University of Colorado Denver & Anschutz Campus Specific Guidelines

**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
University Staff – Begin Search

1) BP Start: Create New

- BP creates a new position in HCM and submits to Central HR for review.

2) HR OPS Approves

- Central HR Ops 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.

4) TAC Reviews NPP

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

5) TAC Posts

- TAC posts the position in CU Careers, BP will receive an email 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 offline OR StiSurvey 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 with completed search summary.
- Completed search summary & dispositioning through finalist stage required prior to LOO approval.
- BP will receive an error message if active I-9 is already on file.

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 will receive an error message if active I-9 is already on file.

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

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.I-9@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
- See step-by-step guides for guidance on completing the hire.

Other Links:
- TAC Department Assignments
- Disposing Candidates to Hire
- Talent Acquisition Search Service Options
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

1) BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP requests offsite OR SkillSurvey reference checks with TAC 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> Leave Position Number as: 00000) Click Add Button

3) HR OPS Approves
   - Central HR OPS approves the position.
   - BP receives a systems 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:
     - Type of appointment [1 or 2]
     - Name of person BP wish to appoint (EID if applicable)
     - Job posting number and title (Type 1)
     - Affiliate Name (Type 2)
     - 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 (% 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
   - Appointment Type Reasons:
     - Appointment Type 1 - Appointment based on qualified candidate being available from a previous search within the past 12 months (1 year from the date position was filled). Job descriptions must be similar.
     - Appointment Type 2 - Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPH), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

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 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.

7) TAC Reviews
   - TAC Reviews 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

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
   - Navigate: CU Resources> HCM Community Users> HCM Community Users> Transaction Launch Page title

9) After Appointment Type Process is Completed:
   - BP finishes HIRE/REHIRE in the Transaction Launch Page.
   - If Current CU Employee: 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

10) S/C/D Approves
    - School/College/Department Approver will review and approve action once saved and submitted

NOTE:
- If NO position information is received, BP initiates offline to use
- If YES position information is received, BP uses the proper LOO template (Step 7).

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

- SEE NEXT BOX FOR STUDENT WORKER ELIGIBILITY REQUIREMENTS.

Other Links:
- TAC Department Assignments
- Dispositioning Candidates to Hire
- HireRight 1.9 E-Verify Access
- BP Reason Code Guide for Position Information

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
- SCD = School/College/Department
- LDO = Letter of Offer
- MQ = Minimum Qualifications
- PQ = Preferred Qualifications
- PMR = Personnel Matters Report

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- PDQ
- TAC
- HR OPS
- BP
- ePAR Non-Person Profile(NPP)
- Other Links
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> File Existing Value> Enter Position Number> Click Search

Second Level Guidelines

Job Description Template

Skills Survey Reference Checks

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

University Staff Offer Letter - LDO

NOTE:
- If NO position information is received, BP initiates offline to use ePAR Non-Person Profile(NPP).
- SEE NEXT BOX FOR STUDENT WORKER ELIGIBILITY REQUIREMENTS.

Other Links:
- TAC Department Assignments
- Dispositioning Candidates to Hire
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- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> File Existing Value> Enter Position Number> Click Search

Second Level Guidelines

Job Description Template

Skills Survey Reference Checks

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

University Staff Offer Letter - LDO

NOTE:
- If NO position information is received, BP initiates offline to use ePAR Non-Person Profile(NPP).
- SEE NEXT BOX FOR STUDENT WORKER ELIGIBILITY REQUIREMENTS.
University Staff – Appoint current CU employee within your own department/org into a different position number based on Lateral or Promotional Move

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1) BP IDs Candidate & Runs Reference Checks
2) BP Start: Create New
   - BP creates a new position in HCM and submits
     - Navigation: ePAR > 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-Personal Profile (NPP)
   - Once Position Information is Approved - Business Partner [BP] creates non-personal profile (job description) in HCM and submits to Central HR for review
   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wishes 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 CF/OEAN copied
     - SOM ONLY – Attach approval email from SOM HR/hr@ucdenver.edu and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate.

