

University of Colorado Denver | Anschutz Medical Campus

Campus Specific Guidelines for HCM 9.2/CU Careers

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4-25-2016

HCM-CU Careers Helpful Tips - <http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx>

Topic *(Ctrl+Click on topic to go directly to that page)*

[Hiring employees – Recruitment completed in Jobs at CU](#)

[University Staff – Begin search](#)

[University Staff – Appoint non-CU employee who qualifies based on appointment with Affiliate or previous search](#)

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[Classified – Begin search](#)

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[Classified - Update only. Submit updated non-person profile \(job description\) with no change to title or pay](#)

Temporary Appointments – hire pre-identified temp as University temp or Classified temp

Temporary Appointments – Post Temporary position

Student Worker – Hire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant

Student Worker – Rehire Student Assistant, Teaching Assistant, Research Assistant or Graduate Assistant

Additional Pay – One Time Payments

Additional Pay – Recurring Payments

Leave

Terminations – Voluntary

Terminations – Involuntary

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU CAREERS	Step by Step Guides/ Helpful Links
<p>University Staff Begin Search</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>HR reviews Once approved, you will receive approval e-mail from HR Exempt box and action will feed to CU Careers</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection></p> <p>Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>BP creates posting and submits to Employment Consultant</p> <p>Attach charge information for Consulting Services searches. Hiring authority provides charge in person or via e-mail</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Talent Acquisition Options</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates, and Quick Reference Guides</p> <p>Human Resources: Charge checklist</p>

	<p><u>After recruitment is complete in CU Careers and action feeds back into HCM</u> Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve action once saved and submitted</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection></p> <p>Smart ePAR Pay Actions> ePAR Hire> Add</p>	<p>Ensure search chair and search committee members are identified</p> <p>Consultant will post the position</p> <p>BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>When search is complete, BP e-mails search summary to Consultant</p> <p>HR Closes out search in CU Careers</p>	<p>Search Summary Template</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Appoint non-CU employee based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on current or prior employment with Affiliate (Children’s, University Hospital, National Jewish, UPI, VA Hospital, Denver Health) or other State Agency</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>		<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

	<ul style="list-style-type: none"> • Salary range <p>Under type of review select New, Vacant, or Update Position</p> <p><u>HR reviews</u> Once approved, you will receive approval e-mail from HR Exempt box and action will feed to CU Careers</p> <p><u>CU Careers:</u> BP initiates Direct Hire – Static link in CU Careers</p> <p><u>After Direct Hire process is complete in CU Careers and action feeds back into HCM</u> Once direct hire in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve action once saved and submitted</p>		<p>Ensure that you select the HR Consultant who reviewed the action when initiating the offer matrix in CU Careers</p> <p>Complete offer matrix and submit to HR Consultant</p> <p>E-mail Offer letter to Consultant</p> <p>Background check is initiated in CU Careers</p>	<p>CU Careers: Performing a Direct Hire Without Posting</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Promotion or lateral move for current or former CU employee within your own department based on appointment type:</p> <p>1 – Appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral move). Includes Student Worker appointments</p> <p>Employee will move to a different position number in own department</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

	<ul style="list-style-type: none">• Name of person you wish to appoint/EID (employee ID)• Salary range <p>When appointing student worker include/ensure the following:</p> <ul style="list-style-type: none">• Include name of student worker and ensure he or she meets the following criteria:• Has worked for 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 <p>Under type of review select New, Vacant, or Update Position</p> <p><u>HR reviews</u> Once approved, you will receive approval e-mail from HR Exempt box</p> <p><u>BP Process</u> Verbal offer</p> <p>Draft offer letter is e-mailed to Employment Consultant</p> <p>Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression</p> <p>Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add></p>		
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	<p>After HR approves, BP initiates change in HCM</p> <p>HCM: Promotion with pay change: Action: Data Change Reason: Promotion</p> <p>Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay</p> <p>OR Lateral move without pay change: Action: Position Change Reason: change in pos title or desc</p> <p>School/College Approver will review and approve action once saved and submitted</p>	<p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add></p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add> Action: Position Change Reason: change in pos title or desc</p>		
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>University Staff</p> <p>Appoint current CU employee from other department – promotion or lateral move or based on previous search</p> <p>Appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral). Includes student worker appointments</p> <p>Employee will move to a different position number in receiving department</p> <p>Pay may change</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Transferring an Employee</p>

