University Staff:

University Staff – Begin Search

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

University Staff – Appoint a current CU employee within your own Department/Org into a different position number based on Lateral or Promotional Move

University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Transfer

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

University Staff – Update Only for current employee within Department, School, or College

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

Classified Staff:

Classified Staff – Begin Open Competitive Search

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

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay
Faculty (1100 – 1400 Job Code Series) – Begin Search

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

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

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

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

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

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

Other Processes:

Leave – Entering Employee Leave in HCM

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

Table of Contents

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 TAC to make 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) 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:
     - Enter: Appointment Type
     - 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@scu.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.

7) TAC Reviews
   - TAC reviews and approves LOO copying PMR Box
   - 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 Report
     - PMR – Personnel Matters Report
   - Prior to Appointment Effective Date.
   - SOM – Send fully executed LOO to the Dean’s office

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 Report prior to Appointment Effective Date.
     - SOM – Send fully executed LOO to the Dean’s office
   - Action: Transfer
     - Reason: To Another Department
   - Navigation: CU Resources > Pay Actions Tile > Template Based Transactions

10) S/C/D Approves
    - School/College/Department Approver will review and approve action once saved and submitted
    - New Hire Checklist

11) After Transfer is Completed:
    - Email HR: EID@scu.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
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.

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.

IF NPP (NEW JOB DESCRIPTION) IS NEEDED
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

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

4) TAC Reviews NPP
Once approved, BP receives an approval e-mail from the HR-Exempt Box
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)
HRM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:
TAC Department Assignments
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
Classified 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.
   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 their selection to move for employee to review and confirm prior to appointment effective date.

2) Employee Reviews & Confirms
   Employee reviews & confirms that they are electing exemption
   Employee emails TAC confirming their election

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

4) HR OPS Approves
   Central HR OPS approves the position.
   BP receives a system generated email
   Job Description Template
   Second Level Guidelines

5) BP Creates an ePAR Non-Person Profile (NPP)
   Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
   In comments field include:
   - Classified employee electing exemption
   - Name of employee
   - Employee ID number (EID)
   - Current and Proposed Salary/Proposed % increase (if applicable)
   - Current Classified position number
   - Attachments:
     - Email from employee confirming election
     - Resume
     - Completed job description
     - Second level funding justification if State funded
     - AMC - Attach 2nd level email justification with CFO/DEAN copied
     - SDM only - Attach approval email from SDM@ucdenver.edu
     - 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 MIQ's
   Once approved, BP receives an approval email from the HR Exempt Box
   TAC sends proper Electing Exemption LOO Template

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

8) TAC Reviews
   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 employee prior to their background check being approved.

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.
   - SDM – Send fully executed LOO to the Dean's office
   - PMR – Personnel Matters Report

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 lets TAC know.
    TAC Abolishes the old Classified Position Number

Other Links:
- TAC Department Assignments
- HR Guide for Creation or you will receive an error message
- Complete all required fields or pages as indicated in the MIQ’s
- TAC sends proper Electing Exemption LOO Template
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer – LOO
- Initiate Background check (Online Request Form, HR will determine if needed)
- TAC uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- BP will receive an error message if all required fields or pages are not completed
- Approved BP will talk to employee to confirm decision through with the BP and explain next steps
- Background Check Link (Online Request Form)
Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

1) BP 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

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

2) HR Approves

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

IF TAC says NPP is needed
2a) TAC creates NPP

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?

3a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

NOTE:
Complete all required fields or pages as indicated in the HR Guide for NPP creation. If not, you will receive an error message.

4a) TAC Approves

TAC approves and fills out and sends Classified Addendum LOO Template

5a) TAC Approves

TAC approves and fills out Classified Addendum LOO Template

5b) BP Approves

BP routes LOO for all appropriate signatures

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

3b) BP Sends FTE Change LOO

BP updates an existing position in HCM and submits

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

3b) BP Sends FTE Change LOO

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

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

NOTE – if Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.

