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.

HR OPS Reviews & approves NPP.

9) HR OPS Reviews

10) BP HCM Process

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

Submit the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu for review. HR will determine if the job code is appropriate and will provide the proper letter of offer template.

HR initiates offline or Skillsurveys reference checks PRIOR to drafting a LOO.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

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

HR OPS provides LOO template.

HR OPS approves the position.

BP creates a new position in HCM and submits.

Navigate: 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) BP Start: Update Pos

BP updates an existing position in HCM and submits.

Navigate: 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 Approves

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

5) HR OPS Approves

HR OPS approves the position.

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

6) BP Process

HR OPS reviews the draft LOO and sends approval email.

12) HR OPS Approves Hire

BP enters a Termination Row to the Temps Job Data.

11) After Process is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page.

HCM HIRE:

Submit ePAR HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu

Email HR.NewTemp@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.

Navigate: CU Resources > HCM Community Users > Non-Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Export Add.

9 Month Temporary Appointments – Hire pre-identified Temp

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

BP Reason Code Guide for Position Information.

Other Links:

HireRight I-9 E-Verify Access.

New Hire Checklist.

Temporary Employee Questionnaire.

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

POQ - Position Description Questionnaire

S/C/D - School/College/Department

LOO - Letter of Offer

MQ - Minimum Qualifications

PQ - Preferred Qualifications

PMR - Personnel Matters Report

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