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

Updated as of 10/8/20
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
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:
- Talent acquisition service type requested:
  - Recruitment
  - Full Service
  - Consulting
- Any other relevant details to the search

Attachments:
- Completed job description/job ad template:
  - Include the names of the Search Committee and identify the search chair at the bottom of the template
  - Second level funding justification if State (610/611) funded

NOTE:
Complete all required fields or pages as indicated in the HR Guide for University Staff.
Create or you will receive an error message.

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

TAC posts the position in CU Careers, BP will receive an email directly from the TAC.

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

University Staff – Begin Search

Table of Contents

1) BP Start: Create New
- BP creates a new position in HCM and submits

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

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

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 SkillSurvey 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 is required prior to LOO approval.

9) TAC Reviews LOO
- TAC reviews to make sure candidate meets MCO.
- TAC reviews search summary to ensure it matches CU Careers dispositioning.
- Completed search summary & dispositioning through finalist stage required prior to LOO approval.
- 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

10) BP Routes LOO & PMR
- BP receives background check approval email then:
  - BP routes LOO for all appropriate signatures
  - BP completes if Recruitment Services
  - BP updates the status of all remaining candidates (or TAC if Recruitment Services) in CU Careers
  - Emails PMR with signed LOO to Personnel Matters
  - Prior to Appointment Effective Date
  - SCM – Send fully executed LOO to the Dean’s office

Search Summary Template
PMR – Personnel Matters Report

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
- Dispositioning Candidates to Hire
- Talent Acquisition Search Service Options
- Highlight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

NPP – Non-Person Profile
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
UO - Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Updated as of 10/8/20
**University Staff – Appoint current CU employee within your own department/loc into a different position number based on Lateral or Promotional Move**

### Table of Contents

1. **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 SKillsSurvey reference checks with TAC PRIOR to making an offer

2. **2) BP Start: Create New**
   - Create new position in HCM and submits
   - NOTE: If NO position information is changing BP can go directly to the eHR NPP (Step 4)

3. **3) HR OPS Approves**
   - Central HR OPS approves the position
   - BP receives a system generated email

4. **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

   - Attachments:
     - Completed job description
     - Resumes
     - Second level funding justification if State (610/611) funded
     - AMC - Attach 2nd level email justification with CFO/Dean copied
     - SOM ONLY - Attach approval email from SOM HR@cu.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. **5) TAC Reviews NPP**
   - TAC reviews to make sure candidate meets HCO’s & Appointment Type Requirement are met.
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

6. **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. **7) TAC Reviews**
   - BP discuss 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.

### Other Links:

- TAC Department Assignments
- HR Right Use Policy Access
- TAC Reason Code Guide for Position Information

### Key:

- PMR - Personnel Matters Report
- 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
- SCDO - School/College/Department
- LOO - Letter of Offer
- MQ - Minimum Qualifications
- PQ - Preferred Qualifications
- PMR - Personnel Matters Report

### 9) BP Process in HCM

**Lateral move without pay change:**
- Action: Transfer
- Reason: Transfer (enter new Position Number that is in your dept.)

**Promotion with pay change:**
- Action: Data Change
- Reason: Promotion

**Lateral with pay change:**
- Action: Pay Rate Change
- Reason: Base Pay – Increase in Pay

**Promotion with pay change:**
- Action: Data Change
- Reason: Promotion

**Lateral with pay change:**
- Action: Pay Rate Change
- Reason: Base Pay – Increase in Pay

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

**9) BP Process in HCM**

**OR**

**Navigation:**
- CU Resources > HCM Community Users > Transaction Launch Page > *Search Option = Job Change

### 11) After Process is Completed:

- Submit an IHR email to the Dean within 3 business days of the date of hire
- Email HR 1-9@cu.edu to check that an active I-9 is on file
- PMR - Personnel Matters Report
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

Table of Contents

1) BP ID’s Candidate & Runs Reference Checks

2) BP Start: Create New

3) HR OPS Approves

4) BP Creates an ePAR Non-Person Profile(NPP)

5) TAC Reviews NPP

6) BP Process

7) TAC Reviews

8) BP Routes LOO & PMR

9) Transfer: BP Process in HCM

10) S/C/D Approves

11) After Transfer is Completed:

NOTE:

Can be a Lateral or Promotional Move.

