HCM and CU Careers Helpful Tips
Last updated 12/01/2017

HCM - GENERAL

- When searching for position numbers, don’t forget the leading zeros (ex. 00641099 or 00002155)

- If you’re having issues with slowness, missing save buttons, spinning wheel, approval workflow, etc. try closing all browser windows and clearing your internet history cache.

- Searching for employees outside of your own department or campus (used to be Job List):
  - Main Menu > CU HCM User Workcenter, then select the “Resources” tab and then Job List.
  - Enter whatever information you have on the person you’re trying to find (EE ID, Last 4 of SSN, Last Name).
  - Query will run and the results list will show you any/all who meet the search criteria. Report details include EE ID, status, name, dept ID, dept description, job code, job title, position #, % time, etc.
  - If you have an EID for someone but receive a “No matching values were found” in the Job List query, chances are that the number belongs to an individual with a POI status.

- To access and view job descriptions from the old system (Jobs at CU), you can navigate to the following in HCM: Classic Home > CU People Admin Positions > CU People Admin Positions. A general dump of the data will be housed in this section even after your access to the old Jobs at CU goes away. It is not complete data, but includes most of the main fields that you might need.
  - In this section, leading zeros are only needed when searching for 6 digit position numbers (00218010). If the position is a 4 digit number, leading zeros are not needed (1080).

- Helpful Campus Specific Guidelines are posted on the HR website.

HCM - NON-PERSON PROFILE (NPP)

- Under the “Select Employee Type” section in the ePAR Position Request main screen, both the “Vacant Position” and “Update/Recruit Filled Position” radio buttons will allow a position to feed to CU Careers. If you can’t find your position number when one radio button is selected, try selecting the other radio button and searching again. Regardless of which radio button is selected at the beginning, if you want the NPP to feed to CU Careers for recruitment or direct hire workflow, just be sure that you check the box that says “Feed to CU Careers” in the Job Summary section.

- Reports To field is mandatory in the NPP. If you try to approve without it, you will get an error message and your action won’t feed.

- The Reports To position number must be encumbered or you will get an error message upon approval.

- For now, leave the “Appointing Authority” field blank under Work Information to eliminate getting a Target Seq. ID error upon approval.

- For the duties section, search the letter Z in the content ID field and some blank z options are available for you to use (Z-DUTY 1 – General Duty Statement 1, etc.). You can then type “See Attached” into the description section.
• QUALS – You can choose “Minimum Qualifications” from the list of options and enter “See Attached” into the description.

• Percent of time and standard hours must match or the transaction will error out.

CU CAREERS

• For classified searches, search committee members will not be added to the search committee section until after the minimum qualification review is complete. They will then have access to the posting in CU Careers to review candidates.

• Hiring authorities who are not the direct supervisor of the position will need to be added as a search committee member at the time of referral – OR – the business partner or HR consultant will need to share the finalists’ application materials via PDF using the Share Information icon in the requisition.

• Non-CU employees and CU students cannot be added as search committee members. Candidate application materials must be shared with the non-CU employee using the Share Information icon in the requisition.

• Please ask your HR Consultant about our LinkedIn posting options.

• SORTING - If you no longer want to see applications for candidate’s whom you have already moved into a not selected status, us the sorting function: open the requisition, click on “Candidates” under the Quick Filters section on the left side bar, click on the check box next to “Active on current requisition” or “In selection process” and that will refresh your list to show you only active applications.