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

1) BP Ids Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline or Skills Survey reference checks with TAC/PQR 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

   - In comments section:
     - Type of appointment (1 or 2)
     - Name of person BP wish to appoint (EID if applicable)
     - Job posting number and title (Type 1)
     - Affiliate Name (Type 2)
     - Proposed salary

   - Student Worker: includes/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:
     - Complete job description
     - Resume
     - Second level funding justification if State (610/611) funded

   - TAC reviews to make sure candidate meets MQ's & Appointment Type Requirement are met.

5) TAC Reviews NPP
   - 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 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.

   - Attach approval email from the HR Exempt Box

7) TAC Reviews
   - TAC reviews to see if they are accepting transferred leave with TAC & documents in LOO.

   - TAC reviews and approves LOO copying PMR Box

   - 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
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

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 an offsite OR SkillSurvey reference checks with TAC PRD to make an offer
   - BP routes LOO for all appropriate signatures

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
   - BP receives a system generated email.
   - 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
   - AMC: Attach 2nd level email justification with CFO/DEAnE copied SOM ONLY: Attach approval email from SOM HR (somedu.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.

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

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 (personnel_matters@cu.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 (personnel_matters@cu.edu)
   - Action: Transfer
   - Reason: To Another Department
   - Navigation: CU Resources > Pay Actions > Position Tile > Template Based Transactions

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

11) After Transfer is Completed:
    - Email HR-L1@dpudem.edu to check in an active 9 is already on file
    - Submit an 1-9 through HireRight within 3 business days of the date of hire

Other Links:
- TAC Department Assignments
- HireRight: F-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
- PSQ – Position Description Questionnaire
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

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NOTE:
- Can be a lateral or promotional move.
- If pay/shift changing you will do the Pay Rate Change with the Transfer transaction (all in one)

Second Level Guidelines

Job Description Template

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
- Complete all required fields or pages as indicated in the BP routing.

Second Level Guidelines

Non-CU Resource

Non-CU Community Users

Talent Acquisition Consultant

Central HR Operations Team

Human Capital Management

–

Hospital

–

Non-CU Resource

Non-CU Community Users

Position in HCM and submits to Central HR for review

NOTE:
- 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

NOTE:
- Can be a lateral or promotional move.
- If pay/shift changing you will do the Pay Rate Change with the Transfer transaction (all in one)
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

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

NOTE:
Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.
- If a voluntary change in FTE an addendum LLO 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

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

1) BP Contacts TAC

BP Contacts their TAC.

TAC reviews the Job Description to verify it meets the Exemption Criteria (professional level duties or alternate funding).

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 election.

2) Employee Reviews & Confirms

Employee reviews & confirms that they are electing exemption

Employee emails TAC confirming their election

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) BP Start: Create New

Central HR OPS approves the position.

BP receives a system generated email

Central HR OPS approves the position.

Job Description Template

Second Level Guidelines

4) HR OPS Approves

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

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
- AMCP - Attach 2nd Level email justification with CFO/DEAN copied

NOTE: BP creates a new University Staff position in HCM and submits.

PMR – Personnel Matters Report

SOM ONLY - Attach approval e-mail from SOM HR@univnevada.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

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

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 for review.

8) TAC Reviews

Do NOT route to the employee prior to their background check being approved

BP discusses if they are accepting transferred leave with TAC & documents in LOO

TAC reviews and approves LOO copying PMR Box.

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@university.edu prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Dean’s office

SOM ONLY - Attach approval e-mail from SOM HR@university.edu

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

10) BP Process in HCM

ePAR Pay Rate Change:

Action: Data Change
Reason: To University Staff

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

11) S/C/D Approves

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

Once everything is finalized and the LOO is signed BP let’s TAC know.

TAC Abolishes the old Classified Position Number

Eleotech Exemption Letter of Offer - LOO

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

Other Links:

TAC Department Assignments

HireRight 1-8 E-Verify Access

BP Reason Code Guide for Position Information

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