If Pay/changes you will do the Pay Rate Change with the transfer transaction (all-in-one)

APPT TYPE 2: BP can check with TAC to check Personnel File

If NO position information is changing BP can go directly to the ePAR NPP (Step 4)

In comments section:

- Enter: Appointment Type
- Enter: Name of person BP wish to appoint
- Employee ID number (EO)
- 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 1 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

Attachment:

- Completed job description
- Resume
- Second level funding justification if State (610/611) funded

Background Check:

- BP creates a new position in HCM and submits
- HR creates a new position in HCM and submits

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

Complete all required fields or pages as indicated in the job description.

TAC Department Assignments

NOTE:

EID - Transfer/Exempt Box

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PSQI – Position Qualification Questionnaire
SDCO – School/College/Department
MQ – Minimum Qualifications
PDQ – Preferred Qualifications
HR Guide for Creation or you will receive an error message

NOTE:

Central HR Operations Team - Verify Access.

NOTE:

BP receives background check approval email then:

- BP routes LOO for all appropriate signatures
- Emails PMR & signed LOO to Personnel Matters Report (PMR) prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Dean’s office

PMR – Personnel Matters Report

University Staff Offer Letter – LOO

Updated as of 10/8/20
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: PRG - Promotion

   - 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.

   - Job Description Template

   - Second Level Guidelines

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
     - AMC – 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

4) TAC Reviews NPP
TAC reviews to make sure candidate meets MQ’s & Requested class is appropriate.
BP updates an existing position in HCM and submits to Central HR for review.

   - TAC routes for further approvals as needed

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 approves.

   - Background Check Link (Online Request Form)

   - University Staff Addendum Letter of Offer - LOO

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

   - NPP – Personnel Matters Report

8) BP Process in HCM
Promotion with Pay Rate Change:

   - Important: You will use the TBT for JOB CHANGE. This template will allow you to select the action/reason combination of:

   - Action: Pay Rate Change
   - Reason: Promotion
   - Enter TBT Pay Rate Change.

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

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

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
SC/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ2 – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- HR OPS – Human Resources Operations
- PMR – Personnel Matters Report
- University Staff Addendum Letter of Offer - LOO

Updated as of 10/8/20


**University Staff – Update Only for Current employee within Department, School, or College**

**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.

Once approved, BP receives an approval e-mail from the HR-Exempt Box.

Central HR OPS approves the position.

BP updates an existing position in HCM and submits.

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

**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
PQ – Preferred Qualifications
PMR – Personnel Matters Report

**Other Links:**

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

**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

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.

Once approved, BP receives an approval e-mail from the HR-Exempt Box.

Central HR OPS approves the position.

BP updates an existing position in HCM and submits.

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

**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
PQ – Preferred Qualifications
PMR – Personnel Matters Report

**Other Links:**

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

**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

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 20 hours/0.5 FTE an addendum letter is needed to document benefit eligibility change.

FLSA (Eligibility for Overtime) Changes - Talk to TAC to review

Updated as of 10/8/20
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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

NOTE:
Complete all required fields or pages as indicated in the HR Guide. If you will receive an error message

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ’s

Once approved, BP receives an approval e-mail from the HR-Exempt Box

TAC sends proper Electing Exemption LOO Template

NOTE:
If TAC does not approve they will talk their decision through with the BP and explain next steps

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.

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

PMR – Personnel Matters Report

10) BP Process in HCM

Create TBT Job Change:

Action: Data Change
Reason: To University Staff

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

11) S/C/D Approves

Once everything is finalized and the LOO is signed BP let’s TAC know.

