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
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:
- Talent acquisition service type requested:
  - Recruiting
  - Full Service
  - Consulting
- Any other relevant details to the search

**ATTACHMENTS:**
- Completed job description/job ad template:
  - Include the names of the Search Committee and identify the search chair at the bottom of the template
- Second level funding justification if State (610/611) funded
  - AME: Attach 2nd Level email justification with CFO/DEAN copied
  - SOM ONLY: Attach approval email from SOM R/O@ucdenver.edu and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

### 2) HR OPS Approves

Central HR Approves the position.
BP receives a system generated email.

- **Job Descriptions/Job Ad Template**
- **Essential Function Definitions**
- **Second Level Guidelines**

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

Once review of NPP (job description) is complete, BP receives an approval e-mail from the HR Exempt box.

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

### 5) TAC Posts Positions

TAC posts the position in CU Careers, BP will receive an e-mail 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 off-line OR Still survey 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 needed)
BP uses proper LOO template from HR website and submits a draft to their TAC to review along w/ completed Search Summary. Completed search summary & dispositioning through finalist stage is required prior to LOO approval.

### 9) TAC Reviews LOO

TAC reviews search summary to ensure it matches CU Careers dispositioning.
Completed search summary & dispositioning through finalist stage required prior to LOO approval.
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**

- **Emails PMR with signed LOO to BP updates the status of all remaining candidates (for 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**

### 10) BP Routes LOO & PMR

BP receives background check approval email then:
- 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 (for 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**

- **Search Summary Template**
- **PMR = Personnel Matters Report**

### 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.HIRE@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
Submit an I-9 through HireRight within 3 business days of the date of hire
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

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

### 13) S/C/D

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

- **School/College/Department**
- **Approver**

**Attorney General’s Non-Compete Agreement**

- **BP Reason Code Guide for Position Information**
- **Current CU Employee**
- **New Hire Checklist**

### Other Links:

- TAC Department Assignments
- Dispositioning Candidates to Hire
- Talent Acquisition Search Service Options
- School/College/Department Approver/PMR
- Change throughout the process.
- Notify candidates of status change throughout the process.
- **Background Check Link**
- **University Staff Offer Letter - LOO**
University Staff – Appoint current CU employee within your own department/org into a different position number based on Lateral or Promotional Move

Table of Contents

1) BP IDs Candidate & Runs Reference Checks

2) BP Start: Create New

3) HR OPS Approves

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

5) TAC Reviews NPP

6) BP Process

Other Links:

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

Key:

NOTE:

Can be a Lateral or Promotional Move.

1) BP IDs Candidate & Runs Reference Checks

2) BP Start: Create New

BP creates a new position in HCM and submits

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

3) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

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

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

In comments section:
- Enter: Appointment Type 2
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary

Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (1% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:
- Completed job description
- Resume
- Second level funding justification if State (610/611) funded

AMC – Attach 2nd level email justification with 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

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

5) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ’s & Appointment Type Requirement are met.

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

6) BP Process

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

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

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

BP receive background check approval email then:

BP routes 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

7) 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
University Staff – Appoint current CU employee from another department/organization into a different position number based on a Transfer

Table of Contents

1) BP ID’s Candidate & Runs Reference Checks

- BP identifies candidate they want to hire
- BP updates the position they want to use
- BP initiates Offer or SkillSurvey reference checks with TAC to make an offer
- APPT TYPE 2: BP can check with TAC to check Personnel File

2) BP Start: Create New

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

3) HR OPS Approves

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

Appoint current CU employee from another department/organization into a different position number based on Transfer

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

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

In comments section:
- Enter: Appointment Type 2
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary

Student Worker: Include/ensure the following - Include name of student worker and ensure he/she meets the following criteria:
- Has worked for any CU as a student for at least one semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:
- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
- AMC – Attach 2 Level email justication with CIO/DEAN copied
- SOM ONLY – Attach approval email from SOM HR@denveru.com AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

5) TAC Reviews NPP

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

6) BP Process

- Make verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form, HR will determine if needed)
- BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- Background Check LR (Online Request Form)
- University Staff Offer Letter - LOO

7) 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 the employee prior to their background check being approved

8) BP Routes LOO & PMR

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

9) Transfer: BP Process in HCM

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.
- Action: Transfer Reason: To Another Department

