University of Colorado Denver & Anschutz Campus Specific Guidelines

University Staff:

University Staff – Begin Search

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

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

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

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

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

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

Classified Staff:

Classified Staff – Begin Open Competitive Search

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

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay
Faculty:

Faculty (1100 – 1400 Job Code Series) – Begin Search

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

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

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

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

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

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

Other Processes:

Voluntary FTE Change- University Staff
Leave – Entering Employee Leave in HCM
Termination – Voluntary & Involuntary
### University Staff – Begin Search

#### 1) BP Start: Create New
- BP creates a new position in HCM and submits.

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

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

#### 4) TAC Reviews NPP
- Once review of NPP (job description) is complete, BP receives an approval email from the HR-Exempt box.

#### 5) TAC Posts
- TAC posts the position.
- If TAC posts in CU Careers, BP will receive an email directly from the TAC.

#### 6) Search in Progress
- BP (or TAC if using recruitment services) updates status and notifies candidates of status change throughout the process.

#### 7) BP runs Reference Checks
- BP initiates offline or SkillSurvey reference checks with TAC PRIOR to making an offer.

#### 8) 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 required).
- BP uses proper LOO template from HR website and submits a draft to their TAC to review along with completed search summary.
- Completed search summary & dispositions through final stage is required prior to LOO approval.
- DO NOT route to the employee prior to their background check being approved.

#### 9) TAC Reviews LOO
- TAC reviews search summary to ensure it matches CU Careers dispositions.
- Completed search summary & dispositioning through final stage required prior to LOO approval.
- BP discusses if they are accepting transferred position or promotions in attachments section of NPP.

#### 10) BP Routes LOO & PMR
- BP receives background check approval email.
- BP routes LOO for all appropriate signatures.
- BP e-mails search summary to TAC (TAC completes if Recruitment Services).
- BP updates the status of all remaining candidates (TAC if Recruitment Services) in CU Careers.
- Emails PMR with signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.
- SCM – Send fully executed LOO to the Dean’s office.

#### 11) TAC Closes Search
- TAC closes out search in CU Careers.

#### 12) After Recruitment is Completed:
- BP finishes HIRE/REHIRE in the Transaction Launch Page.
- If Current CU Employee: Email HR.I-9@ucdenver.edu to check if an active I-9 is already on file.
- Submit an I-9 through HireRight within 3 business days of the date of hire.
- See step-by-step guides for guidance on completing the hire.

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

**Other Links:**
- TAC Department Assignments
- Dispositioning Candidates to Hire
- Talent Acquisition Search Service Options
- HireRight I-9 E-Verifies Access
- NJM – Code Guide for Position Information
- New Hire Checklist

### Navigation:
- CU Resources
- HCM Community Users
- Pay Actions
- Document Collection
- ePAR Non-Person Profile
- Add or Export Add
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

1) BP ID’s Candidate & Runs Reference Checks

- BP identifies candidate they want to hire
- BP identifies the appointment type they want to use
- BP initiates online OR SkillSurvey reference checks with TAC/PR to make an offer

2) BP Start: Create New

- BP creates a new position in HCM and submits

3) HR Reviews

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

3) HR Reviews

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

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

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

5) TAC Reviews NPP

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

6) BP Process

- Make verbal offer: (making it clear the offer is contingent on passing the background check)

7) TAC Reviews

- BP identifies course sending email to complete background check
- Once background check is approved, BP deletes Non-Person Profile and submits a draft to TAC to review

8) BP Routes LOO & PMR

- BP sends a draft copy of LOO to the Dean and submits a draft to TAC to review

9) Transfer: BP Process in HCM

- BP receives background check approval email
- BP routes LOO for all appropriate signatures

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

Other Links:

- TAC Department Assignment
- HealthRight 1-8: Verify Access
- BP Reason Code Guide for Position Information

Key:

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PD XI – Position Description Questionnaire
- SCID – School/College/Department Checklist
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:

- Can be a Lateral or Promotional Move.
- If Pay/Change you will do the Pay Change w/ the Transfer transaction (all in one)

Other Links:

- TAC Department Assignments
- HealthRight 1-8: Verify Access
- BP Reason Code Guide for Position Information

Key:

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
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- PD XI – Position Description Questionnaire
- SCID – School/College/Department Checklist
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:

- Can be a Lateral or Promotional Move.
- If Pay/Change you will do the Pay Change w/ the Transfer transaction (all in one)
University Staff – Update Only for Current employee within Department, School, or College

**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

**Key:**

NPP – Non-Person Profile
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HCM – Human Capital Management
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PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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

**NOTE:**

IF NPP (NEW JOB DESCRIPTION) IS NEEDED

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

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

If a voluntary change in FTE an addendum LOO is required – Work with TAC to complete the process

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

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

3) **BP Creates an ePAR Non-Person Profile (NPP)**

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

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

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

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

4) **TAC Reviews NPP**

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

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

**Other Links:**

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

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

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

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

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

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

AMC – Attaches 2nd Level email justification with CFO/DEAN copied
SOM ONLY - Attaches approval email from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP.