TAC Abolishes the old Classified Position Number

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP let’s TAC know.

TAC Abolishes the old Classified Position Number

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

Email from employee confirming election
Employee ID number
Resume
Name of employee
Completed job description
Classified employee
Current and

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
UOO – Letter of Offer
MQ – Minimum Qualifications
PFQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

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

Updated as of 10/8/20
**1) BP Start: Create New**

BP creates a new position in HCM and submits it.

**Navigation:** CU Resources > HCM Community Users > Pay Actions > Position Management > Add/Update Position Info > Add New Value tab > Leave Position Number as: 00000 Click Add Button

**NOTE:**
- Updated as of 10/8/20
- Completed PDQ

**2) HR Approves**

HR OPS routes to TAC
TAC reviews/approves the position
BP receives a system generated email.

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

**3) 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

- Attachments:
  - Completed PDQ
  - Second level funding justification if State (610/611) funded
  - AMC - Attach 2nd Level email justification with CFO/DEAN copied
  - SOM ONLY - Attach approval email from SOM HR@denver.edu
  - Add approval email for 2nd level justification for new positions or promotions in attachments section of NPP

**4) TAC Reviews PDQ**

TAC will review PDQ and may send to a panel for review, if needed.

**5) TAC Posts**

TAC creates posting and e-mails draft posting link to BP and hiring authority for review

TAC posts the position

**6) TAC Reviews & Interviews Candidates**

TAC reviews MQ’s
TAC (and Search Committee if using one) Reviews PQ’s and runs initial interviews

TAC ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process

**7) Refer Candidates**

TAC emails referral list to hiring authority for final interviews

**8) Finalist Selected**

Hiring Authority must interview all referred candidates

Hiring Authority selects final candidate to be hired

**9) BP runs Reference Checks**

BP initiates reference checks offline OR SkillSurvey reference checks with TAC PRIOR to making an offer.

**10) 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 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.

**11) TAC Reviews**

TAC will review PDQ and may send to a panel for review, if needed.

**12) BP Routes LOO**

BP receives background check approval email then:
- BP routes LOO for all appropriate signatures (include the candidates signature)
- DO NOT route to the employee prior to their background check being approved

**13) After Recruitment is Completed:**

BP enters HIRE/REHIRE in the Transaction Launch Page
Submit an I-9 through HireRight within 3 business days of the date of hire
See step-by-step guide for guidance on completing the hire

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

**14) BP Sends Fully Executed LOO**

BP sends the Fully Executed LOO to their TAC

**15) TAC Approves Hire**

TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM

TAC adds Probation Row and/or updates Service Dates if needed.

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

**Key:**
- NPP – Non-Personal Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQO – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMS – Personnel Matters System

**Updated as of 10/8/20**
Classified Staff – Reallocation of a current classified position
(Position number will stay the same)

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 Approves
   HR OPS Routes to TAC
   TAC reviews/approves the position
   BP receives a system generated email
   Classified PDQ Template
   Second Level Guidelines
   Essential Function Definitions

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:
   - Completed PDQ - Include:
     - Duties added/removed 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 email 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 PDQ
   TAC will review PDQ and may send to a panel for review, if needed.
   TAC emails application instructions to BP & incumbent
   Complete all required fields or pages as indicated in the mid Guide for Classified NPP Template if you will receive an error message

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
   Incumbent 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)
   Background Check Link (Online Request Form)

9) 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 Dates if needed.
   DO NOT route to the employee prior to their background check being approved

10) BP Routes LOO
    BP discusses if they are accepting transfered leave with TAC & document in LOO.
    TAC reviews and approves LOO
    BP routes LOO for all appropriate signatures

11) After Recruitment is Completed:
    BP enters and submits TBT JOB CHANGE in HCM
    Action: Data Change
    Reason: Promotion
    Navigation: CU Resources> HCM Community Users> Transaction Launch Page> *Search Option = Job Change

12) BP Sends Fully Executed LOO
    BP sends the Fully Executed LOO to their TAC
    SOM has a specific process - please contact your TAC for guidance.

