University Staff:

- **University Staff – Begin Search**
- **University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate**
- **University Staff – Appoint a current CU employee within your own Department/Org into a different position number based on Lateral or Promotional Move**
- **University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Transfer**
- **University Staff – Update with Increase (employee remains in current position number) within Department, School, or College**
- **University Staff – Update Only for current employee within Department, School, or College**
- **University Staff – Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position**

Classified Staff:

- **Classified Staff – Begin Open Competitive Search**
- **Classified Staff – Reallocation of current Classified Position (position number will stay the same)**
- **Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay**
Faculty (1100 – 1400 Job Code Series) – Begin Search

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or Affiliate who qualifies based on appointment with Affiliate or Previous Search

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

Student Worker (4100 – 4400 Job Code Series) – Hire/Rehire

Student Faculty (1500 Job Code Series) – Hire/Rehire

Other Processes:

Leave – Entering Employee Leave in HCM

Termination – Voluntary & Involuntary
**University Staff – Begin Search**

1) **BP Start: Create New**

- BP creates a new position in HCM and submits
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management

2) **HR OPS Approves**

- Central HR OPS approves the position.
- BP receives a system generated email.

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.

   **NOTE:**
   - Complete all required fields or pages as indicated in the HR Guide for University Staff. Once creation is complete, BP will receive an e-mail from the HR-Exempt box.

4) **TAC Reviews NPP**

- Once review of NPP (job description) is complete, BP receives an approval e-mail from the HR-Exempt box.

5) **TAC Closes Search**

- TAC posts the position.

6) **Search in Progress**

- BP (or TAC) if using recruitment services updates status and notifies candidates of status change throughout the process.

7) **BP runs Reference Checks**

- BP initiates offline OR SkillSurvey reference checks with TAC PRIOR to making an offer.

8) **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)

9) **TAC Reviews LOO**

- TAC reviews to make sure candidate meets MOQ's

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

- TAC reviews and approves LOO copying PMR box

10) **BP Routes LOO & PMR**

- BP receives background check approval email then:

- BP routes LOO for all appropriate signatures

- BP e-mails search summary to TAC (TAC completes if Recruitment Services)

- BP updates the status of all remaining candidates (if TAC if Recruitment Services) in CU Careers

- Emails PMR with signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date

- SOM – Send fully executed LOO to the Dean’s office

11) **BP Finalizes ePAR HIRE/RHIRE in HCM [click this box for Step-by-Step]**

- If Current CU Employee: Email HR-Exempt@ucdenver.edu to check if active I-9 is already on file

- Submit an I-9 through HireRight within 3 business days of the date of hire

- See step-by-step guides for guidance on completing the hire

12) **After Recruitment is Completed:**

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

13) **S/C/D**

- School/Campus/ Department

- New Hire Checklist

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**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
- UDO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**Other Links:**

- TAC Department Assignments
- Talent Acquisition Search Service Options
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

**Notes:**

- If NO position information is provided, BP can go directly to the ePAR NPP changing BP can go directly to the ePAR NPP.

- NOTE: Personnel Profile/College

- Position Number as Add New Value tab

- Management

- Non Exempt

- Pay Actions

- Update Position Info

- Click Add Button

- Position Number

- Pay Actions

- Central HR OPS approves the position.

- BP receives a system generated email.

- Essential Function Definitions

- Person Profile/College

- Email PMR with signed LOO to SOM ONLY

- Attach approval email Justification with CFO

- Attach approval email with Pay Actions

- Attach approval email with HR Guide for Position Information

- Once review of NPP (job description) is complete, BP receives an approval e-mail from the HR-Exempt box.

- NOTE: Complete all required fields or pages as indicated in the HR Guide for University Staff. Once creation is complete, BP will receive an e-mail from the HR-Exempt box.

