University of Colorado Denver | Anschutz Medical Campus

Campus Specific Guidelines for HCM 9.2/CU Careers

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12/1/2016

HCM-CU Careers Helpful Tips - http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx

Topic *(Ctrl+Click on topic to go directly to that page)*

Hiring employees – Recruitment completed in Jobs at CU

University Staff – Begin search

University Staff – Appoint non-CU employee who qualifies based on appointment with Affiliate or previous search

University Staff – Appoint current CU employee within your own department based on previous search, lateral or promotional move

University Staff – Appoint current CU employee who works in another department based on previous search, lateral or promotional move

University Staff - Update with Increase for employee within your department

University Staff – Update only. Submit updated non-person profile (job description) with no change to title or pay

Classified employee electing exemption to University Staff position

Faculty – Begin search

Faculty – Appoint non-CU employee who qualifies based on appointment with Affiliate or previous search

Faculty – Appoint current CU employee within your own department based on previous search, lateral or promotional move

Faculty – Appoint current CU employee who works in another department based on previous search, lateral or promotional move

Classified – Begin search

Classified – Reallocation

Classified - Update only. Submit updated non-person profile (job description) with no change to title or pay

Temporary Appointments – hire pre-identified temp as University temp or Classified temp

Temporary Appointments – Post Temporary position

Student Worker – Hire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant

Student Worker – Rehire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant

Additional Pay – One Time Payments

Additional Pay – Recurring Payments

Separation - Leave Payout

Leave

Terminations – Voluntary

Terminations – Involuntary

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU CAREERS	Step by Step Guides/ Helpful Links
University Staff Begin Search **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review BP attaches completed job description/job ad template. See University Staff section of HR website for job description template libraries. Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add		HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Talent Acquisition Options Second Level Guidelines Essential Function definitions Charge checklist

	HR reviews Once review of NPP (job description) is complete, you will receive an approval e-mail from the HR exempt box. Once HR Consultant posts in CU Careers, you will receive an e-mail directly from the Consultant		Consultant will post the position BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process When search is complete, BP e-mails search summary to Consultant HR Closes out search in CU Careers	CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates, and Quick Reference Guides Search Summary Template
	After recruitment is complete in CU Careers and action feeds back into HCM Once recruitment in CU Careers is complete, action flows back into HCM See step-by-step guide to the right for guidance on completing the hire School/College Approver will review and approve hiring action once saved and submitted	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Hire> Add		HCM: Hiring a candidate recruited through CU Careers

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
University Staff **Appoint non-CU employee based on appointment type:** 1 – appointment based on previous search 2 – Appointment based on current or prior employment with Affiliate (Children's, University Hospital, National Jewish, UPI, VA Hospital, Denver Health) or other State Agency **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add		HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions

	• Salary range Under type of review select New, Vacant, or Update Position **HR reviews** Once approved, you will receive approval e-mail from HR Exempt box **CU Careers:** BP initiates Direct Hire – Static link in CU Careers **After Direct Hire process is complete in CU Careers and action feeds back into HCM** Once direct hire in CU Careers is complete, action flows back into HCM See step-by-step guide to the right for guidance on completing the hire School/College Approver will review and approve action once saved and submitted		Ensure that you select the HR Consultant who reviewed the action when initiating the offer matrix in CU Careers Complete offer matrix and submit to HR Consultant E-mail Offer letter to Consultant Background check is initiated in CU Careers	CU Careers: Performing a Direct Hire Without Posting HCM: Hiring a candidate recruited through CU Careers

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
University Staff **Promotion or lateral move for current or former CU employee within your own department based on appointment type:** 1 – Appointment based on previous search 2 – Appointment based on employment with CU (promotion or lateral move). Includes Student Worker appointments **Employee will move to a different position number in own department** **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions

	• Name of person you wish to appoint/EID (employee ID) • Salary range When appointing student worker include/ensure the following: • Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 Under type of review select New, Vacant, or Update Position **HR reviews** Once approved, you will receive approval e-mail from HR Exempt box **BP Process** Verbal offer Draft offer letter is e-mailed to Employment Consultant Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add>		