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 Dates if needed.

Other Links:
TAC Department Assignments
HireRight1.9 E-Verify Access
BP Reason Code Guide for Position Information
Updated as of 10/8/2020

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
MQ = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

Table of Contents
NOTE:
If duties are changing please contact your TAC PRIOR to entering them in the system.

1) 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 Approves
   HR OPS Routes to TAC
   TAC reviews
   TAC consults with BP if needed
   TAC approves the position
   BP receives a system generated email.
   
   IF TAC says NPP 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: 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

3) 3a) BP Creates an NPP with an ePAR
   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:
   • Update Only
   
   Attachments:
   • Completed PDQ - Include:
     - Duties added/from what position(s)
     - Duties removed. Where are duties being assigned?
   
   NOTE:
   TAC will review PDQ and panel if needed.
   
   3b) TAC Sends FTE Change LOO
   TAC will send BP the proper LOO template AFTER they have confirmed with the employee
   
   4a) TAC Reviews PDQ
   
   4b) BP Routes LOO
   BP routes LOO for all appropriate signatures
   
   5a) TAC Approves
   TAC approves and fills out and sends Classified Addendum LOO Template
   
   Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add
   
   5b) BP Routes Fully Executed LOO
   BP sends the Fully Executed LOO to their TAC

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
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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

Updated as of 10/8/20
Faculty (1100 – 1400 Job Code Series) – Begin Search

1) BP Start: Create New

BP creates a new position in HCM and submits.

Navigations:
- CU Resources
- HCM Community Users
- Non-Pay Actions
- Position Management
- Add/Update Position Info
- Additional Values tab (Leave Position Number as: 00000)
- Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits.

Navigations:
- 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) School/College Approves

School/College Approver will review.

Position Number
- Find Existing Value
- Add
- Management

3) BP Creates an ePAR Non-Personal Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates a non-personal profile (job description) in HCM.

Faculty/Post-Docs:
- HR.Faculty-Request@ucdenver.edu
- PRAs, Sr. PRAs, Research Associates:
  - HR.PRA@ucdenver.edu

NOTE: Ensure you check the “Feed to CU Careers box”

Attachments:
- Completed job description OR fill out Step 3 Position Summary of the NPP
- Submit any 610/611 funding 2nd Level Justifications to the following:
  - Denver 
    - Send an e-mail justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
  - SOM
    - Send an e-mail justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.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 Asst/Asst/Dean of Finance

Navigation:
- CU Resources
- HCM Community Users
- Pay Actions
- Document Collection
- ePAR Non-Personal Profile
- Add or Update Add

4) S/C Review

School/College Approver will review.

5) HR OPS Approves

HR OPS Approves

HR OPS Reviews and does final approval.

HR OPS will create the draft requisition and send an email with the requisition number and steps to add the requisition.

6) BP Creates Posting

BP edits draft posting and sends back to HR OPS for review.

BP ensures search chair and at least 3 search committee members are identified.

7) HR OPS Reviews & Posts

HR OPS will review draft posting and then post the position to CU Careers. HR OPS will send the posting link to the BP.

8) BP Runs Search

BP updates status and notifies candidates of status change throughout the process.

9) BP runs Reference Checks

BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer.

10) When Search is Complete

Make verbal offer (making it clear the offer is contingent on passing the background check)

Initiate Background check for Finalist ONLY (Online Request Form or CU Careers, HR will determine if needed)

BP creates an offer in CU Careers and adds Marissa Mckale ONLY as Approver for offer

BP emails search summary to HR OPS Consultant

Faculty/Post-Docs – HR.Faculty-Request@ucdenver.edu
- PRAs, Sr. PRAs, