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
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 – Appoint current CU employee within your own department/organization into a different position number based on Lateral or Promotional Move

1) BP IDs Candidate & Runs Reference Checks
   - Identifies candidate they want to hire
   - Initiates offline OR SkillSurvey reference checks with TAC PRIOR to making an offer

2) BP Start: Create New
   - 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.
   - Appoint based on current employee or CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UPH), 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.

4) BP Creates an ePAR Non-Personal Profile (NPP)
   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wishes 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 (1/2 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 (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 HR’s & Appointment Type Requirement are met.
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

6) BP Process
   - Make offer; (making it clear after the 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
   - DO NOT route to the employee prior to their background check being approved

Other Links:
- TAC Department Assignments
- HR Right 3 E Verify Access
- BP Reason Code Guide for Position Information

Key:
- TAC – Talent Acquisition Consultant
- PMR – Personnel Matters Report

11) After Process is Completed:
   - Email HR HR@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

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

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

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

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

3) Receive Offer Letter & Initiate Background Check
   - Background Check Link (Online Request Form)
   - University Staff Offer Letter - LOO

2) BP Start: Update Pos
   - 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

4) Second Level Guidelines
   - BP identifies candidate they want to hire
   - Must have graduated
   - 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

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

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

   Job Description Template

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
- P&DQ – 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 I9-E Verify Access
- BP Reason Code Guide for Position Information

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

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.

   If a voluntary change in FTE an addendum LOO is required – 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
   Once approved, BP receives an approval e-mail from the HR-Exempt Box

4) TAC Reviews NPP
   University Staff Addendum Offer Letter - Use
   Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

Table of Contents

1) BP Contacts TAC
BP Contacts their TAC

2) Employee Reviews & Confirms
Employee reviews & confirms that they are electing exemption

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

4) HR OPS Approves
Central HR OPS approves the position.

5) 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 field include:
- Classified employee-electing exemption
- Name of employee
- Employee ID number (EID)
- Current and Proposed Salary/proposed % increase (if applicable)
- Current Classified position number

Attachments:
- Email from employee confirming election
- Resume
- Completed job description
- Second level funding justification if State (610/611) funded

AMC – Attach 2nd Level email justification with CFO/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

6) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ's

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

TAC sends proper Electing Exemption LOO Template

7) 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.

8) 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

PMR – Personnel Matters Report

9) 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

10) BP Process in HCM

BP receives Pay Rate Change email:

Action: Data Change Reason: To University Staff

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

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

12) TAC Abolishes Old Position Number
Once everything is finalized and the LOO is signed BP let's their TAC know.

TAC Abolishes the Old Classified Position Number

Other Links:

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

NOTE:
Requesting change in job code
Pay may change
Classified position number must be abolished by central HR
Employee will be moved into different university staff position number

NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.

TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).

Per University Policy, TAC will work directly with employee to confirm their selection to move to a University Staff position.

TAC will know the Exemption Criteria

Description to verify it meets the Exemption Criteria

TAC reviews the Job Description Template and Second Level Guidelines

NOTE:
BP Reason Code Guide for Position Information

Second Level Guidelines

PMR – Personnel Matters Report

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

Table of Contents
1) BP Approves

- BP updates an existing position in HCM and submits.

- HR OPS routes to TAC.
- TAC reviews.
- TAC consults with BP if needed.
- TAC approves the position.
- BP receives a system generated email.

- IF TAC uses NPP is needed.

2) BP Approves

- IF TAC uses NPP is needed.

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?

3b) TAC Sends FTE Change LOO

- TAC will send BP the proper LOO template AFTER they have confirmed with the employee.

4a) TAC Reviews PDQ

- TAC will review PDQ and panel if needed.

- Complete all required fields or pages as indicated in the HR Guide for NPP creation.
- If you will receive an error message.

4b) BP Routes LOO

- BP routes LOO for all appropriate signatures.

5a) TAC Approves

- TAC approves and fills out and sends 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.

- BP updates an existing position in HCM and submits.

- TAC will send BP the proper LOO template AFTER they have confirmed with the employee.

- 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.

- NOTE – Complete all required fields or pages as indicated in the HR Guide for Classified Staff NPP Creation or you will receive an error message.

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

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.

**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
- L/O – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**Other Links:**

- TAC Department Assignments
- HireRight 1-9 E-Verify Access
- BP Reason Code Guide for Position Information

**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.

- 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.

**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
- L/O – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**Other Links:**

- TAC Department Assignments
- HireRight 1-9 E-Verify Access
- BP Reason Code Guide for Position Information
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 SKSurvey reference checks with HR OPS consultant PRIOR to making an offer

- **BP creates a new position in HCM and submits**

  - Find Existing Value > Enter Position Number > Click Search
  - Select the Proper Record

- **BP updates an existing position in HCM and submits**

  - Find Existing Value > Enter Position Number > Click Search
  - Select the Proper Record

**2) BP Starts: Create New**

- **BP creates a new position in HCM and submits**

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

**3) School/College Approves**

- **School/College Approverwill review**

  - BP receives a system generated email.

**Apptontment Type 2:**

Appointment Type 2: Announcement based on current position employment with CU or Affiliate (Children, University Hospital, National Jewish, CU Medicine (formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 3 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

- **See next box for student worker eligibility requirements.**

**NOTE:**

- Employee will move to a different position number in receiving department.

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

- **Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation, if PPRS will receive an error message.**

- **NOTE:**

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

- **In comments field include:**

  - Type of appointment (2)
  - 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

- **Navitation:**

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

**5) S/C Review**

- **SOM ONLY:** Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

**6) HR OPS Reviews NPP**

- **NOTE:**

  - BP receives background check approval email

- **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.

