Review and populate required fields. Ensure you populate the following information required by HR.

Please make sure you have reviewed and confirmed the accuracy of Position Information and Funding prior to starting your NPP. Please refer to the Position Information Guide (Creating New Position or Updating a Position) for more information. Please refer to the Funding Entry Guide for more information.

Step 1/Position Search:
A. In the Search Criteria section, enter the position number (NOTE: Please make sure to include all applicable zeros) and click Search.
B. A Search Result field will populate, please confirm that this is the accurate position number and description and click Next.

Step 2/ Position Action/Reason:
A. Action field – Leave as Position Change (only option available).
B. Reason field – Select Vacant Position (only option available).
C. Effective date – Use today’s date for this field.
D. Profile Type – if new position, select “Univ Staff Pos Profile Templ” if existing position this information will prepopulate.
E. Comments Section – For search: In comments field include type of service you are requesting: HR Recruitment Services, Full Service or Consulting Services. Include proposed salary range. For Appointment Type & Update w/ Increase: Include relevant information (see campus specific guide).
### Step 3/ePAR Position – Change:
A. Confirm that information in *Current Value* column matches *New Value* column. If information is not correct in *New Value* column, please reference the [Position Information Guide: Updating a Position] for more information on next steps. **NOTE:** Mismatched information can cause errors, and will typically be flagged in blue.

<table>
<thead>
<tr>
<th>Job Information</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>UCD</td>
<td>UCD</td>
</tr>
<tr>
<td>Job Code:</td>
<td>2447</td>
<td>2440</td>
</tr>
<tr>
<td>Regular/Temporary:</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td>Full/Part Time:</td>
<td>Full-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Regular Shift:</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Step 4/NPP Questionnaire:
A. Description – Enter working title (if applicable)
B. At the bottom of the page click the “Select All No” button, this will only open required pages (i.e. Step 5-
Step 5/Position Summary:
A. Review New Position Summary, if incorrect or if there is no information populated click on “Add New Position Summary”

B. Type of Review – Click on the search glass to populate options and select the most accurate Content Item ID
C. Exemption Statue - Click on the search glass to populate options and select the most accurate Code (NOTE: HR will correct if needed)

D. Feed to CU Careers? – If this is a search and you would like to populate a Job Ad in CU Careers, please check this box.

E. Job Summary – Since you will attach a copy of the Job Description to the NPP, please write “See Attached” in this text box.
F. Review New HR Consultant field, if incorrect or if there is no information populated click on “Add New HR Consultant” (Please consult our HR Contact Guide, to determine who should be listed in this field).

G. Profile Identities & Profile Associations – ignore these two sections.

Step 6/NPP Duties:

A. Review New Duty Statement for Univ Staff field, if incorrect or if there is no information populated click on “Add New Duty Statement Univ Staff”

B. Duties – Click on the search glass to populate options, in the Content Item ID field type in the letter “z” and click Enter.

C. Select any of the ten “Z-DUTY” options and type “see attached” in Description of Work section. (NOTE: Ignore “Proficiency” and “Percent of Time”)

Updated 1-2020
Step 7/Qualifications:

A. Review *New Minimum Qualifications* field, if incorrect or if there is no information populated click on “Add New Minimum Qualifications”

B. Content Item ID – Click on the search glass to populate options and select the first available option “1_US_MINQUAL”
C. In the Minimum Qualifications text box type “see attached”

**Minimum Qualifications**

```
Content Item ID: 1_US_MINQUAL
Minimum Qualifications: see attached
```

**Step 8/New Departmental Budget Table**

A. Confirm that information in *New Position Funding* section is accurate. If information is not correct, please reference the [Funding Guide](#), for more information on next steps. (NOTE: A new NPP may be required if funding changes are not corrected prior to starting NPP).

B. Click the Attach button and make sure all required items have been uploaded (please refer [Campus Specific Step-by-Step Guide](#) for more information).

C. Click the **Save** button and note the ePAR request number (ex. POS0XXXXXX)

D. Submit the transaction (this will route the NPP to the Central HR for processing).