NOTE: If TAC does not approve, BP receives an approval email from the HR Exempt Box.

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.

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

6) TAC Reviews NPP

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

7) BP Process

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

BP uses the proper 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.

PQR – Personnel Matters Report

9) BP Routes LOO & PMR

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

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.

NOTE: If TAC does not approve, BP will receive an error message.

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP lets TAC know.
TAC Abolishes the old Classified Position Number.

NOTE: If TAC does not approve, BP will receive an error message.

Key:
- ePAR – 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
- SSO – letter of Offer
- MQ – Minimum Qualifications
- PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- HireRight I-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 moved into different university staff position number

TAC Contacts their TAC.
BP Contacts their TAC.

TAC Reviews & Confirms

Employee reviews & confirms that they are electing exemption
Employee emails TAC confirming their election

BP creates a new University Staff position in HCM and submits

3) BP Start: Create New

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

4) HR OPS 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

NOTE:
- If TAC does not approve, BP will receive an error message.

Position Number

TAC  Abolishes the old Classified Position Number.

BP Contacts their TAC.

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

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

Per University Policy, TAC will work directly with employee to confirm election.
Classified Staff – Reallocation of a current classified position (Position number will stay the same)

1) BP Start: Update Position
   - BP updates existing position in HCM and submits

2) HR Approves
   - HR OPS Routes to TAC
   - TAC reviews/approves the position
   - BP receives a system generated email

3) BP Creates an ePAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
   - In comments field include:
     - Requesting Classified staff reallocation
     - Proposed title
     - Proposed Salary
     - Summary of changes
   - Attachments:
     - Completed PDQ - Include:
       - Duties added/from what position(s)
       - Duties removed. Where are duties being assigned?
     - Second level funding justification if State (610/611) funded
     - AMC – Attach 2nd Level email Justification with CFO/DEAN copied
     - SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

5) Reallocation Process Runs
   - BP Posts Reallocation notice in department for 5 Business Days
   - TAC Posts Reallocation notice in HR Offices for 5 Business Days
   - Incumbent must send their application to TAC Consultant with time frame for their reallocation

6) TAC Reviews
   - BP enters and submits ePAR PAY RATE CHANGE in HCM:
     - Action: Data Change
     - Reason: Promotion
   - Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Pay Rate Change> Expert Add
   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures
     - TAC approves the LOO
     - BP sends the Fully Executed LOO to their TAC

7) TAC Sends LOO
   - BP discusses if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO
   - Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate Background check (Online Request Form)
   - LOO – Reallocation Letter of Offer Template

8) S/C/D Process
   - BP uses the Reallocation LOO template and submits a draft to their TAC to review.
   - Background Check Link (Online Request Form)

9) TAC Reviews
   - Incumbent must send their application to TAC Consultant with time frame for their reallocation

Other Links:
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- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
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- LOO – Letter of Offer
- MQ – Minimum Qualifications
- P2 – Preferred Qualifications
- PMR – Personnel Matters Report

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- 3) BP Creates an ePAR Non-Person Profile (NPP)
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- 5) Reallocation Process Runs
- 6) TAC Reviews
- 7) TAC Sends LOO
- 8) S/C/D Process
- 9) TAC Reviews

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

- Second Level Guidelines
- Essential Function Definitions
-classified PD template
- SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

SOM has a specific process – please contact your TAC for guidance.

NOTE:
- Complete all required fields or pages as indicated in the mid guide for Classified Staff
- Ensure you will not receive an error message

In comments field include:
- Requesting Classified staff reallocation
- Proposed title
- Proposed Salary
- Summary of changes

Attachments:
- Completed PDQ - Include:
  - Duties added/from what position(s)
  - Duties removed. Where are duties being assigned?
- Second level funding justification if State (610/611) funded
- AMC – Attach 2nd Level email Justification with CFO/DEAN copied
- SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

2. BP starts: Update Position
   - BP updates existing position in HCM and submits

3. BP approves
   - BP receives system generated email

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

5. Reallocation process runs
   - BP posts reallocation notice in department for 5 Business Days
   - TAC posts reallocation notice in HR offices for 5 Business Days

6. TAC reviews
   - BP enters and submits ePAR PAY RATE CHANGE in HCM:
     - Action: Data Change
     - Reason: Promotion

7. TAC sends LOO
   - BP discusses if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO

8. CSC/D process
   - BP uses the reallocation LOO template and submits a draft to their TAC to review.

9. TAC reviews
   - Incumbent must send their application to TAC Consultant with time frame for their reallocation

Other links:
- TAC department assignments
- HCM - human capital management
- HR ops – central HR operations team
- TAC – talent acquisition consultant
- PDQ – position description questionnaire
- S/C/D – school/collge/department
- LOO – letter of offer
- MQ – minimum qualifications
- P2 – preferred qualifications
- PMR – personnel matters report

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- 8) CSC/D Process
- 9) TAC Reviews

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

- Second Level Guidelines
- Essential Function Definitions
- Classified PDQ Template
- SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

SOM has a specific process – please contact your TAC for guidance.

NOTE:
- Complete all required fields or pages as indicated in the mid guide for Classified Staff
- Ensure you will not receive an error message

In comments field include:
- Requesting Classified staff reallocation
- Proposed title
- Proposed Salary
- Summary of changes

Attachments:
- Completed PDQ - Include:
  - Duties added/from what position(s)
  - Duties removed. Where are duties being assigned?
- Second level funding justification if State (610/611) funded
- AMC – Attach 2nd Level email Justification with CFO/DEAN copied
- SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

2. BP starts: Update Position
   - BP updates existing position in HCM and submits

3. BP approves
   - BP receives system generated email

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

5. Reallocation process runs
   - BP posts reallocation notice in department for 5 Business Days
   - TAC posts reallocation notice in HR offices for 5 Business Days

6. TAC reviews
   - BP enters and submits ePAR PAY RATE CHANGE in HCM:
     - Action: Data Change
     - Reason: Promotion

7. TAC sends LOO
   - BP discusses if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO

8. CSC/D process
   - BP uses the reallocation LOO template and submits a draft to their TAC to review.

9. TAC reviews
   - Incumbent must send their application to TAC Consultant with time frame for their reallocation

Other links:
- TAC department assignments
- HCM - human capital management
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- PMR – Personnel Matters Report
For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change. If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

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

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

NOTE: If Duties are changing please contact your TAC PRIOR to entering them in the system.
1) BP ID’s Candidate & Runs Reference Checks

- BP identifies candidate they want to hire
- BP initiates offline OR SkillSurvey reference check 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> Click Add Button

3) School/College Approves

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

Appointment Type 2:

Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate institution. Candidate must have left in good standing and be appointed within one year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

- See next box for student worker eligibility requirements.

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

- Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM
  - Faculty/Post Docs:
    - Beth Oelke – HR.Faculty.Request@ucdenver.edu
    - PRAs, Sr. PRAC, RESEARCH ASSISTANT:
      - Beth Oelke – HR.PRAs@ucdenver.edu

- In comments field include:
  - Type of appointment
  - Name of person BP wish to appoint
  - Employee ID number (EID)
  - Proposed salary for all PRAs job codes

- Student Worker: Include name of student worker and ensure he or she meets the following criteria:
  - Has worked for any CU as a student for at least a semester (% does not matter)
  - Must have graduated

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

- Submit any I-9/113 funding 2nd level justifications to the following:
  - Denver – Send e-mail justification to HR.I-913@ucdenver.edu
  - SOM – Send e-mail justification to HR.I-913@som.ucdenver.edu and copy SOM HR@ucdenver.edu

- Exceptions:
  - College of Nursing, School of Pharmacy, Colorado School of Public Health & School of Dental Medicine: Send e-mail justification to HR.I-913@ucdenver.edu and copy the Dean and Asst/Asso Dean of Finance

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

5) S/C Review

6) HR OPS Reviews NPP

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

8) BP Routes LOO

9) BP Process - PMR

10) BP Process in HCM

- Lateral move without pay change:
  - Action: Transfer
  - Reason: Transfer (enter new position number that is in your dept.)

