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
University of Colorado Denver & Anschutz Campus Specific Guidelines

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
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-Personal Profile (NPP)
5) TAC Reviews NPP
6) BP Process

Other Links:
TAC Department Assignments
HeadRight-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
PMR – Personnel Matters Report

Table of Contents

1) BP IDs Candidate & Runs Reference Checks

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: 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> 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 wish to appoint
• Employee ID number (EID)
• 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 (1% of time does not matter)>
• Meets all minimum qualifications for the position
• Job is related to duties performed as a student worker
• Must have graduated

Attachments:
• Completed job description
• Resume
• Second level funding justification if State (610/611) funded
AMC - Attach 2nd level email justification with CFO/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-Personal Profile> Add OR Expert Add

5) TAC Reviews NPP

TAC reviews to make sure candidate meets HCM’s & Appointment Type Requirement are met.

Once approved, BP receives an approval e-mail from the HR-Employee ID number.

6) BP Process

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

Background Check Link (Online Request Form)
University Staff Offer Letter - LOO

7) TAC Reviews

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

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

8) BP Routes LOO & PMR

BP receives background check approval email then:
• BP routes LOO for all appropriate signatures
• Email PMR & signed LOO to Personnel Matters/HR Guide for University Staff Offer Letter
• SOM – Send fully executed LOO to the Dean’s office

PMR – Personnel Matters Report

9) BP Process in HCM

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

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> Non-Pay Actions> ePar Transfer> Add

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

10) S/C/D Approves

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

New Hire Checklist

11) After Process is Completed:

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

NOTE:
Can be a Lateral or Promotional Move.

NOTE:
If NO position information is changing BP can go directly to the eHR OPS (Step 4).

NOTE:

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

### 1) BP ID’s Candidate & Runs Reference Checks

1. **BP identifies candidate they want to hire**
   - BP identifies the appointment type they want to use
   - BP initiates offline OR SkillSurvey reference checks with TAC to make an offer

### 2) BP Start: Create New

1. **BP creates a new position** in HCM and submits
   - Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add New Value tab (Leave Position Number as: 00000) Click Add Button

### 3) HR OPS Approves

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

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

1. **Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review**
   - **BP receives a system generated email.**

### 5) TAC Reviews NPP

1. **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

1. **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.

### 7) TAC Reviews

1. **BP discussions if they are accepting transferred leave with TAC & documents in LOO.**
   - TAC reviews and approves LOO copying PMR Box.
   - DO NOT route to the employee prior to their background check being approved

### 8) BP Routes LOO & PMR

1. **BP receives background check approval email then:**
   - **BP routes LOO for all appropriate signatures**
   - **Emails PMR & signed LOO to Personnel Matters@cudenver.edu**
   - **Prior to Appointment Effective Date.**
   - **SOM – Send fully executed LOO to the Dean’s office**

### 9) Transfer: BP Process in HCM

1. **Initiate Transfer:**
   - Receiving department initiates transfer
   - Current department must approve/reject
   - Once released, receiving department can complete action in HCM (Important: Do not make changes to previously approved NPP)
   - Receiving department must pull up the transfer action and fill out pages 2-4 and save the action. This will move the employee to the new department.

### 10) S/C/D Approves

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

### 11) After Transfer is Completed:

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

### Other Links:

- TAC Department Assignments
- PMR – Personnel Matters Report
- 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
- PDI – Position Description Questionnaire
- SCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
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:

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 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 email from the HR-Exempt Box.

University Staff Addendum Offer Letter - LOO

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

Other Links:
- TAC Department Assignments
- 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

NOTE:

Employee will remain in current position number in own department.
Working Title may Change/No Increase in pay
Normally Job Code does NOT Change

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.

University Staff Addendum Offer Letter - LOO

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

Other Links:
- TAC Department Assignments
- 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

NOTE:

Employee will remain in current position number in own department.
Working Title may Change/No Increase in pay
Normally Job Code does NOT Change
NOTE:
If Duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Starts: Update Position

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

NOTE:
If TAC says NPP is needed

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?

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

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

2) HR Approves

HCM 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.

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

TAC will review PDQ and panel if needed.

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

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

4a) TAC Reviews PDQ

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
BP Reason Code Guide for Position Information

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:

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.
   - School/College Approver Completes Step 2 of 3 OR Add OR Expert Add

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 – HR Faculty.Reps@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
     - 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 (is does not matter)
     - Meets minimum qualifications for the position
     - Job is related to duties performed as a student worker
     - Must have graduated
   - Attachments: Must have completed job description OR fill out Step 2 of 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.denver@ucdenver.edu
     - SOM – Send e-mail justification to HR.som@ucdenver.edu and copy SOM.admin@ucdenver.edu
     - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine. Send e-mail justification to HR.npp@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance

5) S/C Review
   - School/College Approver will review.
   - HR OPS Reviews NPP

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.
   - DRIVER – If Professor in title, route draft LOO to TAC Director to review

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

9) BP Process - PMR
   - Emails BM & signed LOO to Regional Managers@ucdenver.edu
   - This should be 3 days prior to the 1st or 15th prior to the candidates start date.
   - SOM – Sends PMR to Deans Office

10) BP Initiates Transfer Process
    - Initiate Transfer:
      - Receiving department initiates transfer
      - Current department must approve/release
      - Once released, receiving department can complete action in HCM (Important: Do not make changes to previously approved NPP)
      - Receiving department must pull up the action and fill out pages 2-4 and save the action. This will move the employee to the new department.

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

12) After Transfer is Completed:
    - Email HR.LIP@ucdenver.edu to check in an active 195 (already on file)
    - Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

- Hiring/HR Verify Access
- BP Reason Code Guide for Position Information
- Key:
  - NPP – Non-Person Profile
  - BP – Business Partner (person initiating action)
  - HR – Human Capital Management
  - HR OPS – Central HR Operations Team
  - TAC – Talent Acquisition Consultant
  - PDQ – Position Description Questionnaire
  - CICD – School College/Department
  - LOO – Letter of Offer
  - MQ – Minimum Qualifications
  - PQ – Preferred Qualifications
  - PMR – Personnel Matters Report
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

**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
- **G/O** – Letter of Offer
- **M/Q** – Minimum Qualifications
- **P/Q** – Preferred Qualifications
- **PMR** – Personnel Matters Report

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

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.

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

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 one year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

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:
  - Robert Pinter – HRS Faculty Request @ucdenver.edu
  - Sean Clark – HRS Faculty Request @ucdenver.edu
- PRAs, Sr. PRAs, Research Associates:
  - Cheryl Welch will review MQ.

In comments field include:
- Type of appointment (2)
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary for all PRA job 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 (% 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 Excel/Excel funding 2nd or Level Justifications to the following:
- Denver – Send e-mail justification to HR_flxdev@ucdenver.edu
- SOM – Send e-mail justification to hr_flxdev@ucdenver.edu, and copy SOM HR@ucdenver.edu.
- Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine: Send an e-mail Justification to hr_flxdev@ucdenver.edu and copy the Dean and Asst Dean of Finance.

5) **S/C Review**

School/College Approver will review.

HR OPS Reviews NPP

6) **HR OPS Reviews NPP**

Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP and approvals go to CU Careers.

SOM ONLY:
Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP goes 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.

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)

9) **BP Process - S/C Review**

Emails PMR & signed LOO to Personnel Matters/PMR@ucdenver.edu
PMR should receive the signed LOO no later than 1st or 15th of the month prior to the candidate start date.

SOM – Sends PMR to Deans Office

10) **BP Processes in HCM**

OR

Lateral move without pay change:
Action: Transfer
Reason: To Another Department
Department: employee new Position Number that is in your dept.
Navigation:
- CU Resources > HCM Community Users > Non-Pay Actions > ePar Transfer > Add

Promotion with pay change:
Action: Data Change
Reason: Promotion
Lateral with pay change:
Action: Pay Rate Change
Pay Increase:
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.

New Hire Checklist

12) **After Process is Completed**

Email HR_flxdev@ucdenver.edu to check in active 19 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:
- HireRight I-R-E-Verify Access

BP Reason Code Guide for Position Information

Table of Contents
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affilite 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 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
   - Click Add Button

3) School/College Approves
   - School/College Approver will review.
   - BP receives a system generated email.
   - 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 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 → HR.Faculty.Request@ucdenver.edu
   - PRAs, Sr. PRAs, Research Associates: Sean Clark → 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 FRA 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:
     - Completed job description OR fill out Step 3 Position Summary of the NPP
     - Resume (HR will review MQ at this point as well)
   - Submit any 610/611 funding 2nd Level Justifications to the following:
     - Denver – Send e-mail justification to HR.TwoLevel@ucdenver.edu
     - SOM – Send e-mail justification to HR.TwoLevel@ucdenver.edu and copy SOM-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.TwoLevel@ucdenver.edu and copy the Dean of Arts/Assoc 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 - 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 TAG Director to review.

Other Links:
- Employee Login
- Mission Statement
- CU Resources
- Faculty Resources (LOR, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers
- CU Benefits

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

Key:
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- SOCO – School/College/Department
- LOO – Letter of Offer
- MG – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
1) BP Submits Temp Questionnaire 

2) HR OPS Reviews 

3) BP Start: 
Create New 

4) BP Process 

5) HR OPS Approves 

6) BP Process 

7) HR OPS Approves 

8) BP Creates an NPP with an ePAR 

9) HR OPS Reviews 

10) BP HCM Process 

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.Temp@ucdenver.edu 
Email HR.Temp@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 

9 Month Temporary Appointments – Hire pre-identified Temp 

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

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

If Hiring/Rehiring a student worker without Posting

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 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

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

Background Check Link (Online Request Form)
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 > Enter 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.

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 HIRED/REHIRE in HCM (click this box for Step-by-Step)

If REHIRE: Email HR.I-9@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.

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

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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

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Other Links:

Central HR Leave Resources

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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
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

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

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

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