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

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

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

Other Links:

TAC Department Assignments
HireRight I9 E-Verify Access
BP Reason Code Guide for Position Information

Classified PDQ Template
Essential Function Definitions
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

2) BP Start: Create New

BP creates a new position in HCM and submits

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

3) School/College Approves

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

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

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

Faculty/Post-Docs:
Robert Pinter – HR Fac/Ctr 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 PRAs job codes (Type 1 & 2)
- Qualification 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 MO's at this point as well)

Submit any Letter of Offer (LOO) 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

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, BP 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 to 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 - PMR

Emails PMR & signed LOO to Cheryl.Welch@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.
SOM – Sends PMR to Deans Office
Faculty Hire Resources (PMR)

10) After Appointment Process is Completed:

Action flows back into HCM if Appointment Type 1
Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)
School/College Approver will review and approve hiring action once saved and submitted
Email HR.Fac/Ctr@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

Other Links:
- Highlight I-9 E Verify Access
- BP Resource Code Guide for Position Information
9 Month Temporary Appointments – Hire pre-identified Temp

1) BP Submits Temp Questionnaire & Approval

- **Temporary Questionnaire and Approval** Submit temporary questionnaire and brief job description to HR ImgTemp@ucdenver.edu for review. HR will determine what job code is appropriate and will provide the proper letter of offer template.

- BP initiates offline or SkillsSurvey reference checks PRIOR to drafting a LOO.

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

2) HR OPS Reviews

- HR OPS reviews the questionnaire and determines the Job Code.
- HR OPS provides LOO Template.

3) BP Start: Update Pos

- BP updates an existing position in HCM and submits.

4) BP Process

- BP emails Position number to HR ImgTemp@ucdenver.edu they are working with to approve.
- HR OPS approves the position.

5) HR OPS Approves

- 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 draft LOO and sends approval email.

7) HR OPS Approves

- HR OPS reviews the draft LOO.

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

9) HR OPS Reviews

- HR OPS Reviews & approves NPP.

10) BP HCM Process

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

11) After Process is Completed:

- Finish ePAR HIRE/REDHIRE in HCM (click this box for Step-by-Step).
- HCM HIRE: Submit ePAR HIRE with signed copy of LOO sent to HR NewTemp@ucdenver.edu.

12) HR OPS Approves Hire

- Once the signed LOO is sent back to HR OPS they will review and approve the HIRE Transaction.
- BP creates the NPP in HCM.
- NPP – Non-Person Profile.
- BP – Business Partner (person initiating action).
- HCM – Human Capital Management.
- HR OPS – Central HR Operations Team.
- TAC – Talent Acquisition Consultant.
- PDL – Position Description Questionnaire.
- SCD – School College/Department.
- MQ – Minimum Qualifications.
- PQ – Preferred Qualifications.

**Other Links:**


**Key:**

- New Hire Checklist.
- Table of Contents.
Nearing the 9 Months?

1) BP Submits Temp Questionnaire & Approval

2) HR OPS Reviews

3) BP Start: Create New

4) BP Process

5) HR OPS Approves

6) BP Creates an NPP with an ePAR

7) HR OPS Approves

8) BP CU Careers Process

9) HR OPS Posts to CU Careers

10) BP Runs Search & Reference Checks

11) BP Process

12) BP HCM Process

13) BP Routes LOO

14) After Recruitment is Completed:

**Key:**

- NPP = Non-Person Profile
- BP = Business Partner (person initiating action)
- HCM = Human Capital Management
- HR OPS = Central HR Operations Team
- TAC = Talent Acquisition Consultant
- PQ = Position Description Questionnaire
- S/C/O/D = School/Campus/Department
- LOD = Letter of Offer
- MQ = Minimum Qualifications
- PQ = Preferred Qualifications
- PMH = Personnel Matters Report

**Other Links:**

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

**Table of Contents**

- 9 Month Temporary Appointments – Begin Search
- 1) BP Submits Temp Questionnaire & Approval
- 2) HR OPS Reviews
- 3) BP Start: Create New
- 4) BP Process
- 5) HR OPS Approves
- 6) BP Creates an NPP with an ePAR
- 7) HR OPS Approves
- 8) BP CU Careers Process
- 9) HR OPS Posts to CU Careers
- 10) BP Runs Search & Reference Checks
- 11) BP Process
- 12) BP HCM Process
- 13) BP Routes LOO
- 14) After Recruitment is Completed:
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

2a) Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value> Enter Position Number> Click Search> Select the Proper Record

3) 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
- 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

NOTE: 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
- POQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOD – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Other Links:
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
- Document Collection> ePAR Hire> Expert Add
- Background Check Link (Online Request Form)
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 > 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 faculty and S/C/D reviews and approves if needed

3) BP runs Reference Checks
BP follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed

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 initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO
Initiate Background check (Online Request Form)
Check 

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@dudenver.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

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

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

Table of Contents
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
Voluntary Termination

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 – Effective Date of action is the date after the last working day OR the last day they should be paid

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
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