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 LOPD template from the HR website and submits a draft to their TAC to review.
   - Background Check Link (Online Request Form)
   - University Staff Offer Letter - LOO

Other Links:

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

Key:

1) BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP identifies the appointment type they want to use
   - BP initiates offline OR SkillSurvey reference checks with TAC PRIOR to making an offer

NOTE: If NO position information is changing BP can go directly to the ePAR NPP.

2) BP Start: Create New
   - BP creates a new position in HCM and submits
     - Navigation: ePAR 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
   - BP approves the position.

NOTE: ePAR NPP changing BP can go directly to the 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-Personal Profile (NPP)
   - Once Position Information is Approved – Business Partner [BP] creates non-personal profile (job description) in HCM and submits to Central HR for review
   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wishes 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
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   - Make Verbal offer (making it clear the offer is contingent on passing the background check)
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   - BP uses the proper LOPD template from the HR website and submits a draft to their TAC to review.
   - Background Check Link (Online Request Form)
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Other Links:

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   - BP identifies candidate they want to hire
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   - BP initiates offline OR SkillSurvey reference checks with TAC PRIOR to making an offer

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   - BP approves the position.

NOTE: ePAR NPP changing BP can go directly to the 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-Personal Profile (NPP)
   - Once Position Information is Approved - Business Partner [BP] creates non-personal profile (job description) in HCM and submits to Central HR for review
   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wishes 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 CF/OEAN copied
     - SOM ONLY – Attach approval email from SOM HR/hr@ucdenver.edu and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate.

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 LOPD template from the HR website and submits a draft to their TAC to review.
   - Background Check Link (Online Request Form)
   - University Staff Offer Letter - LOO

Other Links:

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

Key:
University Staff – Appoint current CU employee from another department/ org into a different position number based on Transfer

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1) BP ID’s Candidate & Runs Reference Checks

2) BP Start: Create New

3) HR Ops Approves

Central HR Ops approves the position.

BP receives a system generated email.

Appointment Type 2:
Appointment Type 2: Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (formerly UPH), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Job Description Template
Second Level Guidelines

3) BP Update: Position Number

BP updates the existing position number.

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

4) BP Creates an ePAR Non-Person Template

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 (% 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 justifications with CFO/DEAN copied
- PDQ ONLY – Attach approval e-mail from PDQ-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.

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.

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@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean’s office

9) Transfer: BP Process in HCM

Transfer:
- 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 Tile> Template Based Transactions

10) S/C/D Approves

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

11) After Transfer is Completed:

Email HR: bpbid@ucdenver.edu. to check in an active 9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

TAC Department Assignments
HireRight – I-9 Verify Access
BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Template
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PSQ – Position Qualifications Questionnaire
SCDO – School/College/Department Qualifications
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

NOTE:
Can be a Lateral or Promotional Move. If pay/changes you will do the Pay Rate Change within the Transfer transaction (all in one)

NOTE:
If NO position information is changing BP can go directly to the BP Reason Code Guide for Position Information.

NOTE:
Any position information changing require a second level funding justification if State (610/611) funded.

NOTE:
If Pay is changing you will do the Pay Action within the Transfer transaction (all in one).

NOTE:
Must have graduated as indicated in the Job Description Template (prior to Appointment Effective Date). SOM ONLY – Attach approval e-mail from SOM-HR@ucdenver.edu AND approval email for second level justification for new positions or promotions in attachments section of NPP.

NOTE:
If Pay is changing you will do Pay Action within the Transfer transaction (all in one)
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

1) BP Start:
   Update Pos
   - BP updates an existing position in HCM and submits
     Reason Code: PRO - Promotion

2) HR OPS Approves
   - Central HR OPS 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
   - In comments section:
     - Update with Increase
     - Name of employee
     - Employee ID number (EID)
     - Current and Proposed salary/proposed % of increase
     - 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
       - AM – 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

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

5) 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.