	After HR approves, BP initiates change in HCM **HCM:** Promotion with pay change: Action: Data Change Reason: Promotion Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay **OR** Lateral move without pay change: Action: Position Change Reason: change in pos title or desc School/College Approver will review and approve action once saved and submitted	Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add> Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add> Action: Position Change Reason: change in pos title or desc		

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
University Staff **Appoint current CU employee from other department – promotion or lateral move or based on previous search** Appointment type: 1 – appointment based on previous search 2 – Appointment based on employment with CU (promotion or lateral). Includes student worker appointments **Employee will move to a different position number in receiving department** Pay may change **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Transferring an Employee

	• Name of person you wish to appoint/EID (employee ID) • Proposed salary When appointing student worker include/ensure the following: • Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 **HR reviews** Once approved, you will receive approval e-mail from HR Exempt box **BP Process** Verbal offer Draft offer letter is e-mailed to Employment Consultant Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box After HR approves, BP initiates change in HCM **HCM:**	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay		HCM: Transferring an Employee

	<u>Initiate Transfer:</u> 1. Receiving department initiates transfer 2. Current department must approve/release 3. Once released, receiving department can complete action in HCM (Important: Do not make changes to previously approved NPP) - Receiving department must pull up the action and fill out pages 2-4 and save the action. This will move the employee to the new department. 4. Department or School/College approver will approve action	Actions>ePar Transfer>Add Action: Transfer Reason: To Another Department		

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
University Staff **Update with increase for employee within department, school or college** Requesting change in job code and pay Employee will remain in current position number **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Update with Increase – Document what has changed. Must be substantive change in duties to justify out of cycle increase.	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions

	• Name of employee /EID (employee ID) • Current and Proposed salary/proposed % **HR reviews** Once approved, you will receive approval e-mail from HR Exempt box **BP Process** Verbal offer Draft offer letter is e-mailed to Employment Consultant Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box After HR approves, BP initiates change in HCM **HCM:** Promotion with pay change: Action: Data Change Reason: Promotion Important: Do not make changes to previously approved NPP School/College Approver will review and approve action once saved and submitted	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions/ePAR Pay Rate Change		

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
University Staff **Update only** For employee within department, school or college Working Title may change/no increase in pay Employee will remain in current position number **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Update Only • Name of employee /EID (employee ID) If description review does not result in change to job code or pay, HR will review and no additional action is required in HCM HR will approve the submission If job code or pay changes, Personnel Matters Report and addendum letter are required (additional steps will be required). Employment Consultant will provide guidance	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Classified employee electing exemption and moving to University Staff position within department Requesting change in job code and pay Classified position number must be abolished Employee will be moved into different university staff position number **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: Attach e-mail from employee confirming election. In comments field include: • Classified employee electing exemption	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions

	• Name of employee /EID (employee ID) • Current and Proposed salary/proposed % • Current Classified position number **HR reviews** Once approved, you will receive approval e-mail from HR Exempt box **BP Process** Verbal offer Draft offer letter is e-mailed to Employment Consultant Background check is initiated (off-line process) if needed. Not needed if run within last three years, if natural progression or if employee moving over at same conceptual level Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box After HR approves, BP initiates change in HCM **HCM:** **If pay is changing: ePar Pay Actions** Action: Data Change Reason: To University Staff OR If moving over without change in pay: Action: Position Change Reason: Change in position title or description Important: Do not make changes to previously approved NPP	Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add> Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add>		

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

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Faculty **Begin Search** **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting posting. See guidelines to the right. Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Once saved and submitted, will feed to CU Careers SOM: Cheryl Welch will review and approve Non-Person Profile before feed to CU Careers.	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	BP creates posting and submits to HR If State (610) funded, HR will make sure second level approval is complete before posting Select the following HR Consultants: Faculty – Robert Pinter Research Faculty – Sean Clark Ensure search chair and search committee	HCM: Creating a Non-Person Profile Human Resources: Second Level Guidelines CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides

			members are identified HR will post the position BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process BP e-mails search summary to HR once search is complete HR designates position as filled in CU Careers	Search Summary Template HCM: Hiring a candidate recruited through CU Careers
	After recruitment is complete in CU Careers and action feeds back into HCM Once recruitment in CU Careers is complete, action flows back into HCM See step-by-step guide to the right for guidance on completing the hire School/College Approver will review and approve action once saved and submitted			

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Faculty **Research Faculty (PRA, Sr. PRA, Research Associate)** **Appoint non-CU employee based on appointment type:** 1 – appointment based on previous search 2 – Appointment based on prior employment with CU, current or prior employment with Affiliate or other State Agency **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name NOTE: BP must add HR contact listed below as ad-hoc approver	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add		HCM: Creating a Non-Person Profile Human Resources: Second Level Guidelines

	Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type Faculty – Robert Pinter PRAs, Sr. PRAs, Research Associates – Sean Clark **HR reviews** Once approved, you will be notified. **CU Careers:** BP initiates Direct Hire – Static link in CU Careers **After Direct Hire process is complete in CU Careers and action feeds back into HCM** Once direct hire in CU Careers is complete, action flows back into HCM See step-by-step guide to the right for guidance on completing the hire School/College Approver will review and approve action once saved and submitted			CU Careers: Performing a Direct Hire Without Posting HCM: Hiring a candidate recruited through CU Careers

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Faculty **Research Faculty (PRA, Sr. PRA, Research Associate)** **Promotion or lateral move for current CU employee within <u>your own department</u> based on appointment type:** 1 – appointment based on previous search 2 – Appointment based on employment with CU (promotion or lateral move). Includes student worker appointments Employee will move to a different position number in own department	**<u>Create Non-Person Profile (NPP - job description) in HCM</u>** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) When appointing student worker include/ensure the following:	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Human Resources: Second Level Guidelines

Return to Table of Contents	• Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 NOTE: BP must add HR contact listed below as ad-hoc approver Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type Faculty – Robert Pinter PRAs, Sr. PRAs, Research Associates – Sean Clark **HR reviews** Once approved, you will be notified **BP Process** Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression **HCM:** BP initiates change in HCM Important: Do not make changes to previously approved NPP Promotion with pay change:	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add> Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay		

	Action: Data Change Reason: Promotion Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay **OR** Lateral move without pay change: Action: Position Change Reason: change in pos title or desc School/College Approver will review and approve action once saved and submitted	Actions>ePar Pay Rate Change>Add> Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add>		

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Faculty **Research Faculty (PRA, Sr. PRA, Research Associate)** **Appoint current CU employee <u>from other</u> department based on appointment type:** 1 – appointment based on previous search 2 – Appointment based on employment with CU (transfer or promotion). Includes student worker appointments Employee will move to a different position number in receiving department **Return to Table of Contents**	**<u>Create Non-Person Profile (NPP - job description) in HCM</u>** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) When appointing student worker include/ensure the following:	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Transferring an Employee Human Resources: Second Level Guidelines

	• Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 NOTE: BP must add HR contact listed below as ad-hoc approver Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type Faculty – Robert Pinter PRAs, Sr. PRAs, Research Associates – Sean Clark **HR reviews** Once approved, you will be notified **BP Process** Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression **HCM:** BP initiates change in HCM **Initiate Transfer:** Receiving department initiates transfer Current department must approve Once released, receiving department can complete action in HCM	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Transfer>Add Action: Transfer Reason: To Another Department		HCM: Transferring an Employee

	Important: Do not make changes to previously approved NPP School/College Approver will review and approve action once saved and submitted			

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Classified staff Begin Search **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx **HR reviews** Once approved, you will receive approval e-mail from Employment Consultant and action will feed to CU Careers	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	Employment Consultant (EC) creates posting and e-mails to BP and hiring authority for review Consultant will post the position Consultant ensures status for	HCM: Creating a Non-Person Profile Human Resources: Employment Consultant Assignments Second Level Guidelines Essential Function definitions CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides

	After recruitment is complete in CU Careers and action feeds back into HCM Once recruitment in CU Careers is complete, action flows back into HCM See step-by-step guide to the right for guidance on completing the hire HR will review and approve action once BP saves and submits		candidates is kept up-to-date and that candidates are notified of status throughout the process Consultant closes out search in CU Careers	HCM: Hiring a candidate recruited through CU Careers

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Classified Staff Reallocation **Return to Table of Contents** Employee will remain in current position number	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Attach second level funding justification if State (610) funded SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Requesting Classified staff reallocation • Proposed title • Proposed Salary • Summary of changes • Duties added/from what position(s) include position numbers and titles	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile Main step-by-step page: http://www.cu.edu/hcm-community/select-candidates

	• Duties removed. Where are duties being assigned? Consultant will provide guidance once submitted and reviewed			

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Classified Staff Update job description **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx Difference: In comments field include: • Update Only • Name of employee /EID (employee ID)	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	No action required in CU Careers	HCM: Creating a Non-Person Profile

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Temporary Hire **Appoint Classified Temp or University Staff Temp - not current or former CU employee** **Return to Table of Contents**	**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 **Create Non-Person Profile (NPP - job description) in HCM** Once the Business Partner (BP) receives notification from HR on what job code to use, 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 Select Robert Pinter as HR Consultant Leave HR only page blank **HR reviews** HR approves, feeds to CU Careers **CU Careers** BP initiates Direct Hire –static link Ensure that you select Robert Pinter as approver for offer matrix in CU Careers Offer letter should be e-mailed to HR.NewTemp@ucdenver.edu in HR for review	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	You will collect candidate information in CU Careers including personal and emergency contact information Background check will be initiated in CU Careers	Creating a Non-Person Profile CU Careers: Performing a Direct Hire Without Posting HCM: Hiring a candidate recruited through CU Careers

	After direct hire process is complete in CU Careers and action feeds back into HCM See step-by-step guide to the right for guidance on completing the hire in HCM HR will approve the action			

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Post Temp position in CU Careers **Return to Table of Contents**	**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 **Create Non-Person Profile (NPP - job description) in HCM** Once the Business Partner (BP) receives notification from HR on what job code to use, 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 Select Robert Pinter as HR Consultant Leave HR only page blank **HR reviews** HR approves, feeds to CU Careers **CU Careers** BP creates posting in CU Careers and submits to HR for posting	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add mart ePAR Pay Actions/Add ePAR Position	BP will create posting in CU Careers. Select Robert Pinter as HR Consultant in posting Submit to HR for posting BP will ensure candidates are notified of status throughout the process Background is initiated in CU Careers. When ready to hire, complete offer matrix and select Robert Pinter as approver. E-mail offer letter to HRnewtemp@ ucdenver.edu	Creating a Non-Person Profile CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides HCM: Hiring a candidate recruited through CU Careers

	<u>After direct hire process is complete in CU Careers and action feeds back into HCM</u> See step-by-step guide to the right for guidance on completing the hire in HCM HR will approve the action			

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Hire new student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant) **Return to Table of Contents**	**Create Non-Person Profile (NPP - job description) in HCM** Business Partner (BP) creates NPP in HCM for student position Select and complete all fields in the non-person profile Select AMC Student or Denver Student in HR Consultant field Leave HR only page blank BP approves and action feeds to CU Careers **CU Careers** BP initiates Direct Hire – static link process BP will enter and approve offer matrix in CU Careers **After direct hire process is complete in CU Careers and action feeds back into HCM** See step-by-step guide to the right for guidance on completing the hire in HCM BP will review and approve the action fed from CU Careers CLAS: Program Assistants must ad-hoc Dean's office as ad hoc approver for students in the 1500 series After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add	You will collect candidate information in CU Careers including personal and emergency contact information. Background check will be initiated in CU Careers	HCM: Creating a Non-Person Profile Direct Hire: Performing a Direct Hire Without Posting HCM Hiring a candidate recruited through CU Careers

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Rehire student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant) **Return to Table of Contents**	Business Partner (BP) updates Non-person profile in HCM Ensure required training is included BP enters and approves rehire in HCM **CLAS: Program Assistants must ad-hoc De an'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**	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions>ePAR Position>Add Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions>ePAR Hire>Add	No action required in CU Careers	

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Leave **Return to Table of Contents**	Business Partner enters leave in HCM Leave actions that are automatically approved include short work break All other actions will be reviewed and approved by Organizational Relations, Training and Development Please work with your ORLD Consultant to understand what documentation is needed for approval based on type of leave Additional guidance will be provided once established	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Non-Pay actions >ePAR Leave>Add		HCM: Putting an Employee on Leave Human Resources: ORLD Consultant Assignments

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Additional Pay – One Time Payment **Return to Table of Contents**	Attach signed documentation to justify one-time payment (signed additional pay form, signed MOU, additional pay pre-approval form, etc.) when you enter action into HCM Approvers: Loan La or Juli Carey SOM – Luana Tadolini approves UPI and Incentive payments SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form in HCM How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions>ePAR Additional Pay>Add		HCM: Entering a One-Time Payment One-Time Payments Template Uploading CU One-Time Payments

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Additional Pay – Recurring Payment Use for: On-going additional pay, temporary pay differentials **Return to Table of Contents**	Attach signed documentation to justify recurring payment (signed MOU, additional pay form or related documentation) when you enter action into HCM Approvers: Loan La or Luana Tadolini SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form and signed MOU in HCM How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR Additional Pay> Add		HCM: Entering and Reviewing Recurring Payments (additional pay)

Action	HCM Campus Specific Information Needed or Instructions	Navigation in CU Time	CU Careers (N/A)	Required Forms/Helpful Links
Separation - Leave Payout **Return to Table of Contents**	Complete the Unused Leave Separation Pay Form (exhibit c) and e-mail signed form and supporting documentation (exhibit A or B) to HR.leavepayout@ucdenver.edu by HR deadline on payroll calendar. HR reviews, signs and returns forms via e-mail. Department enters and approves leave payout in CU Time (see navigation). Approvers: Loan La or Juli Carey	In the portal access Business Tools/HCM Navigation: Main Menu>CU Time>CU Employee Reported time Enter payout (hours) under Batch/My.Leave /Manual tab		Exhibit A "http://www.ucdenver.edu/about/deparState Classified Exhibit B "http://www.ucdenver.edu/about/departments/HR/Documents/ExhibitB-UnusedLeave.doc" rd Exhibit C - Unused Leave Separation Pay Form Payroll Calendar

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Termination (voluntary) **Return to Table of Contents**	Business Partner enters termination in HCM	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions>ePAR Separation>Add		HCM: Entering Separations
Termination (Involuntary) **Return to Table of Contents**	Business Partner enters termination in HCM Actions will be reviewed and approved by Organizational Relations, Training and Development Please work with your ORLD Consultant to understand what documentation is needed University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR)	In the portal access Business Tools/HCM Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions>ePAR Separation>Add		HCM: Entering Separations Human Resources: ORLD Consultant Assignments

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Hiring Employees where recruitment was handled and closed out in Jobs at CU **Return to Table of Contents**	Business Partner enters hire in HCM All new hire paperwork (personal data sheet, emergency contact information sheet, etc. are collected off-line) Background check is initiated (off-line process) Once EID is established and CU e-mail is populated in HCM from campus IT, Onboarding should kick off Approvals: Classified Staff – Human Resources University Staff – School/College Approver Faculty – School/College Approver	In the portal access Business Tools/HCM Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR **hire or rehire** if already an employee> Add	No action required in Jobs at CU	HCM: Hiring An Employee NOT Recruited Through CU Careers (starts on page 5) Personal Information Worksheet Emergency Contact Sheet – preferred method is to complete via self-service in the Employee Portal