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

- OR

- Lateral with pay change:
  - Action: Pay Rate Change
  - Reason: 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

- New Hire Checklist

12) After Process is Completed:

- Email HR.I-9@ucdenver.edu, to check in 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
- BCRA Resource Code Guide for Position Information

Key:

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

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliates 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

#### Table of Contents

1. **1) BP ID’s Candidate & Runs Reference Checks**
2. **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. **3) School/College Approves**
   - School/College Approver will review.
   - BP receives a system generated email.
4. **4) BP Creates an ePAR Non-Person Profile (NPP)**
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.
   - Faculty/Post-Docs:
     - Beth Oelke – HR/Faculty Request@ucdenver.edu
     - PRAs, Sr. PRAs, Research Associates:
     - Beth Oelke – HR/PRAs@ucdenver.edu
   - In comments field include:
     - Type of appointment (Type 1 or 2)
     - Name of person BP wish to appoint (Type 1 & 2)
     - Employee ID number (EID) (Type 2)
     - Proposed salary for all PRA job codes (Type 1 & 2)
     - Requisition Number (Type 1)
   - Student Worker: Include name of student worker and ensure he or she meets the following criteria:
     - Has worked for any CU as a student for at least a semester (% does not matter)
     - Meets all minimum qualifications for the position
     - Job is related to duties performed as a student worker
     - Must have graduated
   - Attachments:
     - Complete job description OR fill out Step 3 Position Summary of the NPP
     - Resume (HR will review MQ’s at this point as well)
   - Submit any 610/611 funding 2nd Level Justifications to the following:
     - Denver – Send e-mail justification to HR.2ndLevel@ucdenver.edu
     - SOM – Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy HR.2ndLevel@ucdenver.edu
   - Exceptions:
     - College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy the Dean and Assoc/Asst Dean of Finance

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

5. **5) S/C Review**
   - School/College Approver will review.
   - HR OPS Reviews and does final approval.

6. **6) HR OPS Reviews NPP**
   - SOM ONLY:
     - Cheryl Wach will review and approve NPP. Central HR will then review and approve NPP. Then NPP forwards to CU Careers.

7. **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 for review.
   - Faculty Hire Resources (LOO, Search Summary, etc.)

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

9. **9) BP Process - PMR**
   - Emails PMR & signed LOO to Cheryl Wach@ucdenver.edu
   - This should be 7 days prior to the 1st or 15th prior to the candidates start-date.
   - SOM – Sends PMR to Deans Office

10. **10) After Appointment Process is Completed:**
    - Action flows back into HCM if Appointment Type 1
    - Finish HIRED/REHIRED in the Transaction Launch Page
    - School/College Approver will review and approve hiring action once saved and submitted
    - Email HR.HR@ucdenver.edu to check in an active I-9 is already on file
    - Submit an I-9 through HireRight within 3 business days of the date of hire
    - Navigation: CU Resources> HCM Community Users> Transaction Launch Page title

### Key:

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- HR/Post-Docs – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQ – Position Description Questionnaire
- SC/UC – School/College/Department
- LOQ – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

### Other Links:

- Highlight 1.8 Verify Access
- BP Region Code Guide for Position Information

### Diagram:

[Diagram of the appointment process]

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

Temporary Employee Questionnaire

Background Check Link (Online Request Form)

Initiate offline or SkillSurvey reference checks PRIOR to drafting a LOO

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

Background Check Link (Online Request Form)

Temporary Questionnaire and Approval

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

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

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

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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

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

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

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- TAC - Talent Acquisition Consultant
- PQ - Position Description Questionnaire
- S/C/D - School/College/Department
- LDO - Letter of Offer
- MQ - Minimum Qualifications
- PQ2 - 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 tab (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits AND self-approves.

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

2) S/C/D Internal Process

BP follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed.

3) BP runs Reference Checks

BP 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.

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

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

Note: Incumbent's 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.

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).

4) TAC Determines Letter Template

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

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 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.

7) TAC Determines Approval

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

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.

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TAC – Talent Acquisition Consultant

S/C/D – School/College/Department

LOO – Letter of Offer

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

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

Knowledge:

Incumbent’s rate of pay cannot change when updating the change in FTE.
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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- HCM – Human Capital Management
- EPD – Employee Performance & Development
- MOU – Memorandum of Understanding
- S/C/D – School/College/Department
- FML – Family Medical Leave

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EPD Reviews & Approves

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.
Termination – Voluntary & Involuntary

Voluntary Termination

BP Process

Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid

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

Involuntary Termination

BP Process

Business Partner enters termination in HCM

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

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

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

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- FML – Family Medical Leave

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