for 5 Business Days
Incumbent must send their application to TAC Consultant with a time frame for their reallocation

6) TAC Reviews
TAC receives and reviews the application
TAC reviews MQs

7) TAC Sends LOO
TAC approves the NPP
TAC sends Reallocation Letter of Offer Template and HCM instructions to BP, CC’ing the Supervisor

8) S/C/D Process
Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form)
LOO = Reallocation Letter of Offer Template

9) TAC Reviews
Incumbent creates non funded HR & OR level email justifications for new positions or promotions in attachments section of NPP
BP posts Reallocation notice in department for 5 Business Days
TAC receives Reallocation notice in HR Offices for 5 Business Days
Incumbent must send their application to TAC Consultant with a time frame for their reallocation

10) BP Routes LOO
BP receives background check approval email then:
BP routes LOO for all appropriate signatures

11) After Recruitment is Completed:
BP enters and submits ePAR PAY RATE CHANGE in HCM
Action: Data Change
Reason: Promotion

12) BP Sends Fully Executed LOO
BP sends the Fully Executed LOO to their TAC

13) TAC Reviews &
TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM
TAC adds Probation Row and/or updates Service Dates if needed

Navigation:
CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add

Key:
NPP = Non-Person Profile
BP = Business Partner (person initiating action)
HCM = Human Capital Management
HR OPS = Central HR Operations Team
TAC = Talent Acquisition Consultant
MQ = Position Description Questionnaire
S/C/D = School/College/Department
LOO = Letter of Offer
MQ = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

Other Links:
TAC Department Assignments
 HireRight I.9 E-Verify Access
BP Reason Code Guide for Position Information
Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

1) BP Updates an existing position in HCM and submits

2) HR Approves

3a) BP Creates an NPP with an ePAR

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments field include:
- Update Only

Attachments:
- Completed PDQ - Include:
  - Duties added/from what position(s)
  - Duties removed. Where are duties being assigned?

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

4b) BP Routes LOO

BP routes LOO for all appropriate signatures

5a) TAC Approves

TAC Approves and Fills out Classified Addendum LOO Template

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

NOTE:
If Duties are changing please contact your TAC PRIOR to entering them in the system.

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.

If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

NOTE – if Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.

FLSA (Eligibility for Overtime) Changes – Talk to TAC to review

Other Links:
- TAC Department Assignments
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Table of Contents
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/ org based on Previous Search, Lateral or Promotional move.

**Key:**
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HRCA – Human Capital Administration
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consult
- PDQ – Position Description Questionnaire
- SOD – School College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

1) BP ID’s Candidate & Runs Reference Checks

2) BP Start: Create New

- BP creates a new position in HCM and submits
- Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search > Select the Proper Record

3) School/College Approves

- School/College Approver will review.
- BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)

- Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

**Faculty/Post-Docs:**
- Beth Oelke – HR.Faculty-Request@ucdenver.edu
- PRAs, Sr. PRAs, Research Associates: Beth Oelke – HR.PRA@ucdenver.edu

In comments field include:
- Type of appointment
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary for all PRA job codes

**Student Worker:** Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (if does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

**Attachments:**
- Completed job description OR fill out Step 3 Position Summary of the NPP
- Resume (HR will review MQ’s at this point as well)

Submit any 610/611 funding 2st Level Justifications to the following:
- Denver: Send e-mail justification to HR_APPar@ucdenver.edu and copy HR.HR.Faculty-Request@ucdenver.edu
- SOM: Send e-mail justification to HR_SOM@ucdenver.edu
- Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, and School of Dental Medicine: Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance.

Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add

5) S/C Review

6) HR OPS Reviews NPP

7) BP Process

- Make Verbal offer (making it clear the offer is contingent on passing the background check)
- Initiate Background check for finalist ONLY (Online Request Form, HR will determine if needed)
- BP creates an offer in CU Careers and adds – Elizabeth Oelke ONLY as Approver for offer
- BP selects the proper LOO template from the HR or School website and fills out a draft.
- DRIVER: If Professor in title, route draft LOO to TAC Director to review

8) BP Routes LOO

- BP receives background check approval email then:
- BP routes LOO for all appropriate signatures within school (include the candidates signature)

9) BP Process – PMR

- Emails PMR & signed LOO to: Regional Matters@ucdenver.edu
- This should be 3 days prior to the 1st or 15th prior to the candidates start date.
- SOM – Sends PMR to Deans Office

10) BP Initiates Transfer Process

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.