	<ul style="list-style-type: none"> • Name of person you wish to appoint/EID (employee ID) • Proposed salary <p>When appointing student worker include/ensure the following:</p> <ul style="list-style-type: none"> • Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 <p>HR reviews Once approved, you will receive approval e-mail from HR Exempt box</p> <p>BP Process Verbal offer</p> <p>Draft offer letter is e-mailed to Employment Consultant</p> <p>Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression</p> <p>Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box</p> <p>After HR approves, BP initiates change in HCM</p> <p>HCM:</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay</p>		<p>HCM: Transferring an Employee</p>
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	<p><u>Initiate Transfer:</u></p> <ol style="list-style-type: none"> 1. Receiving department initiates transfer 2. Current department must approve/release 3. Once released, receiving department can complete action in HCM (Important: Do not make changes to previously approved NPP) <ul style="list-style-type: none"> - Receiving department must pull up the action and fill out pages 2-4 and save the action. This will move the employee to the new department. 4. Department or School/College approver will approve action 	<p>Actions>ePar Transfer>Add</p> <p>Action: Transfer Reason: To Another Department</p>		
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<p>University Staff</p> <p>Update with increase for employee within department, school or college</p> <p>Requesting change in job code and pay</p> <p>Employee will remain in current position number</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference:</p> <p>In comments field include:</p> <ul style="list-style-type: none"> Update with Increase – Document what has changed. Must be substantive change in duties to justify out of cycle increase. 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

	<ul style="list-style-type: none"> • Name of employee /EID (employee ID) • Current and Proposed salary/proposed % <p>HR reviews Once approved, you will receive approval e-mail from HR Exempt box</p> <p>BP Process Verbal offer</p> <p>Draft offer letter is e-mailed to Employment Consultant</p> <p>Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression</p> <p>Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box</p> <p>After HR approves, BP initiates change in HCM</p> <p>HCM: Promotion with pay change: Action: Data Change Reason: Promotion</p> <p>Important: Do not make changes to previously approved NPP</p> <p>School/College Approver will review and approve action once saved and submitted</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Actions/ePAR Pay Rate Change</p>		
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<p>University Staff</p> <p>Update only</p> <p>For employee within department, school or college</p> <p>Working Title may change/no increase in pay</p> <p>Employee will remain in current position number</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Update Only • Name of employee /EID (employee ID) <p>If description review does not result in change to job code or pay, HR will review and no additional action is required in HCM</p> <p>HR will approve the submission</p> <p>If job code or pay changes, Personnel Matters Report and addendum letter are required (additional steps will be required). Employment Consultant will provide guidance</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

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<p>Classified employee electing exemption and moving to University Staff position within department</p> <p>Requesting change in job code and pay</p> <p>Classified position number must be abolished</p> <p>Employee will be moved into different university staff position number</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR guide for University Staff NPP creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference:</p> <p>Attach e-mail from employee confirming election.</p> <p>In comments field include:</p> <ul style="list-style-type: none"> Classified employee electing exemption 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p>