- TAC will receive an e-mail notification with the current version of the PMR. If TAC is required to make any edits, TAC creates a new PMR and submits to the appropriate pay actions, and then follows the above process. If TAC determines that the PMR does not need to be updated, TAC confirms this with HR andの方のための上記の文書について、自然なテキスト形式として返すことができます。
University Staff – Appoint current CU employee within your own department/org into a different position number based on Lateral or Promotional Move

Table of Contents

1) BP IDs Candidate & Runs Reference Checks
2) BP Start: Create New
3) HR OPS Approves
4) BP Creates an ePAR Non-Person Profile(NPP)
5) TAC Reviews NPP
6) BP Process

NOTE: Can be a Lateral or Promotional Move.

1) BP IDs Candidate & Runs Reference Checks

- Proposed salary
- Resume
- Employee ID number
- Has worked for any CU as a student for
- Second level funding justification if State
- Name of person BP wish to
- Must have graduated

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)

- 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 (1/2 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 with justification to CFO/DEAN
- SOM - Attach approval e-mail from SOM HR (dude@ucdenver.edu) and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

- 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

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 - 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, 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:

- Previous position information is changing BP can go directly to the ePAR NPP (Step 4)

Other Links:

TAC Department Assignments
HireRight 5.6 - Verify Access
BP Reason Code Guide for Position Information

Key:

11) After Process is Completed:

- Email HR 1-9@ucdenver.edu to check in an active 1-9 is already on file
- Submit an 1-9 through HireRight within 3 business days of the date of hire

10) S/C/D Approves

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

9) BP Process in HCM

- Lateral move without pay change:
  - Action: Transfer
  - Reason: Transfer (enter new Position Number that is in your dept.)

- Navigation: CU Resources> HCM Community Users> Pay Actions> Template Based Transaction

9) BP Process in HCM

- Promotion with pay change:
  - Action: Data Change
  - Reason: Promotion

- OR

- Lateral with pay change:
  - Action: Pay Rate Change
  - Reason: Base Pay – Increase in Pay

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

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 Report (PMR) at Personnel Matters Report (PMR) prior to Appointment Effective Date.
  - SOM = Send fully executed LOO to the Dean’s office

- PMR – Personnel Matters Report

7) TAC Reviews

- BP discusses if they are accepting transferred leave with TAC & documents in LOD.
- TAC reviews and approves LOO copying PMR Box
- DO NOT route to the employee prior to their background check being approved
Plant will remain in current position number in own department. Working Title may change/No increase in pay. Normally Job Code does NOT Change. 

NOTE: 

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. 

NOTE: 

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed. 

FTE Changes – Talk to TAC, Employee MUST provide the TAC a voluntary confirmation of FTE change. 

If a voluntary change in FTE an addendum LOO 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 changes. 

FLSA (Eligibility for Overtime) Changes – Talk to TAC to review 

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. 

BP updates an existing position in HCM and submits 

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. 

University Staff Addendum Offer Letter - BP 

4) TAC Reviews NPP 

Navigation: CU Resources> HCM Community Users> Pay Actions> Position Management> Add or Update Position Info> Find Existing Value> Enter Position Number> Click Search

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 
LOO – Letter of Offer 
MQ – Minimum Qualifications 
PQ – Preferred Qualifications 
PMM – Personnel Matters Report 

Other Links: 
TAC Department Assignments 
HireRight-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 tell 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

3) BP Start: Create New

   BP creates a new University Staff 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) HR OPS Approves

   Central HR OPS approves the position.

   BP receives a system generated email

   Job Description Template

   Second Level Guidelines

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
   - AMC – Attach 2nd Level email justification with CFO/DEAN copied
   - SOM ONLY – Attach approval email from SOM@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

6) TAC Reviews NPP

   TAC reviews to make sure candidate meets MQ’s

   Once approved, BP receives an approval email from the HR-Exempt Box

   TAC sends proper Electing Exemption LOO Template

7) BP Process

   BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

8) TAC Reviews

   TAC reviews to make sure candidate meets MQ’s

   Once approved, BP receives an approval email from the HR-Exempt Box

   TAC sends proper Electing Exemption LOO Template

9) BP Routes LOO & PMR

   BP receives background check approval email then:

   - BP routes LOO for all appropriate signatures

   - Email PMR & signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date.

