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**
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

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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

Other Links:

TAC Department Assignments

Key:

SOM ONLY

Non-Person Profile

BP - Business Partner (person initiating action)

HRM - Human Capital Management

HR OPS - Central HR Operations Team

TAC - Talent Acquisition Consultant

POQ - Position Description Questionnaire

SCCD - School/College/Department

LDO - Letter of Offer

MQ - Minimum Qualifications

PQ - Preferred Qualifications

PMR - Personnel Matters Report

1) BP IDs Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline OR SkillsSurvey reference checks with TAC PRIOR to making an offer

APPT TYPE 2: BP can check with TAC to check Personnel File

2) BP Start: Update Pos

3) HR OPS Approves

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

5) TAC Reviews NPP

6) BP Process

7) TAC Reviews

NOTE:

Primary contact person.

NOTE:

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

BP creates a new position in HCM and submits

Appointment Type Requirement

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 (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 CF/DEAN copied
- 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

NOTE:

Complete all required fields or pages as indicated in the HR guide for University Staff Non-Person Profile. If you will receive an error message

9) BP Process in HCM

8) BP Routes LOO & PMR

7) TAC Reviews

BP receives background check approval email then:

- BP routes LOO for all appropriate signatures
- Emails PMR & signed LOO to Personnel Matters Report
- Send fully executed LOO to the Dean’s office

TAC reviews and approves LOO: DO NOT route to the employee prior to their background check being approved

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

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Second Level Guidelines

NOTE: Can be a Lateral or Promotional Move.
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
- BP identifies candidate they want to hire
- BP identifies the appointment type they want to use
- BP initiates offline OR Skill/Service reference checks with TAC, PROOF to make an offer

APPT TYPE 2: BP can check with TAC to check Personnel File
If NO position information is changing BP can go directly to the ePAR NPP (Step 4)

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

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

4) BP Creates an ePAR Non-Person Profile (NPP)
- Once Position Information is Approved - Business Partner (BP) creates non-person 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.
- 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)

7) TAC Reviews
- 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.

8) BP Routes LOO & PMR
- BP discusses if they are accepting transferred leave with TAC & documents in LOO.
- TAC reviews and approves LOO copying PMR Box.

9) Transfer: BP Process in HCM
- BP receives background check approval email then:
  - BP routes LOO for all appropriate signatures
  - Emails PMR & signed LOO to Personnel Matters (PMR)@ucdenver.edu prior to Appointment Effective Date.
  - SOM – Send 60+ executed LOO to the Dean’s office

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@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:
- TAC Department Assignments
- HR Right - 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
- PSQ – Position Specific Qualifications
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Table of Contents
- NOTE:
- Can be a Lateral or Promotional Move.
- If Pay/Change you will do the same Rate Change with the transfer transaction (all in one)

TC:
- TAC Department Assignments
- Other Links

NOTE:
- TAC Department Assignments
- Other Links

NOTE:
- TAC Department Assignments
- Other Links

Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UPH), 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.

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

Job Description Template
Second Level Guidelines

NOTE:
- University Staff Offer Letter – LOO

Background Check Link (Online Request Form)

University Staff Offer Letter – LOO

PMR – Personnel Matters Report

Table of Contents
- NOTE:
- Can be a Lateral or Promotional Move.
- If Pay/Change you will do the same Rate Change with the transfer transaction (all in one)

TC:
- TAC Department Assignments
- Other Links

NOTE:
- TAC Department Assignments
- Other Links

NOTE:
- TAC Department Assignments
- Other Links

Appointment Type 2: Appointment based on current or position number as indicated in the TOC to create.

University Staff Offer Letter – LOO

PMR – Personnel Matters Report

Table of Contents
- NOTE:
- Can be a Lateral or Promotional Move.
- If Pay/Change you will do the same Rate Change with the transfer transaction (all in one)

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Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UPH), 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.

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

Job Description Template
Second Level Guidelines

NOTE:
- University Staff Offer Letter – LOO

Background Check Link (Online Request Form)

University Staff Offer Letter – LOO

PMR – Personnel Matters Report

Table of Contents
- NOTE:
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Appointment Type 2: Appointment based on current or previous employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UPH), 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.

