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:

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
1) **BP Start: Create New**

BP creates a new position in HCM and submits

NOTE:

IF NO position information is changing BP can go directly to the ePAR NPP (Step 9).

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 » Add New Value tab (leave Position Number as: 00000)

Click Add Button

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 (for TAC if Recruitment Services) in CU Careers

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

SCM – Send fully executed LOO to the Dean’s office

Search Summary Template

PMR – Personnel Matters Report

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:

- Talent acquisition service type requested:
  - Recruitment
  - Full Service
  - Consulting
  - Any other relevant details to the search

Attachments:

- Completed job description/job ad template:
  - Include the names of the Search Committee and identify the search chair at the bottom of the template
  - Second level funding justification of 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

9) **TAC Reviews LOO**

TAC reviews to make sure candidate meets MQ’s

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

TAC reviews and approves LOO copying PMR Box

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

Search Summary Template

PMR – Personnel Matters Report

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)

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

Background Check Link

Run a Background Check in CU Careers

University Staff Offer Letter (LOO)

7) **BP runs Reference Checks**

BP initiates offline OR Skill/Survey reference checks with TAC PRIOR to making an offer

6) **Search in Progress**

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

5) **TAC Reviews NPP**

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

TAC posts the position

Once TAC posts in CU Careers, BP will receive an e-mail directly from the TAC

4) **TAC Reviews 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:

- Talent acquisition service type requested:
  - Recruitment
  - Full Service
  - Consulting
  - Any other relevant details to the search

Attachments:

- Completed job description/job ad template:
  - Include the names of the Search Committee and identify the search chair at the bottom of the template
  - Second level funding justification of 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

2) **HR OPS Approves**

Central HR OPS approves the position.

BP receives a system generated email.

Job Descriptions/Job Ad Template

Essential Function Definitions

Second Level Guidelines

NOTE:

Guidelines to fill out the Letter of Offer (LOO)

12) **After Recruitment is Completed:**

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

IF Current CU Employee: Email HR @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

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

11) **TAC Closes Search**

TAC closes out search in CU Careers

13) **S/C/D**

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

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

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

Talent Acquisition Search Service Options

Highlight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Navigation: CU Resources » HCM Community Users » Pay Actions » Document Collection » ePAR HIRE/Expert Add/Add
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 job ad for the appropriate staff HR Creation or you will receive an error message.

### Appointment Type Reasons:

**Appointment Type 1:** Appointment based on qualified candidate being available from a previous search within the past 12 months (1 year from the date position was filled). Job descriptions must be similar.

**Appointment Type 2:** Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes student worker appointments.

See next box for student worker eligibility requirements.

### 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
- PQ = Position Qualifications
- SFCO = School/Campus/Department
- LOO = Letter of Offer
- MOP = Minimum Qualifications
- PMR = Personnel Matters Report

### Other Links:
- TAC Department Assignments
- Hiring I-9 E-Verify Access
- BP Reason Code Guide for Position Information

### 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
7) TAC Reviews

### 10) S/C/D Approves
BP finishes EPAR Hire/RSHire in HCM (click this box for Step-by-Step)

If Current CU Employee: Email UBJH@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 Non-Person Profile Add OR Expert Add

### 9) After Appointment Type Process is Completed:
School/College/Department Approver will review and approve action once saved and submitted

Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Hire/Expert Add/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@ucdenver.edu prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Dean’s office

PMR = Personnel Matters Report

### 6) BP Process
Make Verbal offer (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)
BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

### 7) TAC Reviews
BP discusses if they are accepting transferred leave with TAC & documents in LOO.
TAC reviews and approves LOO copying PMR Box

DO NOT route to the employee prior to their background check being approved.

Background Check Link (Online Request Form)
Run a Background Check in CU Careers
University Staff Offer Letter - LOO

### 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

### 4) BP Creates an EPAR Non-Person Profile (NPP)
Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.

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

Student Worker: include/exclude the following - Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

See next box for student worker eligibility requirements.

### 3) HR OPS Approves
Central HR OPS approves the position.

BP receives a system generated email.

### 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 > Add New Value tab (Leave Position Number as: 00000) Click Add Button

### 1) BP IDs Candidate & Runs Reference Checks
BP identifies the candidate they wish to hire

BP updates offline OR SkillsSurvey reference checks with TAC, PIR to making an offer

APPT TYPE 2: BP can check with TAC to check Personnel SkillsSurvey reference checks

If NO position information is found:

NOTE
Review Position in HCM and submits

BP initiates offline to use

Position Description Questionnaire

Personnel Matters Report

Human Capital Management - Person Profile

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

### Job Description Template
Second Level Guidelines
University Staff – Appoint current CU employee within your own department/organization 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-Personal Profile (NPP)
5) TAC Reviews NPP
6) BP Process

**Note:**
- If NO position information is changing BP can go directly to the ePAR NPP (Step 4).

### 2) BP Start: Create New

**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

**Appointent Type 2:** Appointment based on current or prior employment with CU or Affiliate.

**Navigation:**
- CU Resources
- HCM Community Users
- Non-Pay Actions
- Position Management
- Add/Update Position Info
- Find Existing Value
- Enter Position Number
- Click Search

### 3) HR OPS Approves

Central HR OPS approves the position.

- BP receives a system generated email.

### 4) BP Creates an ePAR Non-Personal Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-personal profile (job description) in HCM and submits to Central HR for review.

#### In comments section:
- Enter: Appointment Type 2
- Name of person BP wishes to appoint
- Employee ID number (EID)
- Proposed salary

**Student Worker:** Include/join the following - Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

**Attachments:**
- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
- AMC - Attachment 2 - Level email justification with CFO/DEAN copied SOM only - Attach approval e-mail from 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-Personal Profile
- Add OR Expert Add

### 5) TAC Reviews NPP

TAC reviews to make sure appointment meets MQs & 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

### 7) TAC Reviews

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

- TAC reviews and approves LOO copying PMR Box
- DO NOT route to the employee prior to their background check being approved.

**Other Links:**

- TAC Department Assignments
- HR Right-To-See Verify Access
- BP Reason Code Guide for Position Information

**Key:**

- NPP - Non-Personal Profile
- BP - Business Partner (person initiating action)
- HCM - Human Capital Management
- HR OPS - Central HR Operations Team
- TAC - Talent Acquisition Consultant
- POQ - Position Description Questionnaire
- SCDD - School/College/Department
- LDO - Letter of Offer
- MQ - Minimum Qualifications
- PQ - Preferred Qualifications
- PMR - Personnel Matters Report

**11) After Process is Completed:**

Email HR 1-9@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.

**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
- Document Collection
- ePAR Non-Personal Profile

**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 Non-Personal Profile

**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@ucdenver.edu 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 LOO with TAC & documents in LOO.

- TAC reviews and approves LOO copying PMR Box
- DO NOT route to the employee prior to their background check being approved.

**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
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

Table of Contents

1) BP Start: Update Pos

2) HR OPS Approves

3) BP Creates an ePAR Non-Person Profile (NPP)

4) TAC Reviews NPP

5) BP Process

6) TAC Reviews

7) BP Routes LOO & PMR

BP updates an existing position in HCM and submits

Reason Code: PRO - Promotion

Central HR OPS approves the position.

BP receives a system generated email.

Job Description Template

Second Level Guidelines

In comments section:
- Update with Increase
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % of increase
- Proposed new Job Code/Title if applicable

Attachments:
- Completed job description: Highlight what has changed
- Resume
- Second level funding justification if State (610/611) funded

AMC - Attach 2nd Level email justification with CFO/DEAN copied to HCM Community Users

SOM ONLY - Attach approval email from SOM UC/Recruiter to HCM Community Users

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

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.

TAC reviews to make sure candidate meets MOJ & Requested class is appropriate.

TAC routes for further approvals as needed.

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

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.

BP receives background check approval email then:

BP routes LOO for all appropriate signatures

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

SOM - Send fully executed LOO to the Dean's office

DO NOT route to the employee prior to their background check being approved.

Other Links:

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
PMR – Personnel Matters Report

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 with Increase
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % of increase
- Proposed new Job Code/Title if applicable

Attachments:
- Completed job description: Highlight what has changed
- Resume
- Second level funding justification if State (610/611) funded

AMC - Attach 2nd Level email justification with CFO/DEAN copied to HCM Community Users

SOM ONLY - Attach approval email from SOM UC/Recruiter to HCM Community Users

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

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.

TAC reviews to make sure candidate meets MOJ & Requested class is appropriate.

TAC routes for further approvals as needed.

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

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.

BP receives background check approval email then:

BP routes LOO for all appropriate signatures

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

SOM - Send fully executed LOO to the Dean's office

DO NOT route to the employee prior to their background check being approved.

Other Links:

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
PMR – Personnel Matters Report

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 with Increase
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % of increase
- Proposed new Job Code/Title if applicable

Attachments:
- Completed job description: Highlight what has changed
- Resume
- Second level funding justification if State (610/611) funded

AMC - Attach 2nd Level email justification with CFO/DEAN copied to HCM Community Users

SOM ONLY - Attach approval email from SOM UC/Recruiter to HCM Community Users

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

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.
University Staff – Update Only for Current employee within Department, School, or College

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: IF NPP (NEW JOB DESCRIPTION) IS NEEDED

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 provided 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 change.

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.

4) TAC Reviews NPP

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

NOTE: University Staff Addendum Offer Letter LOO

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

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:

TAC Department Assignments
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
**Classified Staff – Reallocation of a current classified position**

(Position number will stay the same)

---

**1) BP Start: Update Pos**

- BP updates an existing position in HCM and submits

**Navigation:** CU Resources > HCM Community Users > Non-Person Action > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search

**2) HR Approves**

- HR OPS Routes to TAC
- TAC reviews/approves the position
- BP receives a system generated email

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

---

**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:**
- Complete PDQ
- 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 copied

**SOM ONLY ~ Attach approval email 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

**NOTE:**

- Complete all required fields or pages as indicated in the [mid Guide for Classified PDQ](#)
- Template if you will receive an error message

---

**5) Reallocation Process Runs**

- BP Posts Reallocation notice in department for 5 Business Days
- TAC Posts Reallocation notice in HR Offices for 5 Business Days
- Incumbent must send their application to TAC Consultant with 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)
- Submit a draft to their TAC to review

**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

**10) BP Routes LOO**

- BP receives background check approval email then:
- BP routes LOO for all appropriate signatures

**11) After Recruitment is Completed:**

- BP enters and submits ePAR PAY RATE CHANGE in HCM
- Action: Data Change
- Reason: Promotion

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

---

**12) BP Sends Fully Executed LOO**

- BP sends the Fully Executed LOO to their TAC

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

---

**13) TAC Reviews &**

- TAC will review and approve action once BP saves and submits HIRED/REHIRE in HCM
- TAC adds Probation Row and/or updates Service Dates (if needed)

**SOM has a specific process – please contact your TAC for guidance.**

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**Other Links:**

- TAC Department Assignments
- HireRight I 9 E-Verify Access
- BP Reason Code Guide for Position Information
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQ – Position Qualification Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- 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
- PQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
NOTE:
If duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Starts 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 Approves
HR OPS Routes to TAC
TAC reviews
TAC consults with BP if needed
TAC 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: 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

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?

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.

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

NOTE:
If Duties are changing please contact your TAC PRIOR to entering them in the system.

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

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

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

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
SDO – School College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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

Classified PDQ Template
Essential Function Definitions
Faculty (1100 – 1400 Job Code Series) – Begin Search

1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources > HCM Community Users > Pay Actions > Position Management > Add Position Info
- Add New Value tab (Leave Position Number as: 00000)
- Click Add Button

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
- Select the Proper Record

2) School/College Approves

School/College Approver will review.

School/College Approver receives a system-generated email.

Second Level Guidelines

Essential Function Definitions

10) When Search is Complete

BP finishes an ePAR Non-Personal Profile (NPP) in HCM (click this box for Step-by-Step)

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

School/College Approver will review and approve hire.

Faculty Hire Resources (LOD, Search Summary, etc.)

Run a Background Check in CU Careers

11) HR OPS Closes Search

HR OPS closes search.

HR OPS reviews offer and MQS and sends approval email.

HR OPS consultant closes out search in CU Careers.

HR OPS Designates position as filled in CU Careers.

12) BP Routes LOO

BP routes LOO for all appropriate signatures within school (include the candidates signature)

BP receives background check approval email then:

BP routes LOO for all appropriate signatures within school (include the candidates signature)

13) BP Process – PMR

Emails PMR & signed LOO to Personnel Matters@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)

14) After Recruitment is Completed:

BP finishes an ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

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

School/College Approver will review and approve hire.

Faculty Hire Resources (LOD, Search Summary, etc.)

Run a Background Check in CU Careers

15) S/C Review

School/College Approver will review and approve.

NOTE:

Ensure you check the “Fedio to CU Careers box”

Attachments:
- Completed job description OR fill out Step 3 Position Summary of the NPP
- Submit any documents as indicated in the Guide for Faculty NPP Creation. OR you can use the step-by-step message

Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation.

HR OPS reviews and does final approval.

HR OPS will create the draft requisition and send an email with the requisition number and steps to edit the requisition.

HR OPS approves.

School/College Approver will review.

5) HR OPS Approves

HR OPS approves.

School/College Approver will review.

6) BP Creates Posting

BP edits draft posting and sends back to HR OPS for review.

BP ensures search chair and at least 3 search committee members are identified.

7) HR OPS Reviews & Posts

HR OPS will review draft posting and post the position to CU Careers. HR OPS will send the posting link to the BP.

Other Links:
- HireRight -9 E-Verify Access
- BP Reason Code Guide for Position Information
- Faculty Hire Resources (LOD, Search Summary, etc.)
- Run a Background Check in CU Careers

Key:

NPP – Non-Personal 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
LOD – Letter of Offer
MQ – Minimum Qualifications
PG – Preferred Qualifications
PMR – Personnel Matters Report

Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Hire/Expert Add

Table of Contents
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

1) BP ID’s Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates online 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)

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

   **Appointment Type 2:**
   - Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UFI), VA Hospital, Denver Health). Qualifying candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

   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

   - See next box for student worker eligibility requirements.

   **Second Level Guidelines**

   **Essential Function Definitions**

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:
     - Beth Oelke – HR.Faculty.Request@ucdenver.edu
   - PRAs, Sr. PRAC, RESEARCH ASSOCIATES:
     - Beth Oelke – HR.PRAC@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 PRAs job codes
   - Student Worker: Include name of student worker and indicate he/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 EDI/ESI 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 the Dean and Asst/Asso Dean of Finance
   - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to HR.2ndlevel@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
   - 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 - Elizabeth Oelke 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 to review
   - SOM – Only
   - Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NVP feeds to CU Careers

8) BP Routes LOO
   - BP receives background check approval email

9) BP Process - PMR
   - Emails PMR & signed LOO to Personnel Matters Request.
   - This should be 7 days prior to the 5th or 15th prior to the candidates start date.
   - SOM – Sends PMR to Deans Office

10)BP Process in HCM
    - Lateral move without pay change: Action: Transfer
    - Promotion with pay change: Action: Data Change
    - OR
    - Lateral with pay change: Action: Pay Rate Change

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

11) S/C Approves
    - School/College Approver will review and approve action once saved and submitted

12) After Process is Completed:
    - Email HR.192@ucdenver.edu to check in an active i9 is already on file
    - Submit an i9 through HRi9 within 3 business days of the date of hire

13) New Hire Checklist
    - Employee will move to a different position number in receiving department

Other Links:

- [Personnel Matters Report](#)
- [Position Profile](#)
- [Non-Exempt Person Profile](#)
- [HROPI](#)
- [BP](#)
- [NPP](#)
- [PMR](#)
- [PQ](#)
- [S](#)
- [HCM](#)
- [BP](#)
- [NPP](#)

**Key:**

- NPP – Non-Profile Person
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDO – Position Description Questionnaire
- S/CD – School/College/Department
- UGO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**NOTE:**

Employee will move to a different position number in receiving department

**10 BP Process in HCM**

**OR**

**10 BP Process in HCM**

**Promotion with pay change:**
- Action: Data Change
- Promotion
- OR
- Lateral with pay change:
- Action: Pay Rate Change
- Base Pay – Increase in Pay

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

**Emails PMR & signed LOO to Personnel Matters Request.**

This should be 7 days prior to the 5th or 15th prior to the candidates start date.

**SOM – Sends PMR to Deans Office**

Faculty Hire Resources (PMR, Search Summary, etc.)

**Backpack Check Link (Online Request Form)**

**Creating an Offer in CU Career**

**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 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
- School/College Approver will review.
- BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)
- Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.
- Faculty/Post-Docs:
  Beth Oelke<HR.FacultyRequest@ucdenver.edu>
  PRAs, Sr. PRAs, Research Associates:
  Beth Oelke<HR.PRA@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 PRAs job codes (Type 1 & 2)
  - Requisition Number (Type 1)
- Exception:
  • Meets all minimum qualifications
  • Job is related to duties performed as a student worker
  • Must have graduated
  • Formerly UPI

5) S/C Review
- School/College Approver will review.
- HR OPS Reviews and does final approval.

6) HR OPS Reviews NPP
- School/College Approver will review.
- 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 - Elizabeth Oelke
  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
  to review.

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

9) BP Process - PMR
- Email PMR & signed LOO to
  Elizabeth.Oelke@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

10) After Appointment Process is Completed:
- Action flows 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.LiP@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:
- Highlight I-9 E Verify Access
- BP Region Code Guide for Position Information
- CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire> Expert Add
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 initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

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

2) HR OPS Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

3) BP Start: Update Pos

BP updates an existing position in HCM and submits.

4) BP Process

BP Email Position number to HR NewTemp@ucdenver.edu they are working with to approve.

HR OPS approves the position

5) HR OPS Approves

HR OPS approves the LOO.

6) BP Process

BP uses the LOO template and submits a draft to their HR NewTemp@ucdenver.edu to review.

7) HR OPS Approves

HR OPS reviews the draft LOO and sends approval email.

Classified Temp LOO Template

Student Community Users

Other Links:

HireRight U+201E E-Verify Access
BP Reason Code Guide for Position Information

Key:

NPF = Non-Person Profile
BP = Business Partner (person initiating action)
HCM = Human Capital Management
HR OPS = Central HR Operations Team
TAC = Talent Acquisition Consultant
POC = Position Description Questionnaire
SOD = School College/Department
LOO = Letter of Offer
MQL = Minimum Qualifications
PQ = Preferred Qualifications
PBR = Personnel Business Report

Other Links:

HireRight U+201E E-Verify Access
BP Reason Code Guide for Position Information
1) BP Submits Temp Questionnaire & Approval

1.1) Submit temp 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)

1.2) University Staff/Exempt Questionnaire

2) HR OPS Reviews

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) BP Start: Create New

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 Template

4) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

University Staff/Exempt Temp LOO Template

5) HR OPS Approves

BP Email's Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

HR OPS approves the position

6) 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 then-person profile (NPP)

Select Robert Pinter as HR consultant

Leave HR only page blank

NOTE: Ensure you check the “Feed to CU Careers box”

Email ePAR Number to HR.NewTemp@ucdenver.edu

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

7) HR OPS Approves

HR OPS Reviews and does final approval.

HR OPS will create a draft requisition and email the draft link to BP to edit.

8) BP CU Careers Process

BP edit posting in CU Careers. Submit posting edits back to HR OPS.

9) HR OPS Posts to CU Careers

HR OPS will review the edits and once approved post it to CU Careers and email the BP the link to the posting

10) BP Runs Search & Reference Checks

BP confirms status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

BP finishes the unanswered questionnaire questions from Step 1

11) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

University Staff/Exempt Temp LOO Template

12) BP HCM Process

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

When ready to hire:

1) Complete offer matrix in CU Careers and select Robert Pinter as approver. OR

2) Enter an ePAR HIRE Action in HCM

BP emails search summary AND offer letter to HR.NewTemp@ucdenver.edu

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

Background Check Link (Online Request Form)

CU Resources Document Collection

Other Links:

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

Nearing the 9 Months?

BP enters a Termination Row to the Temp's Job Data

13) BP Routes LOO

BP receives background check approval email then:

BP routes LOO for all appropriate signatures (include the candidates signature)

14) After Recruitment is Completed:

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

CU CAREERS HIRE:

Dept MUST provide a signed copy of the LOO sent to HR.NewTemp@ucdenver.edu

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 Non-Person Profile> Add OR Expert Add

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
PQD – Position Description Questionnaire
S/CD – School/College/Department
LGO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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9 Month Temporary Appointments – Begin Search

**Note:** The content of the document is a process flowchart and detailed instructions for creating temporary positions and conducting background checks, along with other administrative tasks related to temporary appointments.
**NOTE:**

If position has been approved for work study, it needs to reflect that in HCM.

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both "Work Study Eligible Job" and "Active WS Job".

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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
LOD – 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

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**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

Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Hire > Expert Add
Student Faculty (1500 Job Code Series) – Hire/Rehire

1) BP Start: Create New
BP creates a new position in HCM and submits AND self-approves.

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

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

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
LLO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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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

EPD Reviews & Approves

All other 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

Additional guidance will be provided once established

**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
Termination – Voluntary & Involuntary

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

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

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

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