6) TAC Reviews
   - BP discusses 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
     - PMR – Personnel Matters Report

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

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

NOTE:
- Complete all required fields or pages as indicated in the HR Guide for University Staff.
- Find Existing Value
- Add OR Expert Add
University Staff – Update Only for Current employee within Department, School, or College

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

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

2) HR OPS Approves
Central HR OPS approves the position.
BP receives a system generated email.

IF NPP (NEW JOB DESCRIPTION) IS NEEDED
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 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 review

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 Applicant Offer Letter – LOO

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

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

Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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1) BP Contacts TAC
   BP Contacts their TAC.
   TAC Reviews the Job Description to verify it meets the Exemption Criteria (professional level duties or alternate funding).
   NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.
   TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).
   Per University Policy, TAC will work directly with employee to confirm election.

2) Employee Reviews & Confirms
   Employee reviews & confirms that they are electing exemption
   Employee emails TAC confirming their election

3) BP Start: Create New
   BP creates a new University Staff 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
   Job Description Template
   Second Level Guidelines

4) HR OPS Approves
   Central HR OPS approves the position.
   BP receives a system generated email
   NOTE: 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 (610/611) funded
   - TAC reviews to make sure candidate meets minimum qualifications
   - AME – 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
   - NOTE: Attach approval email if applicable
   - For 2nd level justification for new positions or promotions in attachments

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 (610/611) funded
   - TAC reviews to make sure candidate meets minimum qualifications
   - AME – 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
   - NOTE: Attach approval email if applicable
   - For 2nd level justification for new positions or promotions in attachments

6) TAC Reviews NPP
   TAC reviews to make sure candidate meets MQ’s
   Once approved, BP receives an approval email 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.
   Background Check Link (Online Request Form)
   Electing Exemption Letter of Offer - LOO

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.
   PMR – Personnel Matters Report

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.
   - SOM – Send fully executed LOO to the Dean’s office

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’s TAC know.
    TAC Abolishes the old Classified Position Number

Key:

Other Links:

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

NOTE:

Requesting change in job code
Pay may change
Classified position number must be abolished by central HR
Employee will be moved into different university staff position number

NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.
TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).
Per University Policy, TAC will work directly with employee to confirm election.

NOTE:

NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.
Classified Staff – Begin Open Competitive Search
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 field include:
- Requesting Classified staff reallocation
- Proposed title
- Proposed salary
- Summary of changes

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

NOTE:
- Complete all required fields or pages as indicated in the mid-Grade for Classified Profile Guide of if you will receive an error message.

4) TAC Reviews PDQ

TAC will review PDQ and may send to a panel for review, if needed.
TAC emails application instructions to BP & incumbent.

5) Reallocation Process Runs

BP Posts Reallocation notice in department for 5 Business Days.
TAC Posts Reallocation notice in HR Offices for 5 Business Days.
Incident must send their application to TAC Consultant with time frame for their reallocation.

6) TAC Reviews

TAC receives and reviews the application.
TAC reviews MQs.

7) TAC Sends LOO

TAC Approves the NPP.
TAC Sends Reallocation LOO Template and HCM instructions to BP, CC’ing the Supervisor.

8) 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)

9) TAC Reviews

Initiate Background check (Online Request Form, HR will determine if needed)
BP uses the Reallocation LOO template provided by TAC and submits a draft to their TAC to review.

10) BP Routes LOO

BP routes LOO for all appropriate signatures.

11) After Recruitment is Completed:

BP enters and submits ePAR PAY RATE CHANGE in HCM.

Action: Data Change
Reason: Promotion

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

12) BP Sends Fully Executed LOO

BP sends the Fully Executed LOO to their TAC.

13) TAC Reviews &

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

SOM has a specific process – please contact your TAC for guidance.

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
- PQ – Position Description Questionnaire
- AMC – School/College/Department
- PMR – Personnel Matters Report
- Other Links: TAC Department Assignments

BP Reason Code Guide for Position Information

Background Check Link (Online Request Form)
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:
- 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 pages as indicated in the HR Guide for Non-Person Profile (NPP) creation. If you will receive an error message.