	<ul style="list-style-type: none"> • Name of employee /EID (employee ID) • Current and Proposed salary/proposed % • Current Classified position number <p><u>HR reviews</u> Once approved, you will receive approval e-mail from HR Exempt box</p> <p><u>BP Process</u> Verbal offer</p> <p>Draft offer letter is e-mailed to Employment Consultant</p> <p>Background check is initiated (off-line process) if needed. Not needed if run within last three years, if natural progression or if employee moving over at same conceptual level</p> <p>Once background check is complete, Employment Consultant forwards final offer letter to BP and copies Personnel Matters box</p> <p>After HR approves, BP initiates change in HCM</p> <p><u>HCM:</u> <u>If pay is changing: ePar Pay Actions</u></p> <p>Action: Data Change Reason: To University Staff</p> <p>OR</p> <p>If moving over without change in pay: Action: Position Change Reason: Change in position title or description</p> <p>Important: Do not make changes to previously approved NPP</p>	<p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add></p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add></p>		
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	School/College Approver will review and approve action once saved and submitted			
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<p>Faculty Begin Search</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates non-person profile (job description)</p> <p>Submit second level funding justification to Human.Resources@ucdenver.edu for State (610) funded positions prior to submitting posting. See guidelines to the right.</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Once saved and submitted, will feed to CU Careers</p> <p>SOM: Cheryl Welch will review and approve Non-Person Profile before feed to CU Careers.</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>BP creates posting and submits to HR</p> <p>If State (610) funded, HR will make sure second level approval is complete before posting</p> <p>Select the following HR Consultants: Faculty – Ariel Berryman Research Faculty – Dennis Evans</p> <p>Ensure search chair and search committee</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p>

	<p><u>After recruitment is complete in CU Careers and action feeds back into HCM</u> Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve action once saved and submitted</p>		<p>members are identified</p> <p>HR will post the position</p> <p>BP ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>BP e-mails search summary to HR once search is complete</p> <p>HR designates position as filled in CU Careers</p>	<p>Search Summary Template</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
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<p>Faculty Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Appoint non-CU employee based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on prior employment with CU, current or prior employment with Affiliate or other State Agency</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates non-person profile (job description)</p> <p>Submit second level funding justification to Human.Resources@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name <p>NOTE: BP must add HR contact listed below as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>		<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p>

	<p>Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type</p> <p>Faculty – Ariel Berryman</p> <p>PRAs, Sr. PRAs, Research Associates – Dennis Evans</p> <p>HR reviews Once approved, you will be notified.</p> <p>CU Careers: BP initiates Direct Hire – Static link in CU Careers</p> <p>After Direct Hire process is complete in CU Careers and action feeds back into HCM Once direct hire in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>School/College Approver will review and approve action once saved and submitted</p>			<p>CU Careers: Performing a Direct Hire Without Posting</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty</p> <p>Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Promotion or lateral move for current CU employee within your own department based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (promotion or lateral move). Includes student worker appointments</p> <p>Employee will move to a different position number in own department</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Submit second level funding justification to Human.Resources@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/department_s/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) <p>When appointing student worker include/ensure the following:</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Second Level Guidelines</p>

[Return to Table of Contents](#)

- Include name of student worker and ensure he or she meets the following criteria:
- Has worked for 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

NOTE: BP must add HR contact listed below as ad-hoc approver

Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type

Faculty – Ariel Berryman

PRAs, Sr. PRAs, Research Associates – Dennis Evans

HR reviews

Once approved, you will be notified

BP Process

Background check is initiated ([off-line process](#)) if needed. Not needed if run within last three years or if natural progression

HCM:

BP initiates change in HCM

Important: Do not make changes to previously approved NPP

Promotion with pay change:

In the [portal](#) access Business Tools/HCM

Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Pay Rate Change>Add>

Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay

	<p>Action: Data Change Reason: Promotion</p> <p>Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay</p> <p>OR Lateral move without pay change: Action: Position Change Reason: change in pos title or desc</p> <p>School/College Approver will review and approve action once saved and submitted</p>	<p>Actions>ePar Pay Rate Change>Add></p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Non-Pay Actions>ePar Job Change>Add></p>		
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Faculty Research Faculty (PRA, Sr. PRA, Research Associate)</p> <p>Appoint current CU employee from other department based on appointment type:</p> <p>1 – appointment based on previous search</p> <p>2 – Appointment based on employment with CU (transfer or promotion). Includes student worker appointments</p> <p>Employee will move to a different position number in receiving department</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Submit second level funding justification to Human.Resources@ucdenver.edu for State (610) funded positions prior to submitting request. See guidelines to the right</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the Guide for Faculty NPP Creation</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment • If previous search reference position number and job posting number from Jobs at CU or CU Careers • Name of person you wish to appoint/EID (employee ID) <p>When appointing student worker include/ensure the following:</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Transferring an Employee</p> <p>Human Resources: Second Level Guidelines</p>