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

Job Description Template
Second Level Guidelines

NOTE:
- University Staff Offer Letter – LOO

Background Check Link (Online Request Form)

University Staff Offer Letter – LOO

PMR – Personnel Matters Report

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

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 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.

Job Description Template

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

In comments section:
- Update Only
- Name of employee
- Employee ID number (EID)

Attachments:
- Completed job description
- Resume (When applicable)

If description review does not result in change to job code or pay, Central HR will review and no additional action is required in HCM.

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

University Staff Addendum Offer Letter - LOO

4) TAC Reviews NPP
Once approved, BP updates an existing position in HCM and submits

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

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.

Other Links:
- TAC Department Assignments
- HireRight I 9-E Verify Access
- BP Reason Code Guide for Position Information
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

1) BP Contacts TAC
   BP contacts their TAC.

   TAC reviews the job description to verify it meets the Exemption Criteria (professional level duties or alternate funding).

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

   TAC provides documentation for employee to review and confirm there selection to move to a University Staff position (Classified vs. Exempt).

   Per University Policy, TAC will work directly with employee to confirm election.

2) Employee Reviews & Confirms
   Employee reviews & confirms they are electing exemption.

   Employee sends email to TAC confirming their election.

   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

   Job Description Template

   Second Level Guidelines

3) BP Start: Create New
   BP creates a new University Staff position in HCM and submits.

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

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

   BP receives a system generated email.

   Job Description Template

   Second Level Guidelines

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

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

   Attachments:
   - Email from employee confirming election
   - Resume
   - Completed job description
   - Second level funding justification if State (610/611) funded

   AMC - Attach 2nd Level email justification with CFO/DEAN copied

   S/CD Only - Attach 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

6) TAC Reviews NPP
   TAC reviews to make sure candidate meets MQ’s.

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

   TAC sends proper Electing Exemption LOO Template.

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

   Background Check Link (Online Request Form).

8) TAC Reviews
   TAC reviews to make sure candidate meets MQ’s.

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

   TAC sends proper Electing Exemption LOO Template.

10) BP Process in HCM
    
    ePAR Pay Rate Change:
    - Action: Data Change
    - Reason: To University Staff

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

11) S/C/D Approves
    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’s 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
- LID - 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
Classification Staff – Update Only for employee w/in School/College/Department, no change in title or pay

2) HR Approves

BP updates an existing position in HCM and submits

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

IF TAC says NPP is needed

HR OPS Routes to TAC
TAC reviews
TAC consults with BP if needed
TAC approves the position
BP receives a system generated email.

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?

TAC will review PDQ and panel if needed.

3b) TAC Sends FTE Change LOO

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

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

4a) TAC Reviews PDQ

TAC approves and fills out and sends Classified Addendum LOO Template

4b) BP Routes LOO

BP routes LOO for all appropriate signatures

5a) TAC Approves

TAC approves and fills out 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.

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 changes.

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

NOTE: If Standard Hours/FTE is dropping below or rising above 20hrs./0.5 FTE an addendum letter is needed to document benefit eligibility changes.

BP Reason Code Guide for Position Information

HireRight I-9 E-Verify Access

TAC Department Assignments

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
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

1) BP IC’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

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 (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.

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/Pest-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 (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 (BP will review MO’s at this point as well)

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.

8) BP Process – PMR
   - Emails PMR & signed LOO to Personnel Matters (PMR@ucdenver.edu)
   - This should be 7 days prior to the 8th or 15th prior to the candidates start date.
   - SOM – Sends PMR to Deans Office

9) BP Process - LOO
   - BP receives background check approval email
     - Then:
       - BP routes LOO for all appropriate signatures in school (include the candidate signature)
     - OR:
   - Background Check Link (Online Request Form)
     - Creating an Offer in CU Careers

10) BP Process in HCM
    - Lateral move without pay change: Action: Transfer
      - Reason: Transfer (enter new Position Number that is in your dept.)
    - Promotion with pay change: Action: Date Change
      - Reason: Promotion OR
      - Lateral with pay change: Action: Pay Rate Change
      - Reason: Base Pay – Increase in Pay
    - OR
    - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