**Action:** Transfer

**Reason:** To Another Department

**Navigation:** CU Resources > Pay Actions > Template Based Transactions

11) S/C Approves

- School/College Approver will review and approve action once saved and submitted

12) After Transfer is Completed:

- Submit an I-9 to HireRight within 3 business days of the date of hire
- Email HR.I9@ucdenver.edu for assistance
- Include the candidate’s EID in the email

13) Other Links:

- Hireright,E-Verify,Access
- BP Reason Code Guide for Position Information
- Other Links:
- Hireright,E-Verify,Access
- BP Reason Code Guide for Position Information
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own department/org based on Previous Search, Lateral or Promotional move

**Key:**
- **BP** – Business Partner (person initiating action)
- **HCM** – Human Capital Management
- **HR OPS** – Central HR Operations Team
- **TAC** – Talent Acquisition Consultant
- **PDQ** – Position Description Questionnaire
- **S/C/D** – School/College/Department
- **U/O** – Letter of Offer
- **MQ** – Minimum Qualifications
- **PG** – Preferred Qualifications
- **PWR** – Personnel Matters Report

**NOTE:**
- Employee will move to a different position number in receiving department

1) **BP ID’s Candidate & Runs Reference Checks**
   - BP identifies candidate they want to hire
   - BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

2) **BP Start: Create New**
   - BP creates a new position in HCM and submits
     - Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000)
     - Click Add Button

3) **School/College Approves**
   - School/College Approver will review
     - BP receives a system generated email.

4) **BP Creates an ePAR Non-Person Profile (NPP)**
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM

5) **S/C Review**
   - School/College Approver will review

6) **HR OPS Reviews NPP**
   - HR OPS Reviews and does final approval

7) **BP Process**
   - Make Verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
   - BP creates an offer in CU Careers and adds - Elizabeth Dolle ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - DENVER – If Professor in title, route draft LOO to TAC Director to review

**Other Links:**
- HighRight/E-Verify Access
- BP Reason Code Guide for Position Information
- Central HR Operations Team - HR.Faculty-Request@ucdenver.edu
- School of Dental Medicine – SOM Faculty Hire Resources (Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers

**Second Level Guidelines:**
- Essential Function Definitions

**Table of Contents**
- 1) BP ID’s Candidate & Runs Reference Checks
- 2) BP Start: Create New
- 3) School/College Approves
- 4) BP Creates an ePAR Non-Person Profile (NPP)
- 5) S/C Review
- 6) HR OPS Reviews NPP
- 7) BP Process
- 8) BP Routes LOO
- 9) BP Process - PMR
- 10) BP Process in HCM
   - Lateral move without pay change
     - Action: Transfer
     - Reason: Transfer (enter new Position Number that is in your dept.)
   - Promotion with pay change
     - Action: Data Change
     - Reason: Promotion
   - OR
     - Lateral with pay change
       - Action: Pay Rate Change
       - Reason: Base Pay – Increase in Pay

11) S/C Approves
- School/College Approver will review and approve action once saved and submitted

12) After Process is Completed:
- Email HR.Faculty@ucdenver.edu to check in an active I-9 is already on file
- Submit an I-9 through HireRight within 3 business days of the date of hire

**NOTE:**
- Complete all required fields or you will receive an error message
- Has worked for any CU as a student for at least a semester (1%) does not matter
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

**Attachment:**
- Complete job description OR fill out Step 3 Position Summary of the NPP
- Resume (HR will review MO’s at this point as well)
- Submit any attachments
- In comments field include:
  - Type of appointment (e.g., Lateral move without pay, Lateral or Promotional move)
  - Name of person BP wish to appoint
  - Employee ID number (EID)
  - Proposed salary for all PRA job codes

**Navigation:**
- CU Resources>
- HCM Community Users>
- Pay Actions>
- Document Collection>
- ePAR Non-Person Profile>
- Add OR Expert Add

**Second Level Guidelines**
- Essential Function Definitions

**Key:**
- **BP** – Business Partner (person initiating action)
- **HCM** – Human Capital Management
- **HR OPS** – Central HR Operations Team
- **TAC** – Talent Acquisition Consultant
- **PDQ** – Position Description Questionnaire
- **S/C/D** – School/College/Department
- **U/O** – Letter of Offer
- **MQ** – Minimum Qualifications
- **PG** – Preferred Qualifications
- **PWR** – Personnel Matters Report

**Table of Contents**
- 1) BP ID’s Candidate & Runs Reference Checks
- 2) BP Start: Create New
- 3) School/College Approves
- 4) BP Creates an ePAR Non-Person Profile (NPP)
- 5) S/C Review
- 6) HR OPS Reviews NPP
- 7) BP Process
- 8) BP Routes LOO
- 9) BP Process - PMR
- 10) BP Process in HCM
  - Lateral move without pay change
    - Action: Transfer
    - Reason: Transfer (enter new Position Number that is in your dept.)
  - Promotion with pay change
    - Action: Data Change
    - Reason: Promotion
  - OR
    - Lateral with pay change
      - Action: Pay Rate Change
      - Reason: Base Pay – Increase in Pay

11) S/C Approves
- School/College Approver will review and approve action once saved and submitted

12) After Process is Completed:
- Email HR.Faculty@ucdenver.edu to check in an active I-9 is already on file
- Submit an I-9 through HireRight within 3 business days of the date of hire
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affiliate or previous search

1) BP ID's Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP identifies the appointment type they want to use
   - BP initiates offline OR SelfSurvey reference checks with HR OPS consultant prior to making an offer

2) BP Start: Create New
   - BP creates a new position in HCM and submits
     Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management>
     Add/Update Position Info> Add New Value tab> Leave Position Number as: 00000
     Click Add Button

3) School/College Approves
   - School/College Approver will review.
   - BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.
   - Faculty/Post-Docs: Beth Ollee - HR, Faculty Request@ucdenver.edu
   - PRAs, Sr. PRAs, Research Associates: Beth Ollee - HR, PRAs@ucdenver.edu

   In comments field include:
   - Type of appointment (Type 1 or 2)
   - Name of person BP wish to appoint (Type 1 & 2)
   - Employee ID number (EID) (Type 2)
   - Proposed salary for all PRA jobs codes (Type 1 & 2)
   - Requisition Number (Type 1)

   Student Worker: Include name of student worker and ensure he or she meets the following criteria:
   - Has worked for any CU as a student for at least a semester (% does not matter)
   - Meets all minimum qualifications for the position
   - Job is related to duties performed as a student worker
   - Must have graduated

   Attachments:
   - Complete Job description OR fill out Step 3 Position Summary of the NPP
   - Resume (HR will review MQ at this point as well)

   Submit any 610/611 funding 2nd Level Justifications to the following:
   - Denver – Send e-mail Justification to HR, 2ndlevel@ucdenver.edu
   - SOM – Send e-mail Justification to HR, 2ndlevel@ucdenver.edu

   Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine. Send e-mail Justification to hr, 2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance.

   Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) S/C Review
   - School/College Approver will review.
   - HR OPS Reviews and does final approval.

6) HR OPS Reviews NPP
   - Cheryl Wach will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

7) BP Process
   - Make Verbal offer: making it clear the offer is contingent on passing the background check
   - Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
   - BP creates an offer in CU Careers and adds - Elizabeth Ollee ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - DENVER – If Professor in title, route draft LOO to TAC Director to review.
   - Faculty Hire Resources (LOD, Search Summary, etc.)
   - Background Check Link (Online Request Form)
   - Creating an Offer in CU Careers

8) BP Routes LOO
   - BP receives background check approval email then:
   - BP routes LOO for all appropriate signatures in school (include the candidates signature)

9) BP Process - PMR
   - Emails PMR & signed LOD to Cheryl.Wach@ucdenver.edu
   - This should be 7 days prior to the 1st or 15th prior to the candidates start date.
   - SOM – Sends PMR to Deans Office

10) After Appointment Process is Completed:
    - Action flows back into HCM if Appointment Type 1
    - Finish HIRE/REHIRE in the Transaction Launch Page
    - School/College Approver will review and approve hiring action once saved and submitted
    - Email HR, I-9@ucdenver.edu to check in an active I-9 is already on file
    - Submit an I-9 through HireRight within 3 business days of the date of hire

    Navigation: CU Resources> HCM Community Users> Transaction Launch Page title

Other Links:
- Highlight I-9 E Verify Access
- BP Region Code Guide for Position Information
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQD – Position Description Questionnaire
- SFCD – School/College/Department
- LOD – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMP – Personnel Matters Report
Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval.

Select and complete all fields in the non-person profile (NPP) as HR consultant.

Leave HR only page blank.

Email ePAR Number to HR.NewTemp@ucdenver.edu.

HR OPS Reviews & approves NPP.