	<ul style="list-style-type: none"> • Include name of student worker and ensure he or she meets the following criteria: • Has worked for 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 <p>NOTE: BP must add HR contact listed below as ad-hoc approver</p> <p>Once NPP is populated, save action, select preview/ad-hoc approver and add HR contact listed below based on position type</p> <p>Faculty – Ariel Berryman</p> <p>PRAs, Sr. PRAs, Research Associates – Dennis Evans</p> <p><u>HR reviews</u> Once approved, you will be notified</p> <p><u>BP Process</u> Background check is initiated (off-line process) if needed. Not needed if run within last three years or if natural progression</p> <p><u>HCM:</u> BP initiates change in HCM <u>Initiate Transfer:</u> Receiving department initiates transfer Current department must approve Once released, receiving department can complete action in HCM</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection>ePar Pay Actions>ePar Transfer>Add</p> <p>Action: Transfer Reason: To Another Department</p>		<p>HCM: Transferring an Employee</p>
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	<p>Important: Do not make changes to previously approved NPP</p> <p>School/College Approver will review and approve action once saved and submitted</p>			
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified staff Begin Search</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates non-person profile (job description) in HCM and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p><u>HR reviews</u> Once approved, you will receive approval e-mail from Employment Consultant and action will feed to CU Careers</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>Employment Consultant (EC) creates posting and e-mails to BP and hiring authority for review</p> <p>Consultant will post the position</p> <p>Consultant ensures status for</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Human Resources: Employment Consultant Assignments</p> <p>Second Level Guidelines</p> <p>Essential Function definitions</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p>

	<p><u>After recruitment is complete in CU Careers and action feeds back into HCM</u></p> <p>Once recruitment in CU Careers is complete, action flows back into HCM</p> <p>See step-by-step guide to the right for guidance on completing the hire</p> <p>HR will review and approve action once BP saves and submits</p>		<p>candidates is kept up-to-date and that candidates are notified of status throughout the process</p> <p>Consultant closes out search in CU Careers</p>	<p>HCM: Hiring a candidate recruited through CU Careers</p>
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified Staff Reallocation</p> <p>Return to Table of Contents</p> <p>Employee will remain in current position number</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u></p> <p>Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Attach org chart</p> <p>Attach second level funding justification if State (610) funded</p> <p>SOM ONLY: Attach approval e-mail from Chris Smith for new positions or promotions</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Requesting Classified staff reallocation • Proposed title • Proposed Salary • Summary of changes • Duties added/from what position(s) include position numbers and titles 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Main step-by-step page: http://www.cu.edu/hcm-community/select-candidates</p>

	<ul style="list-style-type: none">• Duties removed. Where are duties being assigned? <p>Consultant will provide guidance once submitted and reviewed</p>			
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Classified Staff Update job description</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates non-person profile (job description) in HCM, attaches resume and submits to HR for review</p> <p>Note: Complete all pages/required fields or you will receive an error message. Please follow the HR Guide for Classified Staff NPP Creation to ensure you include all elements that HR needs for review</p> <p>Tips & Tricks: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/HCM-CUCareers-HelpfulTips.docx</p> <p>Difference: In comments field include:</p> <ul style="list-style-type: none"> • Update Only • Name of employee /EID (employee ID) 	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>No action required in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Temporary Hire</p> <p>Appoint Classified Temp or University Staff Temp - <u>not</u> current or former CU employee</p> <p>Return to Table of Contents</p>	<p><u>Temporary Questionnaire and Approval</u> 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</p> <p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Once the Business Partner (BP) receives notification from HR on what job code to use, BP creates the NPP in HCM for temporary position and submits to HR for approval</p> <p>Select and complete all fields in the non-person profile</p> <p>Select Ariel Berryman as HR Consultant</p> <p>Leave HR only page blank</p> <p><u>HR reviews</u> HR approves, feeds to CU Careers</p> <p><u>CU Careers</u> BP initiates Direct Hire –static link</p> <p>Ensure that you select Ariel Berryman as approver for offer matrix in CU Careers</p> <p>Offer letter should be e-mailed to HR.NewTemp@ucdenver.edu in HR for review</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>You will collect candidate information in CU Careers including personal and emergency contact information</p> <p>Background check will be initiated in CU Careers</p>	<p>Creating a Non-Person Profile</p> <p>CU Careers: Performing a Direct Hire Without Posting</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>

