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:

Voluntary FTE Change- University Staff
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

1) BP ID’s Candidate & Runs Reference Checks
   - BP creates a new position in HCM and submits
     - Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab (Leave Position Number as: 00000) Click Add Button

2) BP Start: Create New
   - BP 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

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 2
     - Name of person BP wish to appoint
     - Employee ID number (EID)
     - Proposed salary
     - Level funding justification if State
   - 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 justifying with CFO/DEAN copied
     - SOM ONLY – Attach approval e-mail from SOM HR@denveru.edu and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

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.

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

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@denveru.edu prior to Appointment Effective Date.
     - SOM – Send full executed LOO to the Dean’s office

9) Transfer: BP Process in HCM
   - 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

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 Desk@denveru.edu to check in an active 3 is already on file
    - Submit an 1-9 through HireRight within 3 business days of the date of hire

Other Links:
- TAC Department Assignments
- HireRight 5.3 Verify Access
- BP Reason Code Guide for Position Information
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PSDI – Position Description Questionnaire
- SCCD – School College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

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

<table>
<thead>
<tr>
<th>1) BP Start: Update Pos</th>
<th>2) HR OPS Approves</th>
<th>3) BP Creates an ePAR Non-Person Profile (NPP)</th>
<th>4) TAC Reviews NPP</th>
<th>5) BP Process</th>
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<td>BP updates an existing position in HCM and submits</td>
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<td>Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review</td>
<td>TAC reviews to make sure candidate meets MQ’s &amp; Requested class is appropriate. TAC routes for further approvals as needed.</td>
<td>Initiate Background check (Online Request Form, HR will determine if needed)</td>
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<td>BP receives a system generated email.</td>
<td>In comments section:</td>
<td>Once approved, BP receives an approval email from the HR-Exempt Box</td>
<td>BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.</td>
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<td>Navigation: CU Resources &gt; HCM Community Users &gt; Non-Pay Actions &gt; Position Management &gt; Add/Update Position Info &gt; Find Existing Value &gt; Enter Position Number &gt; Click Search</td>
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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

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

4) TAC Reviews NPP

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

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
SOCSD – 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

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

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

- In comments 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
  - Work directly with employee to confirm their selection to move to a University Staff position
  - HCM Community Users
  - Pay Actions
  - Document Collection: ePAR Non-Personal Profile

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

- 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) TAC Reviews

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

- Background Check Link (Online Request Form)
- Electing Exemption Letter of Offer - LOO

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

- 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 Category

- TAC Abolishes the old Classified 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-Personal Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Professional Description Questionnaire
- S/C/D – School/College/Department
- “O” – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- HireRight 1-9 E-Verify Access
- BP Reason Code Guide for Position Information

NOTE:

- Requesting change in job code
- Pay may change
- Classified position number must be abolished by central HR
- Employee will be reassigned to different university staff position number

NOTE:

- 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 tell their decision through with the BP and explain next steps.
- TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).
- Per University Policy, TAC will work directly with employee to confirm election.

- Complete all required fields or pages as indicated in the BP Guide to University Staff NPP.
  - Creation of Employee will receive an error message
  - If TAC does not approve they will talk their decision through with the BP and explain next steps.

- NOTE: First level funding justification for new positions or promotions in attachments section of NPP.

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

- NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.
### Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

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

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

### NOTE:

- **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)

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

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

In comments field include:
- Update Only

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

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

#### 3b) TAC Sends FTE Change LOO
TAC will send BP the proper LOO template AFTER they have confirmed with the employee

#### 4a) TAC Reviews PDQ
TAC will review PDQ and panel if needed.

NOTE:
- Complete all required fields or pages as indicated in the HR Guide for Non-Person Profile Add OR Expert Add
- If TAC says NPP is needed

#### 4b) BP Routes LOO
BP routes LOO for all appropriate signatures

#### 5a) TAC Approves
TAC Approves and Fills out 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.**

### Key:

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

### Other Links:

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

### Classified PDQ Template

### Essential Function Definitions

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[Diagram showing the process flow from BP to TAC and back to BP with various decision points and actions.]
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

**Select the Proper Record**
- Name of person BP wish to
- SOM
- Exceptions
- Employee ID number
- Has worked for any CU as a student for
- Receiving department initiates
- Meets all minimum qualifications
- Resume:

**NOTE:**
- Reason Code Guide for Position Information

**HireRight I**
- PMR
- PQ
- LOO
- PDQ
- HCM
- BP
- NPP

**NOTE:**
- receiving department
- Employee will move to a
- Faculty consultant
- SkillSurvey reference
- they want to hire
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**Preferred Qualifications**
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- Talent Acquisition Consultant
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**NOTE:**
- Person Profile
-PRIOR (/
- Email:
- HR
- Position Number
- HCM Community Users
- Navigation
- position in HCM and submits
- BP updates an existing
- HCM and submits
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

**Appoint Type 2:**
- Appoint 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.

**Second Level Guidelines**
- Essential Function Definitions

**13) After Transfer is Completed:**
- Email HR.Faculty-Request@ucdenver.edu to check in an active T151 job already on file
- Submit an I-8 through HireRight within 3 business days of the date of hire

**11) S/C Approves**
- School/College Approver will review.
- BP receives a system generated email.

**10) BP Initiates Transfer Process**
- 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> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

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

**5) S/C Review**
- SOM ONLY: Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

**6) HR OPS Reviews NPP**
- HR OPS Reviews and does final approval

**7) BP Process**
- Make verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
- BP creates an offer in CU Careers and adds -Elizabeth Delke ONLY as Approver for offer
- BP selects the proper LOO template from the HR or School website and fills out a draft.
- DRIVER – If Professor in title, route draft LOO to TAC Director to review

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

**Other Links:**
- HireRight/PE Verify Access
- BP Reason Code Guide for Position Information

**Key:**
- NPP - Non-Person Profile
- BP – Business Partner (person initiating action)
- IPA - Implied Duty of Management
- HR OPS – Central HR Operations Team
- TAM – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- SCD – School College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PPR – Personal Matters Report

**Faculty Hire Resources (LOO, Search Summary, etc.)**
- Background Check Link (Online Request Form)
- Creating an offer in CU Careers
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own department/org based on Previous Search, Lateral or Promotional move

1) BP ID’s Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

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

3) School/College Approves
   - BP updates an existing position in HCM and submits:
     - Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management>
       Add/Update Position Info>
       Find Existing Value> Enter Position Number>
       Click Search > Select the Proper Record

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.

Second Level Guidelines
Essential Function Definitions

4) BP Creates an ePAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM:
     - Faculty/Post-Docs: Beth Oelke – HR.Faculty-Request@ucdenver.edu
     - PRAs, Sr. PRAC, RESEARCH ASSOCIATE: Beth Oelke - HR.PRA@ucdenver.edu
   - Complete all required fields or pages as indicated in the Guide for Faculty/NPP Creation or you will receive an error message

   In comments field include:
   - Type of appointment
   - Name of person BP wish to appoint
   - Employee ID number (EID)
   - Proposed salary for all PRA jobs codes
   - Student Worker: Include name of student worker and ensure he or she meets the following criteria:
     - Has worked for any CU as a student for at least a semester (1% does not matter)
     - Meets all minimum qualifications for the position
     - Job is related to duties performed as a student worker
     - Must have graduated

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

   Submit any LOO, B102, or B103 funding 2nd Level Justifications to the following:
   - Denver – Send e-mail justification to HR.Jobs@ucdenver.edu
   - SOM – Send e-mail justification to HR.Jobs@ucdenver.edu (copy EID@ucdenver.edu)
   - External – Send e-mail justification to HR.Jobs@ucdenver.edu (copy PRAS, Research Associates, etc.)

   Submit an ePAR Non-Person Profile to NPP (NPP is located in Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

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

6) HR OPS Reviews NPP
   - HR OPS Reviews and does final approval.

7) BP Process
   - Make Verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate Background check for Finalist ONLY (Online Request Form. HR will determine if needed)
   - BP creates an offer in CU Careers and adds: Elizabeth Oelke ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.

DENVER – If Professor in Title, route draft LOO to TAC Director to review.
SOM – Sends PMR to Deans Office

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 candidate signature)

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

Faculty Hire Resources (PMR)

10) BP Process in HCM
   - Lateral move without pay change
     - Action: Transfer
     - Reason: Transfer (enter new Position Number that is in your dept.)
     - Navigation: CU Resources> Pay Actions Title> Template Based Transaction
     - New Hire Checklist
   - Promotion with pay change
     - Action: Data Change
     - Reason: Promotion
   - OR Lateral with pay change
     - Action: Pay Rate Change
     - Base Pay – Increase in Pay
     - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Pay Actions> ePAR Pay Rate Change> Add

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

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

Other Links:
- HR Right/L E Verify Access
- BP Reason Code Guide for Position Information
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDG – Position Description Questionnaire
- S/CJD – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PG – Preferred Qualifications
- PMR – Personnel Matters Report

Table of Contents
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 Benjamin Patient as HR consultant

Leave HR only page blank

Email ePAR Number to HR.NewTemp@ucdenver.edu

HR OPS Reviews & approves NPP

BP starts: Create New

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

HR OPS approves the position

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

HR OPS approves the position

HR OPS reviews the draft LOO and sends approval email

HR OPS approves

HR OPS approves

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 Benjamin Patient as HR consultant

Leave HR only page blank

Email ePAR Number to HR.NewTemp@ucdenver.edu

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

9) HR OPS Reviews

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

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile

12) HR OPS Approves Hire

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data

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

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

2) S/C/D Internal Process
   - BP follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed

3) BP Handshake Posting Process
   - If Posting position to run a search
   - BP uses Career Center Handshake system to post student worker positions

3a) BP runs Reference Checks
   - BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

4) BP Process
   - If Hiring/Rehiring a student worker without Posting
   - BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO
   - Once Search Process is complete:
     - Background Check Link (Online Request Form)

4a) 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
- HROPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOD – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
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

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

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

Other Links:
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
University Staff – Change in FTE

1) BP Start:
   Update Pos

   BP updates FTE in an existing position in HCM and submits.

   Note: If FTE change is involuntary, BP works with Employee Relations team prior to submitting update.

   Note: Incumbents rate of pay cannot change when updating the change in FTE.

2) HR Ops Receives & Routes

   Central HR Ops receives FTE position request.
   Central HR Ops routes to appropriate TAC for review.

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

3) TAC Receives Request

   If needed, TAC reviews the FTE request and reaches out to BP to determine whether change in FTE is voluntary or involuntary (if necessary).

   If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

4) TAC Determines Letter Template

   If the FTE change is involuntary, TAC will loop in ER and gather additional relevant information from BP.

   TAC receives letter and reviews.
   - Reviews to determine if any benefit eligibility will be affected.
   - Reviews to ensure rate of pay remains the same.
   - Reviews to make sure letter and HCM entry match.

5) BP Completes Letter

   BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

6) TAC Reviews Letter

   TAC reviews letter and returns.
   - Reviews to determine if any benefit eligibility will be affected.
   - Reviews to ensure rate of pay remains the same.
   - Reviews to make sure letter and HCM entry match.

7) TAC Determines Approval

   Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

   NOTE:
   BP will follow up with additional questions if there needs to be clarification prior to approval.

8) BP routes Letter

   BP routes approved letter for signatures.

9) BP Completes HCM Entry

   BP enters and submits ePAR PAY RATE CHANGE in HCM
   Action: Pay Rate Change
   Reason: Increase in Pay OR Decrease in Pay.

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

   S/C/D sends copy of signed letter back to TAC to HR for personnel file.

10) S/C/D

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

   S/C/D sends copy of signed letter back to TAC to HR for personnel file.

Resources:

CLICK HERE to access the "Voluntary FTE Change" letter, under the University Staff Offer Letter Templates section.
BP Enters Leave in HCM

BP enters leave in HCM – **Include a comment about the entry:**

Ex: Maternity Leave, FML Paperwork Submitted, Transitioning from paid to unpaid FML, return from Maternity Leave, etc.

BP forwards relevant copies of paperwork in a separate email to EPD team (medical certifications, MOU, etc) – **Do Not Attach to ePAR**

Leave actions that are automatically approved include short work break

All other actions will be reviewed and approved by the Employee Performance and Development Team

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Document Collection > ePAR Leave > Add

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EPD Reviews & Approves

All other actions will be reviewed and approved by the Employee Performance and Development team

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

Additional guidance will be provided once established

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**Key:**

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

**Other Links:**

- Central HR Leave Resources
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> Transaction Launch Page

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> Transaction Launch Page

Key:

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EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave

Involuntary Termination

EPD Reviews & Approves

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

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

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