BP creates a new position in HCM and submits.


3) BP Start: Update Pos

BP updates an existing position in HCM and submits.

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search > Select the Proper Record.

4) BP Process

BP Emails Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

5) HR OPS Approves

HR OPS approves the position.

6) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position and sends approval email.

8) BP Creates an NPP with an ePAR

Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval.

Select and complete all fields in the non-person profile (NPP).

Select Benjamin Patient as HR consultant.

Leave HR only page blank.

Email ePAR Number to HR.NewTemp@ucdenver.edu.


11) After Process is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page

HCM HIRE:
Submit Hire with signed copy of LOO sent to HR.NewTemp@ucdenver.edu
Email HR.NewTemp@ucdenver.edu to check in active I-9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire.

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile

12) HR OPS Approves Hire

Once the signed LOO is sent back to HR Ops they will review and approve the HIRE Transaction


2) HR OPS Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed).

Temporary Employee Questionnaire Background Check Link (Online Request Form).

1) BP Submits Temp Questionnaire & Approval

Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. HR will determine what job code is appropriate and will provide the proper letter of offer template.

BP initiates offline or Skillsurvey reference checks PRIOR to drafting a LOO.

NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

10) BP HCM Process

NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information
9 Month Temporary Appointments – Begin Search

1) BP Submits Temp Questionnaire & Approval
   - Temporary Questionnaire and Approval: Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. (HR will determine what job code is appropriate and will provide the proper letter of offer template)

2) HR OPS Reviews
   - HR OPS reviews the questionnaire and determines the Job Code.
   - HR OPS provides LOO Template

3) BP Start: Create New
   - BP creates a new position in HCM and submits

4) BP Process
   - BP Email's Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

5) HR OPS Approves
   - HR OPS approves the position

6) BP Creates an NPP with an ePAR
   - Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval
   - Select and complete all fields in then non-person profile (NPP)
   - Select Benjamin Patient as HR consultant

7) HR OPS Approves
   - HR OPS Reviews and does final approval.
   - HR OPS will create a draft requisition and email the draft link to BP to edit.

10) BP Runs Search & Reference Checks
    - BP ensures status for candidates dispositions are kept up to date and that candidates are notified of status throughout the process.
    - Once Finalist is identified, candidates are notified of status

11) BP Process
    - BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

12) BP HCM Process
    - Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)
    - When ready to hire: 1) Complete offer matrix in CU Careers and select Benjamin Patient as approver.
    - OR
    - 2) Enter an ePAR Hire Action in HCM
    - BP emails search summary AND offer letter to HR.NewTemp@ucdenver.edu
    - NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

15) HR OPS Approves Hire
    - Once the signed LOO is sent back to HR OPS they will review and approve the HIRE Transaction

14) After Recruitment is Completed:
    - Finish HIRE/REHIRE in the Transaction Launch Page

13) BP Routes LOO
    - BP receives background check approval email then:
    - BP routes LOO for all appropriate signatures (include the candidates signature)

Other Links:
- HireRight 1.9 E Verify Access
- BP Reason Code Guide for Position Information
**Student Worker (4100-4400 Job Code Series)—Hire/Rehire**

**1) BP Start: Create New**

BP creates a new position in HCM and submits AND self-approves. 


**2) S/C/D Internal Process**

BP follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed.

**3) BP Handshake Posting Process**

BP uses Career Center Handshake system to post student worker positions.

If posting position to run a search

**3a) BP runs Reference Checks**

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

**4) BP Process**

Make Verbal offer: (making it clear the offer is contingent on passing the background check)

Initiate background check (Online Request Form)

BP uses LOO Templates found in the Student Handbook for 4101 - 4202 Job Codes: BP ensures they are using the appropriate hourly rate for the job code found in the handbook.

**5) After Process:**

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire.

**Other Links:**

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

**Key:**

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HROPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report
Student Faculty (1500 Job Code Series)– Hire/Rehire

1) BP Start: Create New

BP creates a new position in HCM and submits AND self-approves.

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab (Leave Position Number as: 00000) Click Add Button

2) S/C/D Internal Process

BP follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed

3) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

4) BP Process

Make Verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form)
BP uses LOO Templates found in the Student Handbook

5) After Process:

CLAS: Program Assistants must ad-hoc Dean’s office as ad hoc approver for student hires in the 1500 series

After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile
BP updates FTE in an existing position in HCM and submits.

Central HR Ops receives FTE position request.