	<p><u>After direct hire process is complete in CU Careers and action feeds back into HCM</u> See step-by-step guide to the right for guidance on completing the hire in HCM</p> <p>HR will approve the action</p>			
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Post Temp position in CU Careers</p> <p>Return to Table of Contents</p>	<p><u>Temporary Questionnaire and Approval</u> 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</p> <p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Once the Business Partner (BP) receives notification from HR on what job code to use, BP creates the NPP in HCM for temporary position and submits to HR for approval</p> <p>Select and complete all fields in the non-person profile</p> <p>Select Ariel Berryman as HR Consultant Leave HR only page blank</p> <p><u>HR reviews</u> HR approves, feeds to CU Careers</p> <p><u>CU Careers</u> BP creates posting in CU Careers and submits to HR for posting</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add mart ePAR Pay Actions/Add ePAR Position</p>	<p>BP will create posting in CU Careers.</p> <p>Select Ariel Berryman as HR Consultant in posting</p> <p>Submit to HR for posting</p> <p>BP will ensure candidates are notified of status throughout the process</p> <p>Background is initiated in CU Careers.</p> <p>When ready to hire, complete offer matrix and select Ariel Berryman as approver.</p> <p>E-mail offer letter to HRnewtemp@ucdenver.edu</p>	<p>Creating a Non-Person Profile</p> <p>CU Careers: https://www.cu.edu/hcm-community/recruit-hire See Create Job Postings, Select Candidates , and Quick Reference Guides</p> <p>HCM: Hiring a candidate recruited through CU Careers</p>

	<p><u>After direct hire process is complete in CU Careers and action feeds back into HCM</u></p> <p>See step-by-step guide to the right for guidance on completing the hire in HCM</p> <p>HR will approve the action</p>			
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Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Hire new student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant)</p> <p>Return to Table of Contents</p>	<p><u>Create Non-Person Profile (NPP - job description) in HCM</u> Business Partner (BP) creates NPP in HCM for student position</p> <p>Select and complete all fields in the non-person profile</p> <p>Select AMC Student <u>or</u> Denver Student in HR Consultant field</p> <p>Leave HR only page blank</p> <p>BP approves and action feeds to CU Careers</p> <p><u>CU Careers</u> BP initiates Direct Hire – static link process</p> <p>BP will enter and approve offer matrix in CU Careers</p> <p><u>After direct hire process is complete in CU Careers and action feeds back into HCM</u></p> <p>See step-by-step guide to the right for guidance on completing the hire in HCM</p> <p>BP will review and approve the action fed from CU Careers</p> <p>CLAS: Program Assistants must ad-hoc Dean’s office as ad hoc approver for students in the 1500 series</p> <p>After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p>	<p>You will collect candidate information in CU Careers including personal and emergency contact information. Background check will be initiated in CU Careers</p>	<p>HCM: Creating a Non-Person Profile</p> <p>Direct Hire: Performing a Direct Hire Without Posting</p> <p>HCM Hiring a candidate recruited through CU Careers</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Rehire student worker or student in 1500 series (Graduate Assistant, Teaching Assistant, Research Assistant)</p> <p>Return to Table of Contents</p>	<p>Business Partner (BP) updates Non-person profile in HCM</p> <p>Ensure required training is included</p> <p>BP enters and approves rehire in HCM</p> <p>CLAS: Program Assistants must ad-hoc Dean's office as ad hoc approver for student hires in the 1500 series</p> <p>After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Position> Add</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions> ePAR Hire> Add</p>	<p>No action required in CU Careers</p>	

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Leave</p> <p>Return to Table of Contents</p>	<p>Business Partner enters leave in HCM</p> <p>Leave actions that are automatically approved include short work break</p> <p>All other actions will be reviewed and approved by Organizational Relations, Training and Development</p> <p>Please work with your ORLD Consultant to understand what documentation is needed for approval based on type of leave</p> <p>Additional guidance will be provided once established</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Non-Pay actions >ePAR Leave> Add</p>		<p>HCM: Putting an Employee on Leave</p> <p>Human Resources: ORLD Consultant Assignments</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Additional Pay – One Time Payment</p> <p>Return to Table of Contents</p>	<p>Attach signed documentation to justify one-time payment (signed additional pay form, signed MOU, additional pay pre-approval form, completed separation leave payout form, etc.) when you enter action into HCM</p> <p>Approvers: Loan La or Luana Tadolini</p> <p>SOM – Chris Scanlan approves UPI and Incentive payments</p> <p>SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form in HCM</p> <p>How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR Additional Pay> Add</p>		<p>HCM:</p> <p>Entering a One-Time Payment</p> <p>One-Time Payments Template</p> <p>Uploading CU One-Time Payments</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Additional Pay – Recurring Payment</p> <p>Use for: On-going additional pay, temporary pay differentials</p> <p>Return to Table of Contents</p>	<p>Attach signed documentation to justify recurring payment (signed MOU, additional pay form or related documentation) when you enter action into HCM</p> <p>Approvers: Loan La or Luana Tadolini</p> <p>SOM – For additional pay for PRAs and select non-PRA Faculty, Business Partner must add Cheryl Welch as ad-hoc approver before submitting action in HCM to Human Resources. Attach signed additional pay form and signed MOU in HCM</p> <p>How to ad-hoc: Once additional pay pages are populated, save action, select preview/ad-hoc approver, search for Cheryl Welch</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR Additional Pay> Add</p>		<p>HCM: Entering and Reviewing Recurring Payments (additional pay)</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Termination (voluntary)</p> <p>Return to Table of Contents</p>	<p>Business Partner enters termination in HCM</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR Separation> Add</p>		<p>HCM: Entering Separations</p>
<p>Termination (Involuntary)</p> <p>Return to Table of Contents</p>	<p>Business Partner enters termination in HCM</p> <p>Actions will be reviewed and approved by Organizational Relations, Training and Development</p> <p>Please work with your ORLD Consultant to understand what documentation is needed</p> <p>University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR)</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR Separation> Add</p>		<p>HCM: Entering Separations</p> <p>Human Resources: ORLD Consultant Assignments</p>

Action	HCM Campus Specific Information Needed or Instructions Follow step-by-step guide and ensure that you populate the following information	ePar Navigation in HCM	CU Careers	Step by Step Guides/ Helpful Links
<p>Hiring Employees where recruitment was handled and closed out in Jobs at CU</p> <p>Return to Table of Contents</p>	<p>Business Partner enters hire in HCM</p> <p>All new hire paperwork (personal data sheet, emergency contact information sheet, etc. are collected off-line)</p> <p>Background check is initiated (off-line process)</p> <p>Once EID is established and CU e-mail is populated in HCM from campus IT, Onboarding should kick off</p> <p>Approvals:</p> <p>Classified Staff – Human Resources University Staff – School/College Approver Faculty – School/College Approver</p>	<p>In the portal access Business Tools/HCM</p> <p>Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection> Smart ePAR Pay Actions>ePAR hire or rehire if already an employee> Add</p>	<p>No action required in Jobs at CU</p>	<p>HCM: Hiring An Employee NOT Recruited Through CU Careers (starts on page 5)</p> <p>Personal Information Worksheet</p> <p>Emergency Contact Sheet – preferred method is to complete via self-service in the Employee Portal</p>