   - SOM – Send fully executed LOO to the Dean’s office

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

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

   TAC Abolishes the old Classified Position Number

12) TAC Abolishes Old Position Category

   TAC Abolishes the old Classified Position Number

Other Links:

- TAC Department Assignments
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
- Other Links: Table of Contents

NOTE:

- Requesting change in job code
- Pay may change
- Classified position number must be abolished by central HR
- Employee will be moved into different university staff position number

Note: If TAC does not approve they will tell their decision through with the BP and explain next steps.
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 field include:
- Requesting Classified staff reallocation
- Proposed title
- Proposed salary
- Summary of changes

Attachments:
- Completed PDQ - Include:
  - Duties added/from what position(s)
  - Duties removed. Where are duties being assigned?
- Second level funding justification if State (610/611) funded
- AMC - Attach 2nd Level email justification with CFO/Dean copy
- SOM ONLY - Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

4) TAC Reviews PDQ

TAC will review PDQ and may send to a panel for review, if needed.
TAC emails application instructions to BP & incumbent

5) Reallocation Process Runs

BP posts reallocation notice in department/HR offices for 5 Business Days.
TAC posts reallocation notice in HR offices for 5 Business Days
Incumbent must send their application to TAC Consultant within time frame for their reallocation

6) TAC Reviews

TAC receives and reviews the application.
TAC reviews MQs

7) TAC Sends LOO

TAC approves the NPP
TAC sends reallocation LOO template and HCM instructions to BP, CC’ing the supervisor

8) S/C/D Process

Appointing authority makes verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate background check (Online Request Form)

LOO = Reallocation Letter of Offer Template

9) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.
TAC reviews and approves LOO
Do NOT route to the employee prior to their background check being approved.

BP uses the reallocation LOO template and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

Other Links:
- BP Reason Code Guide for Position Information
- Other Link: TAC Department Assignments
- HRRight I 9 E-Verify Access
- PMR – Personnel Matters Report

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
- LOO = Letter of Offer
- MQ = Minimum Qualifications
- PQ = Preferred Qualifications
- PMR = Personnel Matters Report
3a) BP creates an NPP with an ePAR

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:
- Update Only

Attachments:
- Completed PDQ - Include:
  - Duties added/from what position(s)
  - Duties removed/Where are duties being assigned?

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.

If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

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

3b) TAC sends FTE change LOO

TAC will send BP the proper LOO template AFTER they have confirmed with the employee.

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

NOTE:
Complete all required fields or pages as indicated in the HR Guide for NPP creation. If you will receive an error message

4b) BP routes LOO

BP routes LOO for all appropriate signatures

5a) TAC Approves

TAC approves and fills out and sends classified addendum LOO template

5b) BP routes fully executed LOO

BP sends the fully executed LOO to their TAC

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
BP OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – 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

NOTE:

If duties are changing please contact your TAC PRIOR to entering them in the system.

NOTE:
For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.

If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

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
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/ org based on Previous Search, Lateral or Promotional move

**NOTE:**
Employee will move to a different position number in receiving department

1) BP ID’s Candidate & Runs Reference Checks

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> Find Existing Value> Enter Position Number as: 00000> Click Add Button

3) School/College Approves

   - BP receives a system generated email.
   - BP approves the position.

4) BP Initiates Transfer Process

   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

   **Faculty/Post Docs:**
   - Robert Pinter – HR_Faculty.Reqests@ucdenver.edu
   - PRAs, Sr. Prs., Research Associates:
     - Sean Clark – HR.PRA@ucdenver.edu

   **In comments field include:**
   - Type of appointment (2)
   - Name of person BP wish to appoint
   - Employee ID number (EID)
   - Proposed salary for all PRA jobs codes

   **Student Worker:** 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 (if not 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 OR fill out Step 3 Position Summary of the NPP
   - Resume (HR will review MQ’s at this point as well)

   Submit any 610/611 funding 2nd Level Justifications to the following:
   - Denver – Send e-mail justification to HRМОulty.HR@ucdenver.edu and copyHR Моulty.HR@ucdenver.edu
   - SOM – Send e-mail justification to HR Моulty.HR@ucdenver.edu and copySOM Моulty.HR@ucdenver.edu