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

12) After Process is Completed:
    - Email HR.PRA@ucdenver.edu to check in an active I 9 is to already on file
    - Submit an I-9 through HIRight 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
- PDO – Position Description Questionnaire
- S/CDO – School/College/Department
- LGO – 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
- Lateral move without pay change
- Transfer
- Promotion
- Pay Rate Change

Second Level Guidelines
- Essential Function Definitions

Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers

NOTE: Once Position Information is Approved, Business Partner (BP) creates non-person profile (job description) in HCM:
- Faculty/Personnel:
  - Robert Pinter – HR.Faculty.Request@ucdenver.edu
  - PRAs, Sr. PRAs, Research Associates:
    - Sean Clark – HR.PRA@ucdenver.edu
- In comments 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 (BP will review MO’s at this point as well)
- Submit any:
  - Attachments
  - Exceptions:
    - College of Nursing,
    - School of Pharmacy, Colorado School of Public Health,
    - School of Dental Medicine: Send e-mail justification to HR.HCM@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance
- Verify Access
- To College of Medicine, School of Pharmacy:
  - Send e-mail to Robert Pinter or Sean Clark.
- To SOM:
  - Faculty will review and approve.
  - SOM will forward.
- S/CDO – School/College/Department
- LGO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE: Once Position Information is Approved, Business Partner (BP) creates non-person profile (job description) in HCM:
- Faculty/Personnel:
  - Robert Pinter – HR.Faculty.Request@ucdenver.edu
  - PRAs, Sr. PRAs, Research Associates:
    - Sean Clark – HR.PRA@ucdenver.edu
- In comments 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 (BP will review MO’s at this point as well)
- Submit any:
  - Attachments
  - Exceptions:
    - College of Nursing,
    - School of Pharmacy, Colorado School of Public Health,
    - School of Dental Medicine: Send e-mail justification to HR.HCM@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance
- Verify Access
- To College of Medicine, School of Pharmacy:
  - Send e-mail to Robert Pinter or Sean Clark.
- To SOM:
  - Faculty will review and approve.
  - SOM will forward.
- S/CDO – School/College/Department
- LGO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
9 Month Temporary Appointments – Hire pre-identified Temp

1) BP Submits Temp Questionnaire & Approval

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

11) After Process is Completed:

12) HR OPS Approves Hire

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

Other Links:

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

New Hire Checklist

NewTemp – Business Partner
9 E - Verify Access
Verify Access

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University Staff
and will provide the proper job code for review.

HR

Temporary Questionnaire

PMR
PQ
MQ
LOO
S
PDQ
HCM
BP
/

Classified Questionnaire

NewTemp Approval – BP routes LOO for all appropriate signatures
then
BP updates an existing position in HCM and submits

University Staff/Exempt Temp LOO Template

1) BP Submits Temp Questionnaire & Approval

2) HR OPS Reviews

3) BP Start: Create New

BP creates a new position in HCM and submits

4) BP Process

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

5) HR OPS Approves

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

6) BP Process

BP approves the position

7) 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 Pinte 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> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number>

Click Search > Select the Proper Record

Background Check Link (Online Request Form)
Run a Background Check in CU Careers

11) 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 Pinte as approver.

OR
2) Enter an ePAR 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.

10) BP Runs Search & Reference Checks

BP ensures 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

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

8) BP CU Careers Process

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

5) 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.

12) BP Routes LOO

BP receives background check approval email then:

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

13) After Recruitment is Completed:

Once the signed LOO is sent back to HR OPS they will review and approve the Hire Transaction

NOTE - CU CAREERS HIRES: 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
PSQ = Position Description Questionnaire
S/C/D = School/College/Department
L/O = letter of Offer
MQ = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

Other Links:
HireRight I-9 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

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 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

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 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

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

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
LDO – 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
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.
- Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > 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.
- Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Hire > Expert Add

4) BP Process
- Make Verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form)
- BP uses LOO Templates found in the Student Handbook
- Background Check Link (Online Request Form)

5) After Process:
- CLAS: Program Assistants must ad-hoc Dean's office as ad-hoc approver for student hires in the 1500 series.
- After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver.
- Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)
- If REHIRE - Email HR-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

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

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

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

### 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