- **Sends PMR to Deans Office**

**7) BP Process**

- **HireRight/If-Verify Access**

- **HireRight/If-Verify Access**

**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-Managers@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

- **Faculty Hire Resources (PMR)**

**10) BP Initiates Transfer Process**

- **Transfer:**

  - 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**

  - Email HR.LO@ucdenver.edu to check in an active F91 already on file

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

  - BP receives approval email once saved and submitted

**12) After Transfer is Completed:**

- **Email HR.LO@ucdenver.edu** to check in an active F91 already on file

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

**13) Other Links:**

- HireRight/If-Verify Access

- BP Reason Code Guide for Position Information

- Faculty Hire Resources (LOO, Search, Summary, etc.)

- Background Check Link (Online Request Form)

- Creating an Offer in CU Careers

- Faculty Hire Resources (LOO, Search, Summary, etc.)

- Background Check Link (Online Request Form)

- Creating an Offer in CU Careers

**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
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

**Table of Contents**

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.

**Appointment Type 2:**
- Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UFP), VA Hospital, Denver Health). Qualifed 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.

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. PRAC, RESEARCH ASSOCIATE:
  - Beth Oelke - HR.PRA@ucdenver.edu

   **NOTE:**
   - Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

   In comments 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 (10% 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 (BP will review MQ’s at this point as well)

   Submit any E10/E11 funding 2nd Level Justifications to the following:
   - Denver – Send e-mail justification to HR.PRA@ucdenver.edu
   - SOM – Send e-mail justification to HR.SOM@ucdenver.edu
   - Copy SOM HR@ucdenver.edu

   - Exceptions:
     - College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to HR.UF@ucdenver.edu and copy the Dean and Assc/Asso 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**
   - BP input above information into the HCM system and submits
   - BP receives a system generated email.

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 Oelke 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 for review
   - SOM – Sends PMR to Deans Office

8. **BP Routes LOO**
   - Emails PMR & signed LOO to Personnel Manager (PMR) or PMR creates
   - This should be 7 days prior to the 9th or 15th prior to the candidates start date

9. **BP Process - LOO**
   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures in school (Include the candidates signature)

10. **BP Process in HCM**
    - Lateral move without pay change:
      - Action: Transfer
      - Reason: Transfer (enter new Position Number that is in your dept)

    - OR
    - Promotion with pay change:
      - Action: Data Change
      - Reason: Promotion
      - Laterl with pay change:
        - Action: Pay Rate Change
        - Basa Pay = Increase in Pay

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

11. **S/C Approves**
    - School/College Approver will review and approve action once saved and submitted
    - New Hire Checklist

12. **After Process is Completed:**
    - Email HR.BI@ucdenver.edu to check in an active I9 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-Vouch Access
- BP Reason Code Guide for Position Information
- Creating an Offer in CU Careers
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)

**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
- PTDQ – Position Description Questionnaire
- S/CJD – School/College/Department
- UGO - Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Management Report
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affiliates 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 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

2) 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

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 <br@ucdenver.edu>
PRAs, Sr. PRAs, Research Associates: Beth Oelke <br@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 job 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

Assignments:
- Complete a 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
- SOM – SOM must send an e-mail justification to Letter-Journal@ucdenver.edu
- SOM – SOM must send an e-mail justification to HR.2ndLevel@ucdenver.edu
- SOM – SOM must send an e-mail justification to CHRM@ucdenver.edu
- SOM – SOM must send an e-mail justification to SOM-NonHCM@ucdenver.edu

Exceptions: College of Nursing, School of Pharmacy, College of Public Health, & School of Dentistry: 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.

6) HR OPS Reviews NPP
NOTE:
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

NOTE:
Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP leads 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 Oelke ONLY as Approver for offer
BP selects the proper LOO template from the HR or School website and fills-out a draft.
DENVER – BP if Professor in title, route draft LOO to TAC Director to review
Faculty Hire Resources (LOO, 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 LOO to Cheryl Welch@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
Faculty Hire Resources (PMR)

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.1-9@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 title

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Teams
- TAC – Talent Acquisition Consultants
- PDQ – Position Description Questionnaire
- SCFD – School/College/Department
- LGD – Letter of Offer
- MGQ – Minimum Qualifications
- PQQ – Preferred Qualifications
- PMR – Personnel Matters Report

Other Links:
- Highlight I-9 E Verify Access
- BP Payroll Code Guide for Position Information
1) BP Submits Temp Questionnaire & Approval

2) HR OPS Reviews

3) BP Start: Create New

4) BP Process

5) HR OPS Approves

6) BP Process

7) HR OPS Approves

8) BP Creates an NPP with an ePAR

9) HR OPS Reviews

10) BP HCM Process

11) After Process is Completed:

12) HR OPS Approves Hire

Nearing the 9 Months?

Key:

Other Links:

Table of Contents
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.

NotEmpty: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both "Work Study Eligible Job" and "Active WS Job".

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

4) BP Process
Make Verbal offer: (making it clear that 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 4100 – 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.

NOTE:
Note: If position has been approved for work study, it needs to reflect that in HCM.

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile
BP uses Career Center Handshake system to post student worker positions.

Key:

Other Links:

HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
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
- Background Check Link (Online Request Form)

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

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

Other Links:
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
- Other links
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.

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

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

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

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

BP enters and submits ePAR PAY RATE CHANGE in HCM

Action: Pay Rate Change
Reason: Increase in Pay OR Decrease in Pay.

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.

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.

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

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

Table of Contents