   **Exceptions:**
   - College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to HR Моulty.HR@ucdenver.edu and copy the Dean and Asst/Asso Dean of Finance

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

5) S/C Review

   - SOM ONLY:
     - Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

6) HR OPS Reviews NPP

   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - DRIVER – If Professor in title, route draft LOO to TAC Director to review
   - Background Check Link (Online Request Form)

7) BP Process

   - Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
   - BP creates a offer in CU Careers and adds -Robert Pinter or Sean Clark ONLY as Approve for offer
   - BP approves offer in CU Careers
   - BP approves contract in CU Careers
   - NPP feeds to CU Careers
   - NPP feeds to HR

8) BP Routes LOO

   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures within school (include the candidates signature)

9) BP Process - PMR

   - Email PRAs & signed LOO to Regional Manager@ucdenver.edu
   - This should be 3 days prior to 1st or 15th of the month prior to the candidates start date.
   - SOM – Sends PMR to Deans Office

10) BP Approves

    - School/College Approver will review.

11) S/C Approves

    - School/College Approver will review.

12) After Transfer is Completed:

    - EmailHR_MOulty.HR@ucdenver.edu to check in an active IHR is already on file
    - Submit an IHR through HireRight within 3 business days of the hire date

**Other Links:**
- HireRight I EE Verify Access
- BP Reason Code Guide for Position Information

**Key:**
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HRA – Human Resources Administration
- HROPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- FQD – Position Description Questionnaire
- SC/D – School Collage/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- NPP – Personnel Matters Report

**NOTE:**
- If Position Number already in Use, Employee will move to a different position number in receiving department

**Second Level Guidelines**
- Essential Function Definitions
1) BP ID’s Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

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) School/College Approves
   - 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 > Select the Proper Record

   - BP receives a system generated email.

   - School/College Approver will review:
     - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

   - Possible Reasons:
     - Faculty/Post-Docs:
       - Robert Pinter – hr.FacultyRequest@ucdenver.edu
     - PRAs, Sr. PRAs, Research Associates:
       - Sean Clark – hr.PRA@ucdenver.edu

   - In comments field include:
     - Type of appointment (2)
     - Name of person BP wish to appoint
     - Department (ID)
     - Salary for all PRA job codes

   - BP receives a system generated email.

   - Student Worker: 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 (10% 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 OR fill out Step 3 Position Summary of the NPP
     - Resume (HR will review MQ’s at this point as well)

   - Submit any MQ’s to Approver: Sean Clark ONLY as Approver for offer

   - BP receives background check approval:

4) BP Creates an ePAR Non-Person Profile (NPP)
   - BP creates an offer in CU Careers and adds - Robert Pinter or Sean Clark ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft

5) S/C Review
   - HR OPS Reviews NPP

6) HR OPS Reviews NPP
   - Cheryl Wilich will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

7) BP Process
   - Make Verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate background check for Finalist ONLY (Online Request Form, HR will determine if needed)
   - BP creates an offer in CU Careers and adds - Robert Pinter or Sean Clark ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.

8) BP Routes LOO
   - BP sends an LOO with status: Sent to HR or School

9) BP Process – PMR
   - BP verifies the background check approval email

10) BP Process in HCM
    - Lateral move without pay change:
      - Action: Transfer
      - Reason: Transfer (enter new Position Number that is in your dept.)
      - Navigation: CU Resources> Pay Actions> Template Based Transaction
      - Email HCM Community Users to check in the active 199 is already on file

    - Promotion with pay change:
      - Action: Data Change
      - Promotion OR Lateral with pay change:
        - Action: Pay Rate Change
      - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

11) S/C Approves
    - School/College Approver will review:
      - New Hire Checklist

12) After Process is Completed:
    - Email HR.FacultyRequest@ucdenver.edu to check in an active 199 is already on file
    - Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:
- HireRight I-E Verify Access
- BP Reason Code Guide for Position Information

Table of Contents
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers
- Faculty Hire Resources (LOO, Search Summary, etc.)
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affiliate or previous search

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 offline OR SkillSurvey reference checks with HR OPS consultant

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

2) 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 > Select the Proper Record

3) School/College Approves
School/College Approver will review, BP receives a system generated email.

Appointment Type Reasons:
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.

Faculty/Post-Docs:
Robert Pinter – H.R. Fac-Poq Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Sean Clark – H.R. PRAs@ucdenver.edu

In comments field include:
- Type of appointment (Type 1 or 2)
- Name of person BP wish to appoint (Type 1 & 2)
- Employee ID number (EID) (Type 2)
- Proposed salary for all PRA job codes (Type 1 & 2)
- Requisition Number (Type 1)

Student Worker: 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 (% 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 OR fill out Step 3 Position Summary of the NPP
- Resume (HR will review MQ’s at this point as well)

Submit any 610/611 funding 2nd Level Justifications to the following:
- Denver – Send e-mail justification to HR.2ndlevel@ucdenver.edu
- SOM – Send e-mail justification to HR.2ndlevel@ucdenver.edu and copy SOM-Reg.SomLetter@ucdenver.edu

Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine Submit e-mail justification to hr.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance

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 Guide for Faculty NPP. Creation or you will receive an error message

5) S/C Review
School/College Approver will review.

6) HR OPS Reviews NPP
HR OPS Reviews and does final approval.

7) BP Process
Make Verbal offer (making it clear the offer is contingent on passing the background check)
Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
BP creates an offer in CU Careers and adds Robert Pinter or Sean Clark ONLY as Approver for offer
BP selects the proper LOO template from the HR or School website and fills out a draft.
DENVER – If Professor in title, route draft LOO to TAC Director for review
Faculty Hire Resources (LOO, Search Summary, etc.) Background Check Link (Online Request Form)
Creating an Offer in CU Careers

8) BP Routes LOO
BP receives background check approval email then:
BP routes LOO for all appropriate signatures in school (include the candidates signature)

Second Level Guidelines
Essential Function Definitions
Performing a Direct Hire Without Posting

Other Links:
- Highlight I.B.E Verify Access
- BP ePAR 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
PDO – Position Description Questionnaire
SCDC – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

10) After Appointment Process is Completed:
Action flow back into HCM if Appointment Type 1
Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)
School/College Approver will review and approve hiring action once saved and submitted
Email HR.1stlevel@ucdenver.edu to check if 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 > Pay Actions > Document Collection > ePAR Hire/Expert Add

9) BP Process - PMR
Emails PMR & signed LOO to cepartment.Manager@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.
SOM – Sends PMR to Deans Office

Faculty Hire Resources (PMR)

8) BP Routes LOO
BP receives background check approval email then:
BP routes LOO for all appropriate signatures in school (include the candidates signature)
9 Month Temporary Appointments – Hire pre-identified Temp

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 submits the Temp Questionnaire.
   - University Staff/Exempt Information
   - Background Check Link (Online Request Form)

2) **HR OPS Reviews**
   - HR OPS reviews the questionnaire and determines the Job Code.
   - HR OPS provides LOO Template

3) **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> Select the Proper Record

4) **BP Process**
   - BP Emails Position number to HR-NewTemp@ucdenver.edu they are working with to approve.

5) **5) HR OPS Approves**
   - HR OPS approves the position
   -BP uses the LOO template and submits a draft to their HR-NewTemp@ucdenver.edu

6) **6) BP Process**
   - BP approves NPP
   - HR OPS reviews the draft LOO and sends approval email

7) **7) HR OPS Approves**
   - HR OPS approves NPP
   - University Staff/Exempt Temp LOO Template

8) **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) **9) HR OPS Reviews**
   - HR OPS Reviews & approves NPP
   - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

10) **10) BP HCM Process**
    - 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
    - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire> Expert Add

11) **11) After Process is Completed:**
    - Finish ePAR Hire/REHIRE in HCM (click this box for Step-by-Step)
    - 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

12) **12) HR OPS Approves Hire**
    - Once the signed LOO is sent back to HR OPS they will review and approve the Hire Transaction
    - New Hire Checklist

**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
- PQQ – Position Description Questionnaire
- S/COVID – School/College/Department
- D/O – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PNR – Personnel Matters Report

**Other Links:**
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

**Nearing the 9 Months?**
- BP enters a Termination Row to the Temps Job Data
**Student Worker (4100-4400 Job Code Series) – Hire/Rehire**

**1) BP Start: Create New**

BP creates a new position in HCM and submits AND self-approves.