NOTE:
- If Duties are changing please contact your TAC PRIOR to entering them in the system.

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

**OTHER LINKS**
- Classified PDQ Template
- Essential Function Definitions
- TAC Department Assignments
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/organization based on Previous Search, Lateral, or Promotional move

1) BP ID’s Candidate & Runs Reference Checks
2) BP Start: Create New
   - BP creates a new position in HCM and submits
   - BP identifies candidate they want to hire
   - BP initiates offline OR SIR Survey reference checks with HR OPS consultant PRIOR to making an offer

3) School/College Approves
   - School/College Approver will review.
   - School/College Approver generates email.
   - School/College Approver 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: HR.Faculty.Request@ucdenver.edu
   - PPAR, Sr. PPAR, Research Associates: HR.PPAR@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
   - Attachments:
     - Completed job description OR fill out Step 3 Position Summary of the NPP
     - Resume (HR will review MQ’s at this point as well)
   - Submit any 610/611 funding 2nd Level Justifications to the following:
     - Denver: Send e-mail justification to HR.Payroll@ucdenver.edu and copy SOM@denver.edu.
     - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine: Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy the Dean and Assoc/Asso Dean of Finance

5) S/C Review

6) HR OPS Reviews NPP
   - HR OPS Reviews and does final approval.

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 - Mariissa Michalak ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - DRIVER - If Professor in title, route draft LOO to TAC Director to review

8) BP Routes LOO

9) BP Process - PMR
   - Emails PMR & signed LOO to Regional Masters@ucdenver.edu
   - SOM = Sends PMR to Deans Office

10) BP Initiates Transfer Process
   - 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 Tile > Template Based Transactions

11) S/C Approves
   - School/College Approver will review and approve action once saved and submitted

12) After Transfer is Completed:
   - Email HR.LIO@ucdenver.edu to check in an action if it is already on file

13) Other Links:
   - Hiresight/RI - Verify Access
   - BP Reason Code Guide for Position Information

Key:
- NPP: Non-Person Profile
- BP: Business Partner (person initiating action)
- HR OPS: Central HR Operations Team
- TAC: Talent Acquisition Consult
- FQD: Position Description Questionnaire
- EID: School College/Department
- LOO: Letter of Offer
- MQ: Minimum Qualifications
- POQ: Preferred Qualifications
- PMR: Personnel Matters Report

NOTE:
- Employee will move to a different position number in receiving department
- Employee ID number
- Must have graduated
- Has worked for any CU as a student for any 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:
  - Completed job description OR fill out Step 3 Position Summary of the NPP
  - Resume (HR will review MQ’s at this point as well)

- Submit any 610/611 funding 2nd Level Justifications to the following:
  - Denver: Send e-mail justification to HR.Payroll@ucdenver.edu and copy SOM@denver.edu.
  - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine: Send e-mail justification to HR.2ndLevel@ucdenver.edu and copy the Dean and Assoc/Asso Dean of Finance

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

- Transfer:
  - 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 Tile > Template Based Transactions

- Email PMR & signed LOO to Regional Masters@ucdenver.edu

- SOM = Sends PMR to Deans Office

- BP receives background check approval email

- BP routes LOO for all appropriate signatures within school (include the candidates signature)
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.

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

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) School/College Approves
   - School/College Approver will review BP receives a system generated email.
   - See next box for student worker eligibility requirements.

   Appointment Type Reasons:
   - Appointment Type 1 – Appointment based on qualified candidate being available from a previous search.
   - Appointment Type 2 – Appointment based on current or prior employment with CU or Affiliate (e.g., Denver’s University Hospital, National Jewish, CU Medicine (formerly UCH), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within one year of their termination date. Job descriptions must be similar.

