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.

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

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

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.

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

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

7) HR OPS Approves

HR OPS reviews the draft LOO 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 Robert Pinter as HR consultant.

Leave HR only page blank.

Email ePAR Number to HR.NewTemp@ucdenver.edu

9) HR OPS Reviews

HR OPS approves and submits.

10) BP HCM Process

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

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

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.

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.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.

12) HR OPS Approves Hire

30-Day Temporary Appointments – Hire pre-identified Temp

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

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.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
- LDO – 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

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

Table of Contents

Background Check Link (Online Request Form)

University Staff/Exempt Questionnaire

Classified Questionnaire