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

**2) S/C/D Internal Process**

BP follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed.

**3) BP Handshake Posting Process**

If Posting position to run a search

BP uses Career Center Handshake system to post student worker positions

**3a) BP runs Reference Checks**

If REHIRE - 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

**4) BP Process**

Make Verbal offer: (making it clear the offer is contingent on passing the background check)

Initiate Background check (Online Request Form)

BP uses LOD Templates found in the Student Handbook

For 4101 – 4202 Job Codes: BP ensures they are using the appropriate hourly rate for the job code found in the handbook

**5) After Process:**

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

If REHIRE - 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

Other Links:

- HireRight I-9 E-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
- PDQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
1) **BP Start: Create New**

BP creates a new position in HCM and submits AND self-approves.

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Leave Position Number as: 00000 > Click Add Button

2) **S/C/D Internal Process**

BP follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed.

3) **BP runs Reference Checks**

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

4) **BP Process**

- Make Verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check
  - Online Request Form

BP uses LOO Templates found in the Student Handbook.

Background Check Link (Online Request Form)

5) **After Process:**

- CLAS: Program Assistants must ad-hoc Dean’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.
- Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)
- If REHIRE - 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 > Pay Actions > Document Collection > ePAR Hire > Expert Add

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**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
- LOO – 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
BP Enters Leave in HCM

BP enters leave in HCM – Include a comment about the entry:
- Ex: Maternity Leave, FML Paperwork Submitted, Transitioning from paid to unpaid FML, return from Maternity Leave, etc.

BP forwards relevant copies of paperwork in a separate email to EPD team (medical certifications, MOU, etc) – Do Not Attach to ePAR

Leave actions that are automatically approved include short work break

All other actions will be reviewed and approved by the Employee Performance and Development Team

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Document Collection > ePAR Leave > Add

Other Links:
Central HR Leave Resources

Key:
- NPP = Non-Person Profile
- BP = Business Partner (person initiating action)
- HCM = Human Capital Management
- EPD = Employee Performance & Development
- MOU = Memorandum of Understanding
- S/CD = School/College/Department
- FML = Family Medical Leave
**Voluntary Termination**

**BP Process**

- Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid

**Navigation:** CU Resources > HCM Community Users > Non-Pay Actions > ePAR Separation > Add

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**Involuntary Termination**

**BP Process**

- Business Partner enters termination in HCM
- Choose appropriate Reason Code –
  - Cause (Routes for approval)
  - Death (Auto - Approves)
  - Disability Retirement (Routes for approval)
  - ES – Other (DO NOT USE)
  - End of Appointment (Routes for approval)
  - Exhaustion of Leave (Routes for approval)
  - Job Abandonment (Routes for approval)
  - Layoff (Routes for approval)
  - Not Eligible for Rehire (Routes for approval)
  - Other – Comment Required (Routes for approval)
  - ProbationaryRej-Classified (Routes for approval)
  - Resignation (Auto – Approves)
  - Retirement (Auto – Approves)

- University Staff and Faculty – Involuntary Termination must be submitted on a [Personnel Matters Report (PMR)](#)

**Navigation:** CU Resources > HCM Community Users > Non-Pay Actions > ePAR Separation > Add

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**Key:**

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- EPD – Employee Performance & Development
- MOU – Memorandum of Understanding
- S/C/D – School/College/Department
- FML – Family Medical Leave

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**EPD Reviews & Approves**

- Actions will be reviewed and approved by the Employee Performance and Development team
- Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave

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**Termination – Voluntary & Involuntary**

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