Central HR Ops routes to appropriate TAC for review.

Note: If FTE change is involuntary, BP works with Employee Relations team prior to submitting update.

Note: Incumbents rate of pay cannot change when updating the change in FTE.

School/College/Department Approver will review and approve action once it is saved and submitted.

S/C/D sends copy of signed letter back to TAC to HR for personnel file.

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value> Enter Position Number> Click Search

University Staff – Change in FTE

1) BP Start: Update Pos

2) HR Ops Receives & Routes

3) TAC Receives Request

4) TAC Determines Letter Template

5) BP Completes Letter

6) TAC Reviews Letter

7) TAC Determines Approval

8) BP routes Letter

9) BP Completes HCM Entry

10) S/C/D

Key:

BP - Business Partner (person initiating action)
HCM - Human Capital Management
HR OPS - Central HR Operations Team
TAC - Talent Acquisition Consultant
S/C/D - School/College/Department
LOO - Letter of Offer

Resources:

CLICK HERE to access the "Voluntary FTE Change" letter, under the University Staff Offer Letter Templates section

Note: TAC will follow up with additional questions if there needs to be clarification prior to approval.

NOTE:

BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

TAC receives letter and reviews.

- Reviews to determine if any benefit eligibility will be affected.
- Reviews to ensure rate of pay remains the same.
- Reviews to make sure letter and HCM entry match.

Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

If the FTE change is voluntary, BP will complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is involuntary, TAC will work in ER and gather additional relevant information from BP.

BP enters and submits ePAR PAY RATE CHANGE in HCM Action: Pay Rate Change Reason: Increase in Pay OR Decrease in Pay.

BP routes approved letter for signatures.

TAC receives letter and reviews.

- Reviews to ensure rate of pay remains the same.
- Reviews to make sure letter and HCM entry match.

If the FTE request and reaches out to BP to determine whether change in FTE is voluntary or involuntary (if necessary).

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is involuntary, TAC will work in ER and gather additional relevant information from BP.

BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

If needed, TAC reviews the FTE request and reaches out to BP to determine whether change in FTE is voluntary or involuntary (if necessary).

If the FTE change is involuntary, TAC will work in ER and gather additional relevant information from BP.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

TAC receives letter and reviews.

- Reviews to determine if any benefit eligibility will be affected.
- Reviews to ensure rate of pay remains the same.
- Reviews to make sure letter and HCM entry match.

Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

If the FTE request and reaches out to BP to determine whether change in FTE is voluntary or involuntary (if necessary).

If the FTE change is involuntary, TAC will work in ER and gather additional relevant information from BP.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

TAC receives letter and reviews.

- Reviews to determine if any benefit eligibility will be affected.
- Reviews to ensure rate of pay remains the same.
- Reviews to make sure letter and HCM entry match.

Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.
BP Enters Leave in HCM

BP enters leave in HCM – **Include a comment about the entry:**

- Ex: Maternity Leave, FML Paperwork Submitted, Transitioning from paid to unpaid FML, return from Maternity Leave, etc.

BP forwards relevant copies of paperwork in a separate email to EPD team (medical certifications, MOU, etc) – **Do Not Attach to ePAR**

Leave actions that are automatically approved include short work break

All other actions will be reviewed and approved by the Employee Performance and Development Team

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Document Collection > ePAR Leave > Add

EPD Reviews & Approves

All other actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave

Additional guidance will be provided once established

**Other Links:**

- Central HR Leave Resources

**Key:**

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- EPD – Employee Performance & Development
- MOU – Memorandum of Understanding
- S/C/D – School/College/Department
- FML – Family Medical Leave
Termination – Voluntary & Involuntary

Voluntary Termination

BP Process

Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> ePAR Separation> Add

Involuntary Termination

BP Process

Business Partner enters termination in HCM

Choose appropriate Reason Code –
- Cause (Routes for approval)
- Death (Auto - Approves)
- Disability Retirement (Routes for approval)
- ES – Other (DO NOT USE)
- End of Appointment (Routes for approval)
- Exhaustion of Leave (Routes for approval)
- Job Abandonment (Routes for approval)
- Layoff (Routes for approval)
- Not Eligible for Rehire (Routes for approval)
- Other – Comment Required (Routes for approval)
- ProbationaryRej-Classified (Routes for approval)
- Resignation (Auto – Approves)
- Retirement (Auto – Approves)

University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR)

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> ePAR Separation> Add

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave

EPD Reviews & Approves

Actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave