University of Colorado Denver & Anschutz Campus Specific Guidelines

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

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1) BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline or SkillsSurvey reference checks with TAC PRIOR to making an offer
   - APPPT TYPE 2: BP can check with TAC to check Personnel File

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

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

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

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

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

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

   - AMC – Attach 2nd Level email justification with CU/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

5) TAC Reviews NPP
   - TAC reviews to make sure candidate meets MQ’s & Appointment Type Requirement are met
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

6) BP Process
   - Make verbal offer (making it clear the offer is contingent on passing the background check)
   - Initiate Background check (Online Request Form 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 (Online Request Form)
   - Run a Background Check in CU Careers
   - University Staff Offer Letter - LOO

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

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
- SDCO – School/College/Department
- LDO – Letter of Offer
- MDQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:
- If FND position information is changing BP can go directly to the ePAR NPP (Step 4).

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.

Job Description Template
Second Level Guidelines

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

9) After Appointment Type Process is Completed:
   - BP finishes HIRE/REHIRE in the Transaction Launch Page.
   - If Current CU Employee: Email HR.I@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> HCM Community Users> Transaction Launch Page title

8) BP routes LOO & PMR
   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures
     - Emails PMR & signed LOO to PersonnelMatters@ucdenver.edu prior to Appointment Effective Date.
     - SOM – Send fully executed LOO to the Dean’s office

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

Search Position Number Find Existing Value Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

PMR – Personnel Matters Report
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
BP creates a new position in HCM and submits

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

4) BP Creates an ePAR Non-Personnel 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

5) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ’s & Appointment Type Requirement are met.

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)

Other Links:
- TAC Department Assignments
- HR Right 3 E Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Personnel 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
- LDO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- P2U – Personnel Matters Report

1) BP IDs Candidate & Runs Reference Checks

2) BP Start: Create New
BP creates a new position in HCM and submits

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

4) BP Creates an ePAR Non-Personnel 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

5) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ’s & Appointment Type Requirement are met.

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)

Other Links:
- TAC Department Assignments
- HR Right 3 E Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Personnel 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
- LDO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- P2U – Personnel Matters Report
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

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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
8. BP Routes LOO & PMR
10. S/C/D Approves
11. After Transfer is Completed:

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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
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

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**NOTE:**

- can be a lateral or promotional move.
- If pay or changing you will do the pay rate change with the transfer transaction (collective one)
- Must have graduated
- Completed job description
- Second level funding justification if State
- Employee ID number
- Enter
- Meets all minimum qualifications
- Proposed salary
- Receiving department initiates
- Appointment Type
- Name of person BP wish to
- ePAR NPP
- changing BP can go directly to the
- BP Reason Code Guide for Position Information
- HireRight I
- TAC Department Assignments
- Other Links

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**NOTE:**

- ePAR NPP
- changing BP can go directly to the
- BP Reason Code Guide for Position Information
- 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

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**Other Links:**

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

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**1) BP ID's Candidate & Runs Reference Checks**

- BP identifies candidate they want to hire
- BP identifies the appointment type they want to use
- BP initiates offline OR
- SkillSurvey reference checks with TAC. PREP to making an offer
- APPT TYPE 2: BP can check with TAC to check Personnel File

**2) BP Start: Create New**

- BP creates a new position in HCM and submits

**3) HR OPS Approves**

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

**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 UIH), 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.

**Job Description Template**

**Second Level Guidelines**

**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:
  - Enter: Appointment Type 2
  - Name of person BP wish to appoint
  - Employee ID number (EID)
  - Proposed salary
- Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
  - Has worked for any CU as a student for at least a semester (% of time does not matter)
  - Meets all minimum qualifications for the position
  - Job is related to duties performed as a student worker
  - Must have graduated
- Attachments:
  - Completed job description
  - Resume
  - Second level funding justification if State (610/611) funded
  - AMC – Attach 2nd Level email justification with CFO/Dean copied
  - SOM ONLY – Attach approval email from SOM HR@denver.colorado.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

**5) TAC Reviews NPP**

- TAC reviews to make sure candidate meets MQ’s. & Appointment Type Requirement are met.
- Once approved, BP receives an approval e-mail from the HR Exempt Box

**6) BP Process**

- Make verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form), HR will determine if needed
- BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- Background Check Link (Online Request Form)
- University Staff Offer Letter – LOO

**7) TAC Reviews**

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

**8) BP Routes LOO & PMR**

- BP receives background check approval email then:
- BP routes LOO for all appropriate signatures
- Emails PMR & signed LOO to Personnel Matters Paper (PMR) prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Dean's office

**9) Transfer: BP Process in HCM**

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.
- Action: Transfer Reason: To Another Department

**Transfer**

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.
- Action: Transfer Reason: To Another Department

**Navigation:**

- CU Resources > HCM Community Users > Pay Actions > Template Based Transactions

**10) S/C/D Approves**

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

**11) After Transfer is Completed:**

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

**New Hire Checklist**

- See next box for student worker eligibility requirements.

**Key:**

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- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

1) BP Start: Update Positions
   - BP updates an existing position in HCM and submits
   - Reason Code: PRO – Promotion

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

3) BP Creates an ePAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
   - 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.
     - Must be substantive change in duties to justify out of cycle increase.
     - Resume
     - Second level funding justification if State (610/611) funded
     - AMC – Attach 2nd Level email justification with CFO/DEAN copied
     - SOM ONLY - Attach approval e-mail from SOM HR/PayExempt@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

4) TAC Reviews NPP
   - TAC reviews to make sure candidate meets MQ’s & Requested Class is appropriate.
   - TAC routes for further approvals as needed
   - Once approved, BP receives an approval email from the HR Exempt Box

5) BP Process
   - Initiate background check (Online Request Form, HR will determine if needed)
   - BP uses the proper LOO template and submits a draft to their TAC to review.

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

7) 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

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/C/D – School/College/Department
- LCO – Letter of Offer
- MQ – Minimum Qualifications
- PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- HR Guide for Position Information
- Pay Actions – Document Collection > ePAR Non-Person Profile
- Add OR Expert Add

Table of Contents
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

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.

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.

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

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 email from the HR-Exempt Box.

4) TAC Reviews NPP

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

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

Key:
NPP – Non-Person Profile
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S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Job Description Template
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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

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

In comments field include:
- Classified employee electing exemption
- Name of employee
- Employee ID number (EID)
- Current and Proposed Salary/proposed % increase (if applicable)
- Current Classified position number

Attachments:
- Email from employee confirming election
- Resume
- Completed job description
- Second level funding justification if State (610/611) funded
- AMC - Attach 2nd Level email justification with CFO/DEAN copied
- SOM ONLY - Attach approval email from SOM-HR@univer.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP.

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

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's

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

TAC sends proper Electing Exemption LOD Template

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

7) BP Process

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

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

Background Check Link (Online Request Form)

Electing Exemption Letter of Offer - LOD

8) TAC Reviews

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

TAC reviews and approves LOD copying PMR Box.

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

PMR – Personnel Matters Report

9) BP Routes LOO & PMR

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

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

10) BP Process in HCM

ePAR Pay Rate Change:

Action: Data Change Reason: To University Staff

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

11) S/C/D Approves

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

12) TAC Abolishes Old Position Number

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

TAC Abolishes the Old Classified Position Number

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
UO – Letter of Offer
MQ – Minimum Qualifications
PD – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:
TAC Department Assignments
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
1) BP Start: Update Pos
BP updates an existing position in HCM and submits

2) HR Approves
HR approves the position
BP receives a system generated email.

3) BP Creates an ePAR Non-Person Profile (NPP)
Once position information is approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.

   NOTE:
   Complete all required fields or pages as indicated in the mid guide for classified NPP.
   You will receive an error message.

4) TAC Reviews PDQ
TAC will review PDQ and may send to a panel for review, if needed.
TAC emails application instructions to BP.

5) Re allocation Process Runs
Incumbent must send their application to TAC Consultant with time frame for their reallocation.
BP routes NPP to their TAC.

6) TAC Reviews
TAC receives and reviews the application.
TAC reviews MQs.

7) TAC Sends LOO
TAC approves the NPP.
TAC sends Reallocation LOO Template and HCM instructions to BP, CC’ing the Supervisor.

8) S/C/D Process
Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check).
Initiate Background check (Online Request Form).
LOO = Reallocation Letter of Offer Template.

9) TAC Reviews
BP discusses if they are accepting the offer.
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.
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.

12) BP Sends Fully Executed LOO
BP sends the Fully Executed LOO to their TAC.

13) TAC Reviews &
TAC will review and approve action once BP saves and submits HIRE/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.

Other Links:
- TAC Department Assignments
- HRRight 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
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TAC = Talent Acquisition Consultant
MQ = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

Classified Staff – Reallocation of a current classified position
(Position number will stay the same).

Table of Contents
Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

1) BP Updates an existing position in HCM and submits

2) HR Approves

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

   BP receives a system generated email.

   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: Complete all required fields or pages as indicated in the HR Guide for NPP creation if needed.
   - Duties added/from what position(s)
   - Duties removed. Where are duties being assigned?

   NOTE: Include:
   - FTE/Change: 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)
   - 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.

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

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

3b) TAC Sends FTE Change LOO

   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

4a) TAC Reviews PDQ

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

4b) BP Routes LOO

   BP routes LOO for all appropriate signatures.

5a) TAC Approves

   TAC will review PDQ and panel if needed.

   TAC approves and fills out and sends Classified Addendum LOO template.

5b) BP Routes Fully Executed LOO

   BP sends the Fully Executed LOO to their TAC.

Key:

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- 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
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.

1) BP ID's Candidate & Runs Reference Checks
- BP identifies candidate they want to hire
- BP identifies the appointment type they want to use
- BP initiates offline OR SkillSurvey reference checks with HR OPS consultant

2) BP Start: Create New
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management>
- Add/Update Position Info>
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management>
- Add/Update Position Info>
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management>
- Add/Update Position Info>

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

Appointment Type Reasons:
- Appointment Type 1 – Appointment based on qualified candidate being available from a previous search.
- Appointment Type 2 – Appointment based on current or prior employment with CU or Affiliate (Children's Hospital, 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.

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. PRAs, Research Associates:
  - Beth Oelke <hr.Faculty-Request@ucdenver.edu>

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

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

- Attachments:
  - Complete a job description OR fill out Step 3 Position Summary of the NPP
  - Resume (HR will review MQ’s at this point as well)

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

- Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, and School of Dental Medicine.
  - Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Associate Dean of Finance.

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

6) HR OPS Reviews NPP
- Catalog and submit through HireRight within 3 business days of the date of hire
- 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 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 then:
  - BP routes LOO for all appropriate signatures in school (include the candidates signature)

9) BP Process - PMR
- Emails PMR & signed LOO to Ethical Mail@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 Hire/REHIRE in the Transaction Launch Page
- School/College Approver will review and approve hiring action once saved and submitted
- 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

- Navigation: CU Resources> HCM Community Users> Transaction Launch Page title

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

Key:
- PMR = Personnel Matters Report
- 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
- SFCD = School/College/Department
- LGD = Letter of Offer
- MOQ = Minimum Qualifications
- PQ = Preferred Qualifications
- NPP = Personnel Matters Report

Other Links:
- Highlight 1.9: Verify Access
- BP Resource Code Guide for Position Information

NOTE:
- Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message.

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

Creating an Offer in CU Careers

Faculty Hire Resources (LOO, Search Summary, etc.)
Background Check Link (Online Request Form)

Creating an Offer in CU Careers
Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval. Select and complete all fields in the non-person profile (NPP). Select Robert Pinter as HR consultant. Leave HR only page blank. Email ePAR Number to HR.NewTemp@ucdenver.edu.

HR OPS Reviews

HR OPS approves the position. BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review. University Staff/Exempt Temp LOO Template. Classified Temp LOO Template.

3) BP Start: Update Pos

BP updates an existing position in HCM and submits. HR OPS reviews the questionnaire and determines the Job Code. HR OPS provides LOO Template.

4) BP Process

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

5) HR OPS Approves

HR OPS approves the position. BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review. University Staff/Exempt Temp LOO Template. Classified Temp LOO Template.

6) BP Process

HR OPS approves the position. BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review. University Staff/Exempt Temp LOO Template. Classified Temp LOO Template.

7) HR OPS Approves

HR OPS approves the position. BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review. University Staff/Exempt Temp LOO Template. Classified Temp LOO Template.

8) BP Creates an NPP with an ePAR

Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval. Select and complete all fields in the non-person profile (NPP). Select Robert Pinter as HR consultant. Leave HR only page blank. Email ePAR Number to HR.NewTemp@ucdenver.edu.

9) HR OPS Reviews

HR OPS approves the position. BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review. University Staff/Exempt Temp LOO Template. Classified Temp LOO Template.

10) BP HCM Process

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

11) After Process is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page.

HCM Hire:
Submit HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu.
Email HR.NewTemp@ucdenver.edu to check in an active I-9 is already on file.
Submit an I-9 through HireRight within 3 business days of the date of hire.

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data.

12) HR OPS Approves Hire

Once the signed LOO is sent back to HR Ops they will review and approve the HIRE Transaction.
**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**

BP uses Career Center Handshake system to post student worker positions.

If Posting position to run a search

**3a) 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 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 HIRE/REHIRE in the Transaction Launch Page

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

POQ – Position Description Questionnaire

S/C/D – School/College/Department

LDO – Letter of Offer

MQ – Minimum Qualifications

PQ – Preferred Qualifications

PMR – Personnel Matters Report

NOTE:

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”.

**Table of Contents**
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 (Leave Position Number as: 00000) > Click Add Button

1) BP Start: Update Pos
BP updates an existing position in HCM and submits AND self-approves.
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) 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.
Initiate Background check (Online Request Form)
BP uses LOO Templates found in the Student Handbook

4) BP Process
Make Verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form)
Background Check Link (Online Request Form)

5) After Process:
CLAS: Program Assistants must ad-hoc Dean’s office as ad-hoc approver for student hires in the 1500 series
After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver
Finish HIRE/REHIRE in the Transaction Launch Page
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 > Transaction Launch Page

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

Other Links:
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
BP Enters Leave in HCM

- 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/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

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**Involuntary Termination**

**BP Process**

Business Partner enters termination in HCM

Choose appropriate Reason Code –

- **Cause** (Routes for approval)
- **Death** (Auto - Approves)
- **Disability Retirement** (Routes for approval)
- **ES – Other** (DO NOT USE)
- **End of Appointment** (Routes for approval)
- **Exhaustion of Leave** (Routes for approval)
- **Job Abandonment** (Routes for approval)
- **Layoff** (Routes for approval)
- **Not Eligible for Rehire** (Routes for approval)
- **Other – Comment Required** (Routes for approval)
- **ProbationaryRej-Classified** (Routes for approval)
- **Resignation** (Auto – Approves)
- **Retirement** (Auto – Approves)

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

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

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**Key:**

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

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**EPD Reviews & Approves**

Actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave