

University of Colorado Denver | Anschutz Medical Campus - Campus Specific Guidelines for
HCM 9.2/CU Careers

Table of Contents

8/1/2017

HCM-CU Careers Helpful Tips - <http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx>

Topic *(Ctrl+Click on topic to go directly to that page)*

[University Staff – Begin search](#)

[University Staff – Appoint non-CU employee who qualifies based on appointment with Affiliate or previous search](#)

[University Staff – Appoint current CU employee within your own department based on previous search, lateral or promotional move](#)

[University Staff – Appoint current CU employee who works in another department based on previous search, lateral or promotional move](#)

[University Staff - Update with Increase for employee within your department](#)

[University Staff – Update only. Submit updated non-person profile \(job description\) with no change to title or pay](#)

[Classified employee electing exemption to University Staff position](#)

[Faculty – Begin search](#)

[Faculty – Appoint non-CU employee who qualifies based on appointment with Affiliate or previous search](#)

[Faculty – Appoint current CU employee within your own department based on previous search, lateral or promotional move](#)

[Faculty – Appoint current CU employee who works in another department based on previous search, lateral or promotional move](#)

[Classified – Begin search](#)

[Classified – Reallocation](#)

[Classified - Update only. Submit updated non-person profile \(job description\) with no change to title or pay](#)

[Temporary Appointments – hire pre-identified temp as University temp or Classified temp](#)

[Temporary Appointments – Post Temporary position](#)

[Student Worker – Hire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant](#)

[Student Worker – Rehire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant](#)

[Leave](#)

[Additional Pay – One Time Payments](#)

[Additional Pay – Recurring Payments](#)

[Separation - Leave Payout](#)

[Terminations – Voluntary](#)

[Terminations – Involuntary](#)

[Hiring employees – Recruitment completed in Jobs at CU](#)

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU CAREERS	Step by Step Guides/ Helpful Links
<p>University Staff Begin Search</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>In comments section, include which talent acquisition service type you are requesting (recruitment, full service, consulting)</p> <p>BP attaches completed job description/job ad template. See University Staff section of HR website for job description template libraries.</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all required fields/pages or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>		<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Talent Acquisition Options</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p> <p>Charge checklist</p>

		<p>HR reviews Once review of NPP (job description) is complete, you will receive an approval e-mail from the HR exempt box.</p> <p>Once HR Consultant posts in CU Careers, you will receive an e-mail directly from the Consultant</p> <p>After recruitment is complete in CU Careers and action feeds back into HCM Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve hiring action once saved and submitted</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Hire>Expert Add</p>	<p>Consultant will post the position</p> <p>BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>When search is complete, BP e-mails search summary to Consultant</p> <p>HR Closes out search in CU Careers</p>	<p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates, and Quick Reference Guides</p> <p>Search Summary Template</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
--	--	--	---	---	--

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Appoint non-CU employee based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on current or prior employment with Affiliate (Children’s, University Hospital, National Jewish, UPI, VA Hospital, Denver Health) or other State Agency</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all required fields/pages or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>		<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

Difference:

In comments field include:

- Type of appointment (1 or 2)
- Name of person you wish to appoint
- Job posting number and title if based on previous search
- Affiliate or State Agency Name
- Proposed salary

Under type of review select New, Vacant, or Update Position

HR reviews

Once approved, you will receive approval e-mail from HR Exempt box

CU Careers:

BP initiates Direct Hire – Static link in CU Careers

After Direct Hire process is complete in CU Careers and action feeds back into HCM

Once direct hire in CU Careers is complete, action flows back into HCM

Ensure that you select the HR Consultant who reviewed the action when initiating the offer matrix in CU Careers

Complete offer matrix and submit to HR Consultant

E-mail draft offer letter to Consultant

Background check is initiated in CU Careers

CU Careers:

[Performing a Direct Hire Without Posting](#)

HCM:

[Hiring a candidate recruited through CU Careers](#)

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Promotion or lateral move for current or former CU employee within your own department based on appointment type:</p> <p>1 – Appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral move). Includes Student Worker appointments</p> <p>Employee will move to a different position number in own department</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

- Name of person you wish to appoint/EID (employee ID)
- Salary range

When appointing student worker include/ensure the following:

- Include name of student worker and ensure he or she meets the following criteria:
- Has worked for 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

Under type of review select New, Vacant, or Update Position

HR reviews

Once approved, you will receive approval e-mail from HR Exempt box

BP Process

Verbal offer

Draft offer letter is e-mailed to Employment Consultant

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression.

Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box

In the [portal access Business Tools/HCM](#)

Navigation: [CU Resources](#)>
[HCM Community User](#)>
[Pay Actions](#)> [Document Collection](#)>
[ePar Pay Actions](#)> [ePar Pay Rate Change](#)> [Add](#)

		<p>After HR approves, BP initiates change in HCM</p> <p>HCM: Promotion with pay change: Action: Data Change Reason: Promotion</p> <p>Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay</p> <p>OR Lateral move without pay change: Action: Position Change Reason: change in pos title or desc</p> <p>School/College Approver will review and approve action once saved and submitted</p>	<p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePar Pay Actions> ePar Pay Rate Change> Add</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> ePar Job Change> Add</p> <p>Action: Position Change Reason: change in pos title or desc</p>		
--	--	--	--	--	--

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Appoint current CU employee from other department – promotion or lateral move or based on previous search</p> <p>Appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral). Includes student worker appointments</p> <p>Employee will move to a different position number in receiving department</p> <p>Pay may change</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all required fields/pages or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Transferring an Employee</p>

- Name of person you wish to appoint/EID (employee ID)
- Proposed salary

When appointing student worker include/ensure the following:

- Include name of student worker and ensure he or she meets the following criteria:
- Has worked for 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

HR reviews

Once approved, you will receive approval e-mail from HR Exempt box

BP Process

Verbal offer

Draft offer letter is e-mailed to Employment Consultant

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression

Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box

After HR approves, BP initiates change in HCM

HCM:
[Transferring an Employee](#)

		<p>HCM: Initiate Transfer:</p> <ol style="list-style-type: none"> 1. Receiving department initiates transfer 2. Current department must approve/release 3. Once released, receiving department can complete action in HCM (Important: Do not make changes to previously approved NPP) <ul style="list-style-type: none"> - Receiving department must pull up the action and fill out pages 2-4 and save the action. This will move the employee to the new department. 4. Department or School/College approver will approve action 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> ePar Transfer>Add</p> <p>Action: Transfer Reason: To Another Department</p>		
--	--	--	--	--	--

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Update with increase for employee within department, school or college</p> <p>Requesting change in job code and pay</p> <p>Employee will remain in current position number</p> <p>Return to Table of Contents</p>	<p><u>Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates the existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference:</p> <p>In comments field include:</p> <ul style="list-style-type: none"> Update with Increase – Document what has changed. Must be substantive change in duties to justify out of cycle increase. 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

- Name of employee /EID (employee ID)
- Current and Proposed salary/proposed %

HR reviews

Once approved, you will receive approval e-mail from HR Exempt box

BP Process

Verbal offer

Draft offer letter is e-mailed to Employment Consultant

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression

Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box

After HR approves, BP initiates change in HCM

HCM:

Promotion with pay change:
Action: Data Change
Reason: Promotion

Important: Do not make changes to previously approved NPP

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

In the [portal access Business Tools/HCM](#)

Navigation: CU
Resources>
HCM Community User>
Pay Actions> Document
Collection>
ePar Pay Actions> ePar
Pay Rate Change> Add

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Update only</p> <p>For employee within department, school or college</p> <p>Working Title may change/no increase in pay</p> <p>Employee will remain in current position number</p> <p>Return to Table of Contents</p>	<p><u>Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates the existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department_s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Update Only • Name of employee /EID (employee ID) <p>If description review does not result in change to job code or pay, HR will review and no additional action is required in HCM</p> <p>HR will approve the submission</p> <p>If job code or pay changes, Personnel Matters Report and addendum letter are required (additional steps will be required). Employment Consultant will provide guidance</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified employee electing exemption and moving to University Staff position within department</p> <p>Requesting change in job code and pay</p> <p>Classified position number must be abolished</p> <p>Employee will be moved into different university staff position number</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference:</p> <p>Attach e-mail from employee confirming election.</p> <p>In comments field include:</p> <ul style="list-style-type: none"> Classified employee electing exemption 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

- Name of employee /EID (employee ID)
- Current and Proposed salary/proposed %
- Current Classified position number

HR reviews

Once approved, you will receive approval e-mail from HR Exempt box

BP Process

Verbal offer

Draft offer letter is e-mailed to Employment Consultant

Background check is initiated (off-line process) if needed. Not needed if run within last three years, if natural progression or if employee moving over at same conceptual level

Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box

After HR approves, BP initiates change in HCM

HCM:

If pay is changing: ePar Pay Actions

Action: Data Change
Reason: To University Staff

OR

If moving over without change in pay:
Action: Position Change
Reason: Change in position title or description

Important: Do not make changes to previously approved NPP

Navigation: CU
Resources>
HCM Community User>
Pay Actions> Document
Collection>
ePar Pay Actions> ePar
Pay Rate Change> Add

Navigation: CU
Resources>
HCM Community
User> Non- Pay
Actions> ePar Job
Change> Add

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

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty Begin Search</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to School/College Approver for review, which is then sent on to HR for final approval</p> <p>Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting posting. See guidelines to the right.</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department/s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Once saved and submitted, will feed to CU Careers</p> <p>SOM: Cheryl Welch will review and approve Non-Person Profile before feed to CU Careers.</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>BP creates posting and submits to HR</p> <p>If State (610) funded, HR will make sure second level approval is complete before posting</p> <p>Select the following HR Consultants: Faculty – Robert Pinter Research Faculty – Sean Clark</p> <p>Ensure search chair and search committee</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p>

		<p><u>After recruitment is complete in CU Careers and action feeds back into HCM</u> Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve action once saved and submitted</p>		<p>members are identified</p> <p>HR will post the position</p> <p>BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>BP e-mails search summary to HR once search is complete</p> <p>HR designates position as filled in CU Careers</p>	<p>Search Summary Template</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
--	--	---	--	--	---

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Appoint non-CU employee based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on prior employment with CU, current or prior employment with Affiliate or other State Agency</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to School/College Approver for review, which is then sent on to HR for final approval</p> <p>Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department/s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name <p>NOTE: BP must add HR contact listed below as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>		<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p>

Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type

Faculty – Robert Pinter

PRAs, Sr. PRAs, Research Associates – Sean Clark

HR reviews

Once approved, you will be notified.

CU Careers:

BP initiates Direct Hire – Static link in CU Careers

After Direct Hire process is complete in CU Careers and action feeds back into HCM

Once direct hire in CU Careers is complete, action flows back into HCM

See step-by-step guide to the right for guidance on completing the hire

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

CU Careers:
[Performing a Direct Hire Without Posting](#)

HCM:
[Hiring a candidate recruited through CU Careers](#)

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty</p> <p>Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Promotion or lateral move for current CU employee within your own department based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral move). Includes student worker appointments</p> <p>Employee will move to a different position number in own department</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume, and submits to School/College Approver for review</p> <p>HR final approver</p> <p>Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department_s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p>

[Return to Table of Contents](#)

- Include name of student worker and ensure he or she meets the following criteria:
- Has worked for 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

NOTE: BP must add HR contact listed below as ad-hoc approver

Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type

Faculty – Robert Pinter

PRAs, Sr. PRAs, Research Associates – Sean Clark

HR reviews

Once approved, you will be notified

BP Process

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression

HCM:

BP initiates change in HCM

Important: Do not make changes to previously approved NPP

Promotion with pay change:

In the [portal](#) access Business Tools/HCM

Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePar Pay Actions> ePar Pay Rate Change> Add

Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection>

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Appoint current CU employee from other department based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (transfer or promotion). Includes student worker appointments</p> <p>Employee will move to a different position number in receiving department</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume, and submits to School/College Approver for review</p> <p>HR final approver</p> <p>Submit second level funding justification to HR.2ndlevel@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) <p>When appointing student worker</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Transferring an Employee</p> <p>Human Resources: Second Level Guidelines</p>

- Include name of student worker and ensure he or she meets the following criteria:
- Has worked for 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

NOTE: BP must add HR contact listed below as ad-hoc approver

Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type

Faculty – Robert Pinter

PRAs, Sr. PRAs, Research Associates – Sean Clark

HR reviews

Once approved, you will be notified

BP Process

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression

HCM:

BP initiates change in HCM

Initiate Transfer:

Receiving department initiates transfer
 Current department must approve
 Once released, receiving department can complete action in HCM

In the [portal](#) access Business Tools/HCM

Navigation: CU Resources> HCM Community User> Pay Actions> ePar Transfer>Add

Action: Transfer Reason: To Another Department

HCM: [Transferring an Employee](#)

		Important: Do not make changes to previously approved NPP			
		School/College Approver will review and approve action once saved and submitted			

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified staff Begin Search</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Attach classified PDU for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department/s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p><u>HR reviews</u></p> <p>Once approved, you will receive approval e-mail from Employment Consultant and action will feed to CU Careers</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>Employment Consultant (EC) creates posting and e-mails to BP and hiring authority for review</p> <p>Consultant will post the position</p> <p>Consultant ensures status for</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p>

		<p><u>After recruitment is complete in CU Careers and action feeds back into HCM</u></p> <p>Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>HR will review and approve action once BP saves and submits</p>		<p>candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>Consultant closes out search in CU Careers</p>	<p>HCM: Hiring a candidate recruited through CU Careers</p>
--	--	---	--	--	--

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified Staff Reallocation</p> <p>Return to Table of Contents</p> <p>Employee will remain in current position number</p>	<p><u>Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates the existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Attach classified PDU for review</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Requesting Classified staff reallocation • Proposed title • Proposed Salary • Summary of changes • Duties added/from what position(s) 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Main step-by-step page: http://www.cu.edu/hcm-community/select-candidates</p>

		<ul style="list-style-type: none">• Duties removed. Where are duties being assigned? <p>Consultant will provide guidance once submitted and reviewed</p>	<p>Consultant will provide further HCM instructions once reallocation process is complete</p>		
--	--	--	---	--	--

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified Staff Update job description</p> <p>Return to Table of Contents</p>	<p><u>Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates the existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Attach classified PDQ for review</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Update Only 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p>

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Temporary Hire</p> <p>Appoint Classified Temp or University Staff Temp - <u>not</u> current or former CU employee</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Temporary Questionnaire and Approval</u></p> <p>Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. HR will determine what job code is appropriate and will provide the proper letter of offer template</p> <p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Once the Business Partner (BP) receives notification from HR on what job code to use, BP creates the NPP in HCM for temporary position and submits to HR for approval</p> <p>Select and complete all fields in the non-person profile</p> <p>Select Robert Pinter as HR Consultant</p> <p>Leave HR only page blank</p> <p><u>HR reviews</u></p> <p>HR approves, feeds to CU Careers</p> <p><u>CU Careers</u></p> <p>BP initiates Direct Hire –static link</p> <p>Ensure that you select Robert Pinter as approver for offer matrix in CU Careers</p> <p>Offer letter should be e-mailed to HR.NewTemp@ucdenver.edu in HR for review</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>You will collect candidate information in CU Careers including personal and emergency contact information</p> <p>Background check will be initiated in CU Careers</p>	<p>Creating a Non-Person Profile</p> <p>CU Careers: Performing a Direct Hire Without Posting</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>

After direct hire process is complete in CU

Careers and action feeds back into HCM

See step-by-step guide to the right for guidance on completing the hire in HCM

HR will approve the action

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Post Temp position in CU Careers</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Temporary Questionnaire and Approval</u></p> <p>Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. HR will determine what job code is appropriate and will provide the proper letter of offer template</p> <p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Once the Business Partner (BP) receives notification from HR on what job code to use, BP creates the NPP in HCM for temporary position and submits to HR for approval</p> <p>Select and complete all fields in the non-person profile</p> <p>Select Robert Pinter as HR Consultant Leave HR only page blank</p> <p><u>HR reviews</u></p> <p>HR approves, feeds to CU Careers</p> <p><u>CU Careers</u></p> <p>BP creates posting in CU Careers and submits to HR for posting</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p>	<p>BP will create posting in CU Careers.</p> <p>Select Robert Pinter as HR Consultant in posting</p> <p>Submit to HR for posting</p> <p>BP will ensure candidates are notified of status throughout the process</p> <p>Background is initiated in CU Careers.</p> <p>When ready to hire, complete offer matrix and select Robert Pinter as approver.</p> <p>E-mail offer letter to HRnewtemp@ucdenver.edu</p>	<p>Creating a Non-Person Profile</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>

**After direct hire process is complete in CU
Careers and action feeds back into HCM**

See step-by-step guide to the right for
guidance on completing the hire in HCM

HR will approve the action

Action	HCM Position Information	HCM NPP Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Hire new student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant)</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates NPP in HCM for student position</p> <p>Select and complete all fields in the non-person profile</p> <p>Select AMC Student <u>or</u> Denver Student in HR Consultant field</p> <p>Leave HR only page blank</p> <p>BP approves and action feeds to CU Careers</p> <p><u>CU Careers</u></p> <p>BP initiates Direct Hire – static link process</p> <p>BP will enter and approve offer matrix in CU Careers</p> <p><u>After direct hire process is complete in CU Careers and action feeds back into HCM</u></p> <p>See step-by-step guide to the right for guidance on completing the hire in HCM</p> <p>BP will review and approve the action fed from CU Careers</p> <p>CLAS: Program Assistants must ad-hoc Dean's office as ad hoc approver for students in the 1500 series</p> <p>After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p> <p>Note: if position has been approved for work-study, it needs to reflect that in HCM.</p> <p>Navigation: CU Resources > HCM > Open Nav Bar (compass icon) > Navigator (Blue icon) > CU Student Info & Processes > CU Work Study Indicator > check both "Work Study Eligible Job" and "Active WS Job".</p>	<p>You will collect candidate information in CU Careers including personal and emergency contact information. Background check will be initiated in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Direct Hire: Performing a Direct Hire Without Posting</p> <p>HCM Hiring a candidate recruited through CU Careers</p>

Action		<p align="center">HCM NPP</p> <p align="center">Campus Specific Information Needed or Instructions</p> <p align="center">Follow step-by-step guide and ensure that you populate the following information</p>	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Rehire student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant)</p> <p>Return to Table of Contents</p>	<p><u>If Creating a New Position in HCM</u></p> <p>Business Partner (BP) creates a new position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button</p> <p><u>If Updating an Existing Position in HCM</u></p> <p>Business Partner (BP) updates an existing position in HCM and submits to HR for review</p> <p>HR approves the position</p> <p>BP then pulls the position up in the NPP – see next column</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record</p>	<p>Business Partner (BP) updates Non-person profile in HCM, submits, and approves (auto approval)</p> <p>BP enters and approves rehire in HCM</p> <p>CLAS: Program Assistants must ad-hoc De an’s office as ad hoc approver for student hires in the 1500 series</p> <p>After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Non-Person Profile> Add</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR Hire>Expert Add</p>	<p>No action required in CU Careers</p>	<p>Note: if position has been approved for work-study, it needs to reflect that in HCM. Navigation: CU Resources > HCM > Open Nav Bar (compass icon) > Navigator (Blue icon) > CU Student Info & Processes > CU Work Study Indicator > check both “Work Study Eligible Job” and “Active WS Job”.</p>

Action		<p>HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information</p>	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Leave</p> <p>Return to Table of Contents</p>		<p>Business Partner enters leave in HCM</p> <p>Leave actions that are automatically approved include short work break</p> <p>All other actions will be reviewed and approved by Organizational Relations, Training and Development</p> <p>Please work with your ORLD Consultant to understand what documentation is needed for approval based on type of leave</p> <p>Additional guidance will be provided once established</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Document Collection > ePAR Leave> Add</p>		<p>HCM: Putting an Employee on Leave</p> <p>Human Resources: ORLD Consultant Assignments</p>

Action		<p>HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information</p>	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Additional Pay – One Time Payment</p> <p>Return to Table of Contents</p>		<p>Attach signed documentation to justify one-time payment (signed additional pay form, signed MOU, additional pay pre-approval form, etc.) when you enter action into HCM</p> <p>Approvers: Loan La or Juli Carey</p> <p>SOM – Luana Tadolini approves UPI and Incentive payments</p> <p>SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form in HCM</p> <p>How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection > ePAR Additional Pay> Add</p>		<p>HCM:</p> <p>Entering a One-Time Payment</p> <p>One-Time Payments Template</p> <p>Uploading CU One-Time Payments</p>

Action		HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Additional Pay – Recurring Payment</p> <p>Use for: On-going additional pay, temporary pay differentials</p> <p>Return to Table of Contents</p>		<p>Attach signed documentation to justify recurring payment (signed MOU, additional pay form or related documentation) when you enter action into HCM</p> <p>Approvers: Loan La or Luana Tadolini</p> <p>SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form and signed MOU in HCM</p> <p>How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection > ePAR Additional Pay> Add</p>		<p>HCM: Entering and Reviewing Recurring Payments (additional pay)</p>

Action		HCM Campus Specific Information Needed or Instructions	Navigation in CU Time	CU Careers (N/A)	Required Forms/Helpful Links
<p>Separation - Leave Payout</p> <p>Return to Table of Contents</p>		<p>Complete the Unused Leave Separation Pay Form (exhibit c) and e-mail signed form and supporting documentation (exhibit A or B) to HR.leavepayout@ucdenver.edu by HR deadline on payroll calendar.</p> <p>HR reviews, signs and returns forms via e-mail.</p> <p>Department enters and approves leave payout in CU Time (see navigation).</p> <p>Approvers: Loan La or Juli Carey</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Non- Pay Actions> Time Collection >CU Employee Reported time</p> <p>Enter payout (hours) under Batch/My.Leave /Manual tab</p>		<p>Exhibit A "http://www.ucdenver.edu/about/departmentStateClassified"</p> <p>Exhibit B "http://www.ucdenver.edu/about/departments/HR/Documents/ExhibitB-UnusedLeave.doc" rd</p> <p>Exhibit C - Unused Leave Separation Pay Form</p> <p>Payroll Calendar</p>

Action		HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
Termination (voluntary) Return to Table of Contents		Business Partner enters termination in HCM	In the portal access Business Tools/HCM Navigation: CU Resources> HCM Community User> Non- Pay Actions> ePAR Separation> Add		HCM: Entering Separations
Termination (Involuntary) Return to Table of Contents		Business Partner enters termination in HCM Actions will be reviewed and approved by Organizational Relations, Training and Development Please work with your ORLD Consultant to understand what documentation is needed University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR)	In the portal access Business Tools/HCM Navigation: CU Resources> HCM Community User> Non- Pay Actions> ePAR Separation> Add		HCM: Entering Separations Human Resources: ORLD Consultant Assignments

Action		HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Hiring Employees where recruitment was handled and closed out in Jobs at CU</p> <p>Return to Table of Contents</p>		<p>Business Partner enters hire in HCM</p> <p>All new hire paperwork (personal data sheet, emergency contact information sheet, etc. are collected off-line)</p> <p>Background check is initiated (off-line process)</p> <p>Once EID is established and CU e-mail is populated in HCM from campus IT, Onboarding should kick off</p> <p>Approvals:</p> <p>Classified Staff – Human Resources University Staff – School/College Approver Faculty – School/College Approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: CU Resources> HCM Community User> Pay Actions> Document Collection> ePAR hire or rehire if already an employee> Expert Add</p>	<p>No action required in Jobs at CU</p>	<p>HCM: Hiring An Employee NOT Recruited Through CU Careers (starts on page 5)</p> <p>Personal Information Worksheet</p> <p>Emergency Contact Sheet – preferred method is to complete via self-service in the Employee Portal</p>