Human Resources Business Partner and Personnel Payroll Liaisons User Guide

Updating Employee Data

In order to ensure employee data is correct in all the various CU Denver | Anschutz Medical Campus systems, directories, and University systems the following information should be used as a guide for Personnel Payroll Liaisons and HR Business Partners.

Updating Employee Information

- **HR Business Partners and Personnel Payroll Liaisons** must ensure employee personal and work data are correct within the following systems:
  - On-line/E-Directory – directory of employees
  - HCM (Human Capital Management) - payroll system
  - Note: The CU Portal is used by employees to access various CU systems and can be used to update some of their personal data (see “CU Portal Updates” below for more information)

On-line/E-Directory Updates

- The On-line/E-Directory is populated with employee work contact information
- The On-line/E-Directory contains the following data:
  - CU Denver | Anschutz Medical Campus data is pulled from HCM and Campus Solutions
  - It is critical for **HR Business Partners and Personnel Payroll Liaisons** to ensure the following employee information is correct in HCM as the data feeds to the On-line/E-Directory:
    - Name
    - Campus 1 phone number
    - Position title – only 32 characters available
    - Work address - is important to keep updated but is not automatically populated in the On-line/E-Directory

- An **employee** may make the following changes to the On-line/E-Directory:
  - Credentials
  - Alternate Email
  - Alternate Phone
  - Cell Phone
  - Pager
  - Office Location(s)
The following links provide additional information regarding the On-line/E-Directory through the Office of Information Technology (OIT) website:

- [http://www.ucdenver.edu/about/departments/ITS/Pages/Directoy-Information.aspx](http://www.ucdenver.edu/about/departments/ITS/Pages/Directoy-Information.aspx)
- [https://directory.ucdenver.edu/faq_what.php](https://directory.ucdenver.edu/faq_what.php)
- [https://directory.ucdenver.edu/faq_who.php](https://directory.ucdenver.edu/faq_who.php)
- [https://directory.ucdenver.edu/faq_datafields.php](https://directory.ucdenver.edu/faq_datafields.php)

**University of Colorado Hospital (UCH)** data is included and determined by UCH
- Only doctors are included at this time
- UCH data must be updated by UCH employees/UCH Human Resources

**CU Medicine (formally UPI)** data is determined by CU Medicine
- Only doctors are included at this time
- CU Medicine data must be updated by CU Medicine employees/CU Medicine HR

**CU System Office** employees are now included in the directory
- CU System data must be updated by CU System Office employees/CU System Office HR

**Children’s Hospital** is **NOT** currently part of the directory
- However, Children’s Hospital employee information can be found in the global address book in Outlook

- The On-line/E-Directory may be found here: [http://www.ucdenver.edu/Pages/UCDWelcomePage.aspx](http://www.ucdenver.edu/Pages/UCDWelcomePage.aspx) under “Tools”, “Directory”
- And it may also be found here: [https://directory.ucdenver.edu/](https://directory.ucdenver.edu/)

**HCM Data Updates**

- **HR Business Partners and Personnel Payroll Liaisons** must ensure all data in HCM are up to date including
  - Name – must match Social Security card
  - Work address
  - Preferred work phone number
    - Ensure check box is checked next to proper phone number
  - Privacy Flag - may be identified for certain qualifying individuals
    - The privacy flag is not automatic
  - The University of Colorado recognizes that employees might have unique circumstances that would justify a need to remove or limit the
information that is displayed for them in the On-line/E-Directory. Human Resources (HR) is required to evaluate all privacy requests. If an employee needs to make their account private, they need to contact HR at 303-315-2700 or email Human.Resources@ucdenver.edu

**CU Portal Updates**

- The employee may make changes through the **CU Portal** to the following fields:
  - Home address
  - Home/mobile phone numbers
  - “Campus 1” phone number
    - This updates the phone number in Outlook
  - Emergency contacts
  - Can add email addresses
  - Instant Message IDs
  - Ethnic Groups
  - All of these are found in the portal under “My Info and Pay”/“Employee Profile”

For specific questions regarding data feeds from the various systems to the On-line/E-Directory, please contact the Office of Information Technology (OIT) directly, 303-724-4375 (4-HELP).

For any other questions regarding this user guide and its contents, please contact University of Colorado Denver | Anschutz Medical Campus Human Resources, Human.Resources@ucdenver.edu, 303-315-2700.