3) BP Start: Create New

- BP creates a new position in HCM and submits.

4) BP Process

- BP sends the LOO template and submits a draft to their HR.

5) HR OPS Approves

- HR OPS approves the position.

6) BP Process

- BP uses the LOO template and submits it to their HR.

7) HR OPS Approves

- HR OPS reviews the draft LOO and sends approval email.

11) After Process is Completed:

- Finish ePAR HIRE/REDHIRE in HCM (click this box for Step-by-Step).

12) HR OPS Approves Hire

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

9) HR OPS Reviews

- HR OPS reviews & approves NPP.

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-personal profile (NPP).

- Select Robert Pinter as HR consultant.

- Leave HR only page blank.

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

Nearing the 9 Months?

- BP enters a Termination Row to the Temps Job Data.

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
- SOD = School/College/Department
- LIO = Letter of Offer
- MQ = Minimum Qualifications
- PQ = Preferred Qualifications
- PPAR = Personnel Profile Report

Other Links:

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