Navigation: CU Resources > Pay Actions > Pay Actions Tile > Template Based Transactions

10) S/C/D Approves

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

New Hire Checklist

11) After Transfer is Completed:

- Email HR:HR@denveru.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

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
- FSIQ – Position Description Questionnaire
- SCCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

Table of Contents

1) BP Start: Update Pos
   - BP updates an existing position in HCM and submits
   - Reason Code: PMR - Promotion
   - Navigation: CU Resources > HCM Community Users > Non - Pay Actions > Position Management > Add/Update Position Info

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

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 with Increase
     - Name of employee
     - Employee ID number (EID)
     - Proposed new Job Code (if applicable)
     - Proposed new Job Code/Title if applicable
   - Attachments:
     - Completed job description: Highlight what has changed
     - Resume
     - Second level funding justification if State (610/611) funded
     - AMC - Attach 2nd Level email justification with CFO/DEAN copied
     - SOM ONLY - Attach approval email from SOM/HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

4) TAC Reviews NPP
   - TAC reviews to make sure candidate meets MQ’s & Requested class is appropriate
   - TAC routes for further approvals as needed
   - Once approved, BP receives an approval email from the HR Exempt Box

5) BP Process
   - Initiate Background check (Online Request Form, HR will determine if needed)
   - BP submits the proper LOO template from the HR website and submits a draft to their TAC to review

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

7) 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

8) BP Process in HCM
   - Promotion with Pay Rate Change:
     - Important: Do not make changes to Position Information in the ePAR
     - Action: Data Change
     - Reason: Promotion
     - Enter ePAR Pay Rate Change

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

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
- PQD = Position Description Questionnaire
- S/C/D = School/College/Department
- LOO = Letter of Offer
- MQ = Minimum Qualifications
- PMR = Personnel Matters Report

Other Links:
- TAC Department Assignments
- HR Guide for Position Information
- PMR – Personnel Matters Report

NOTE:
- Complete all required fields or pages as indicated in the HR Guide for University Staff if you are creating an ePAR in HCM
- If you receive an error message, ensure all required fields or pages have been completed

DO NOT route to the employee prior to their background check being approved
University Staff – Update Only for Current employee within Department, School, or College

1) BP Start: Update Pos

BP updates an existing position in HCM and submits.

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

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

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 renew

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

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

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

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

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

4) TAC Reviews NPP

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

University Staff Adjudication Offer Letter LOO

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

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

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

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

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

Attachments:
- Email from employee confirming election
- Resume
- Completed job description
- Second level funding justification if State funded position
- Exemption Criteria Description to verify it meets professional level duties

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MZ's

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

TAC sends proper Electing Exemption LOO Template

7) BP Process

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

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

8) TAC Reviews

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

TAC reviews and approves LOO copying PMR Box.

DO NOT route to the employee prior to their background check being approved

9) BP Routes LOO & PMR

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

PMR – Personnel Matters Report

10) BP Process in HCM

ePAR Pay Rate Change:
- Action: Data Change
- Reason: To University Staff

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

11) S/C/D Approves

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

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP let’s TAC know.

TAC Abolishes the old Classified Position Number

Other Links:
- TAC Department Assignments
- HireRight I-9 E-Verify Access
- ePar Reason Code Guide for Position Information
1) BP Start: Create New

- BP creates a new 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

- Attachments:
  - Completed PDQ
  - Second level funding justification if State (610/611) funded
  - AMC - Attach 2nd Level email justification with CF/DEAN copied
  - SOM ONLY - Attach approval email from SOM HR/Deanery.pdf
  - 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.

5) TAC Posts

- Once approved, BP receives an approval email from TAC and position information will feed to CU Careers
- TAC creates posting and emails draft posting link to BP and hiring authority for review
- TAC posts the position

6) TAC Reviews & Interviews Candidates

- TAC reviews MQ’s
- TAC (and Search Committee if using one) Reviews PQ’s and runs initial interviews
- TAC ensures status for candidates & kept up-to-date and that candidates are notified of status throughout the process

7) Refer Candidates

- TAC emails referral list to hiring authority for final interviews

8) Finalist Selected

- Hiring Authority must interview all referred candidates
- Hiring Authority selects final candidate to be hired

9) BP runs Reference Checks

- BP initiates reference checks offline OR SkillSurvey reference checks with TAC PRIOR to making an offer.