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:
     - HR Faculty Request@ucdenver.edu
   - RAs, Sr. PRAs, Research Associates:
     - 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 PRA job codes (Type 1 & 2)
   - Requisition Number (Type 1)

   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 ( بناءً على أداء المستخدم )
   - Meets all minimum qualifications for the position
   - Job is related to duties performed as a student worker
   - Must have graduated

   Attachments:
   - Complete all required fields or pages as indicated in the Guide for Faculty/Post-Docs: Creation of an NPP
   - BP will create an NPP once saved.

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

6) HR OPS Reviews NPP
   - HR OPS Reviews and does final approval.

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: Marissa McHale ONLY as Approver for offer
   - BP selects the proper LOO template from the HR or School and approve NPP
   - Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Than NPP feeds to CU Careers.

8) BP Routes LOO
   - School/College Approver will review

9) BP Process - PMR
   - Emails PMR & signed LOO to Cheryl Welch@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-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

Other Links:
- Highlight I-9 E Verify Access
- BP PayPlan Code Guide for Position Information
1) **BP Submits Temp Questionnaire & Approval**

- **Temporary Questionnaire and Approval**
  - Submit temporary questionnaire and brief job description to HR_HireTemp@ucdenver.edu for review.
  - HR will determine what job code is appropriate and will provide the proper letter of offer template.

- **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).**

2) **HR OPS Reviews**

- **HR OPS reviews the questionnaire and determines the Job Code.**

- **HR OPS provides LOO Template**

3) **BP Start: Update Pos**

- **BP updates an existing position in HCM and submits**

4) **BP Process**

- **BP Email Position number to HR_HireTemp@ucdenver.edu**

- **HR OPS approves the position**

5) **HR OPS Approves**

- **HR OPS approves the LOO template and submits a draft to their HR_HireTemp@ucdenver.edu to review.**

- **University Staff/Exempt Temp LOO Template**

- **Classified Temp LOO Template**

6) **BP Process**

- **HR OPS approves the position.**

- **BP sends draft LOO to HR_HireTemp@ucdenver.edu**

7) **HR OPS Approves**

- **HR OPS approves the position and submits to their HR_HireTemp@ucdenver.edu to complete.**

8) **BP Creates an NPP with an ePAR**

- **HR OPS approves the position.**

Other Links:

- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

**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/C/D** – School/College/Department
- **LOO** – Letter of Offer
- **MQ** – Minimum Qualifications
- **PQ** – Preferred Qualifications
- **PMR** – Personnel Matters Report

**9 Month Temporary Appointments – Hire pre-identified Temp**

**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

**NOTE:** dept may need to update ePAR NPP before submitting an ePAR HIRE.
Student Worker (4100-4400 Job Code Series) – Hire/Rehire

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
BP uses Career Center Handshake system to post student worker positions.

If Posting position to run a search

3a) BP runs Reference Checks
BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

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

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 LOD 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

3b) BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

4a) BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

3c) BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

Once Search Process is complete:

Background Check Link (Online Request Form)

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

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
LOD – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
Student Faculty (1500 Job Code Series) – Hire/Rehire

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 > Leave Position Number as: 00000 > Click Add Button

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

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

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.

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

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

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

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

Table of Contents
BP updates FTE in an existing position in HCM and submits.

Central HR Ops receives FTE position request. Central HR Ops routes to appropriate TAC for review.

Central HR Ops receives FTE position 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).

If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

If the FTE change is involuntary, TAC will loop in ER and gather additional relevant information from BP.

BP enters and submits ePAR PAY RATE CHANGE in HCM Action: Pay Rate Change Reason: Increase in Pay OR Decrease in Pay.

BP completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

TAC receives letter and reviews.
- 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.

TAC determines approval.

TAC approves the HCM entry and notifies the BP of the letter approval.

BP routes approved letter for signatures.

S/C/D sends copy of signed letter back to TAC to HR for personnel file.

TAC will follow up with additional questions if there needs to be clarification prior to approval.
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
Termination – Voluntary & Involuntary

Voluntary Termination

BP Process

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

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

Involuntary Termination

BP Process

Business Partner enters termination in HCM

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)

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

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

EPD Reviews & Approves

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