10) S/C/D Process

- Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)
- BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

11) TAC Reviews

- TAC will review MQ’s and may send to a panel for review, if needed.
- TAC reviews and approves LOO
- DO NOT route to the employee prior to their background check being approved

12) BP Routes LOO

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

13) After Recruitment is Completed:

- BP enters HIRE/REHIRE in the Transaction Launch Page
- Submit an I-9 through HireRight within 3 business days of the date of hire
- See step-by-step guide for guidance on completing the hire

14) BP Sends Fully Executed LOO

- BP sends the Fully Executed LOO to their TAC

15) TAC Approves Hire

- TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM
- TAC adds Probation Row and/or updates Service Dates if needed.

Other Links:

- TAC Department Assignments
- HireRight I-9 E-Verify Access
- Classified Letter of Offer - LOO

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
- PQD – Position Description Questionnaire
- SCD – School/College/Department
- LDO – Letter of Offer
- MQ – Minimum Qualifications
- PMR – Personnel Matters Report

NOTE:

- Complete all required fields or pages as indicated in the template or you will receive an error message.

SOM has a specific process: please contact your TAC for guidance.
NOTE:
If duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Updates an existing position in HCM and submits.

BP updates an existing position in HCM and submits.

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

2) HR Approves

HR OPS Routes to TAC.

TAC reviews.

TAC consults with BP if needed.

TAC approves the position.

BP receives a system generated email.

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

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

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

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

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

3a) BP Creates an NPP with an ePAR

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

In comments field:
- Update Only

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

NOTE:
Complete all required fields or page as indicated in the HR Guide for Non-Person Profile (NPP) and you will receive an error message.


3b) TAC Sends FTE Change LOO

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

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

4b) BP Routes LOO

BP routes LOO for all appropriate signatures.

5a) TAC Approves

TAC approves and fills out and sends Classified Addendum LOO template.

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC.

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

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

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

Classified PDQ Template
Essential Function Definitions
1) BP ID’s Candidate & Runs Reference Checks

2) BP Start: Create New

3) School/College Approves

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

5) S/C Review

6) HR OPS Reviews NPP

7) BP Process

8) BP Routes LOO

9) BP Process - PRS

10) BP Initiates Transfer Process

11) S/C Approves

12) After Transfer is Completed:

13) Submit all required fields or pages as indicated in the Guide for Faculty NPP Creation. If BP receives an error message, Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation.

NOTE:
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation. If BP receives an error message.

NOTE:
Faculty/Post Docs:
Beth Oelke – HR, Faculty Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Beth Oelke – HR, PRA@ucdenver.edu

In comments field include:
• Type of appointment (2)
• Name of person BP wish to appoint
• Employee ID number (EID)
• Proposed salary for all PRA job codes

Student Worker: Include name of student worker and ensure he or she meets the following criteria:
• Has worked for any CU as a student for at least a semester (% does not matter)
• Meets all minimum qualifications for the position
• Job is related to duties performed as a student worker
• Must have graduated

Student Worker: See next box for student worker eligibility

NOTE:
Appoint current CU employee or Affiliate – Business Partner (BP) creates a non-person profile (job description) in HCM.

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

Faculty Hire Resources LOO, Search Summary, etc.

Faculty Hire Resources (PMR)

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

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

Table of Contents
NOTE:
Employee will move to a different position number in receiving department.

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

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

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

4) BP Creates an ePAR Non-Person Profile (NPP)
Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM:
Faculty/Post-Docs:
Beth Oelke – HR.Faculty.Requests@ucdenver.edu
PRAs, Sr. PRAC, RESEARCH ASSOCIATES:
Beth Oelke - HR.PRA@ucdenver.edu

In comments field include:
- Type of appointment (2)
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary for all PRA job codes

Student Worker: Include name of student worker and ensure he or she meets the following criteria:
- Has worked for any CU as a student for at least a semester (10% does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

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

Submit any EID/E11 funding 2nd Level justifications to the following:
- Denver – Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy MHC HR@ucdenver.edu
- SOM – Send e-mail justification to HR.SOM@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance.

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

6) HR OPS Reviews NPP
CHERYL WELCH will review.

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.

Other Links:
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Career
- HR OPS Reviews and does final approval.

Other Links:
- Faculty Hire Resource (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Career
- Table of Contents
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

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### Faculty Appointment Process

1. **BP Identifies Candidate** and Runs Reference Checks
   - Identifies candidate they want to hire
   - Identifies the appointment type they want to use
   - Initiates offline OR
   - S/HR/OPS consultant with HR OPS consultant PRIOR to making an offer

2. **BP Starts** to create
   - BP creates 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 Type as: 00000)
     - Click Add Button

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

4. **BP Creates an ePAR Non-Person Profile (NPP)**
   - Once position information is approved - Business Partner (BP) creates non-person profile (job description) in HCM.
     - Faculty/Email: Beth Oelke – HR.FacultyRequest@ucdenver.edu
     - PRAs, Sr. PRAs, Research Associates: Beth Oelke – HR.PRA@ucdenver.edu
   - In comments field include:
     - Type of appointment (Type 1 or 2)
     - Name of person BP wishes to appoint (Type 1 & 2)
     - Employee ID number (EID) (Type 2)
     - Proposed salary for all FRA job codes (Type 1 & 2)
     - Requisition Number (Type 1)
   - Budgetary and Finance Office: Includes 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 MQs at this point as well)
     - Submit any 610/611 funding 2nd Level Justifications to the following:
       - Denver - Send e-mail justification to HR.FacultyRequest@ucdenver.edu
       - SOM - Send e-mail justification to HR.SOM@ucdenver.edu
     - SOM - HR will then review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

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

6. **HR OPS Reviews NPP**
   - Cheryl Wach will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

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

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

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

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**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
PQD – Position Description Questionnaire
S/C/O/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PG – Preferred Qualifications
PMR – Personnel Matters Report

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**Other Links:**

**Highlight:**
- I-R Verify Access
- BP Region Code Guide for Position Information
- CU Resources Change Resolution Form

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**NOTE:**

Complete all required fields or pages as indicated in the Guide for Faculty.

**PMR**

The Faculty Hire Resources (PMR) website and fills-out a draft.

**DENVER** - If Professor in title, route draft LOO to TAC Director to review.

**Additional Information:**

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

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**Second Level Guidelines**

**Essential Function Definitions**

**Performing a Direct Hire Without Posting**

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**Second Level Guidelines**

**Essential Function Definitions**

**Performing a Direct Hire Without Posting**

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**Second Level Guidelines**

**Essential Function Definitions**

**Performing a Direct Hire Without Posting**

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**Second Level Guidelines**

**Essential Function Definitions**

**Performing a Direct Hire Without Posting**

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**Second Level Guidelines**

**Essential Function Definitions**

**Performing a Direct Hire Without Posting**
1) BP Submits Temp Questionnaire & Approval

2) HR OPS Reviews

3) BP Start: Create New

4) BP Process

5) HR OPS Approves

6) BP Process

7) HR OPS Approves

8) BP Creates an NPP with an ePAR

9) HR OPS Reviews

10) BP HCM Process

11) After Process is Completed:

12) HR OPS Approves Hire

Key:

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

Other Links:

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

9 Month Temporary Appointments – Hire pre-identified Temp

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) for temporary position.

Email ePAR Number to HR.NewTemp@ucdenver.edu

HR OPS Reviews & approves NPP

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

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

Finish HIRE/REHIRE in the Transaction Launch Page

Submit HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu

Email HR.NewTemp@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

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

Navigation: CU Resources > HCM Community Users > Pay Actions > Position Management > Find Existing Value > Enter Position Number > Click Search > Select the Proper Record

HR OPS approves the position.

HR OPS approves the draft LOO and sends approval email.

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

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

BP updates an existing position in HCM and submits.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

BP updates an existing position in HCM and submits.

BP creates a new position in HCM and submits.

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

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) for temporary position.

Email ePAR Number to HR.NewTemp@ucdenver.edu

HR OPS Reviews & approves NPP

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

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

Finish HIRE/REHIRE in the Transaction Launch Page

Submit HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu

Email HR.NewTemp@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

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

Navigation: CU Resources > HCM Community Users > Pay Actions > Position Management > Find Existing Value > Enter Position Number > Click Search > Select the Proper Record

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

BP updates an existing position in HCM and submits.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR OPS approves the position.

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

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

HR OPS approves the position.

BP creates a new position in HCM and submits.
1) BP Submits Temp Questionnaire & Approval

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

HR creates a new position in HCM and submits.

3) BP Start: Create New

BP updates an existing position in HCM and submits.

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)

Temporary Employee Questionnaire

2) HR OPS Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

4) BP Process

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

BP approves the position.

5) HR OPS Approves

HR OPS approves the position.

6) BP Creates an NPP with an ePAR

Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval.

Select and complete all fields in then HR - Person Profile (NPP).

Select Benjamin Patient as HR consultant.

Leave HR only page blank.

NOTE: Ensure you check the “Feed to CU Careers” box.

Email ePAR Number to Benjamin.Patient@ucdenver.edu

7) HR OPS Approves

HR OPS reviews and approves final.

HR OPS will create a draft requisition and email the draft link to BP to edit.

8) BP CU Careers Process

BP edits posting in CU Careers.

Submit posting edits back to HR OPS.

9) HR OPS Posts to CU Careers

HR OPS will review the edits and once approved post it to CU Careers and email the BP the link to the posting.

10) BP Runs Search & Reference Checks

BP approves status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline OR SkillSurvey reference checks with HR OPS consultant.

BP provides a draft to their HR.NewTemp@ucdenver.edu.

11) BP Process

BP approves status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline OR SkillSurvey reference checks with HR OPS consultant.

BP approves status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

12) BP HCM Process

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

When ready to hire:

1) Complete offer matrix in CU Careers and select Benjamin Patient as approver.

2) Enter an ePAR HIRE Action in HCM.

BP emails search summary AND offer letter to HR.NewTemp@ucdenver.edu

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

Background Check Link (Online Request Form)

Run a Background Check in CU Careers.

13) BP Routes LOO

BP receives background check approval email then:

BP routes LOO for all appropriate signatures (include the candidates signature).
Student Worker (4100-4400 Job Code Series) – Hire/Rehire

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
PQC – Position Description Questionnaire
S/CD – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

NOTE:

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

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both “Work Study Eligible Job” and “Active WS Job”.

1) BP Start: Create New

BP creates a new position in HCM and submits AND self-approves.

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

2) S/C/D Internal Process

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

3) BP Handshake Posting Process

If Posting position to run a search

BP uses Career Center Handshake system to post student worker positions

3a) BP runs Reference Checks

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

4) BP Process

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

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
1) **BP Start: Create New**

- **BP** creates a new position in HCM and submits AND self-approves.
- Navigation: **CU Resources** > **HCM Community Users** > **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 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.
- **BP** follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed.

4) **BP Process**

- Make Verbal offer: (making it clear the offer is contingent on passing the background check)
- **BP** initiates 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

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**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
- **PQ** – Preferred Qualifications
- **PMR** – Personnel Matters Report

**Other Links:**

- HCM Community Users > Transaction Launch Page
- HCM Community Users > Transaction Launch Page tile
- 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
- Submit an I-9 through HireRight within 3 business days of the date of hire
- Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
- Navigation: **CU Resources** > **HCM Community Users** > **Transaction Launch Page tile**
University Staff – Change in FTE

1) BP Start: Update Pos
- BP updates FTE in an existing position in HCM and submits.

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
- 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.

Key:
BP - Business Partner (person initiating action)
HCM - Human Capital Management
HR OPS - Central HR Operations Team
TAC - Talent Acquisition Consultant
S/C/D - School/College/Department
LOO - Letter of Offer

Resources:
CLICK HERE to access the "Voluntary FTE Change" letter, under the University Staff Offer Letter Templates section

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

Note: Incumbents rate of pay cannot change when updating the change in FTE.
BP Enters Leave in HCM

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

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

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

Leave actions that are automatically approved include short work break

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

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

EPD Reviews & Approves

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

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

Additional guidance will be provided once established

Other Links:

Central HR Leave Resources

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave
Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid.

Choose appropriate Reason Code –

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

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

Actions will be reviewed and approved by the Employee Performance and Development team. Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave.

Key:

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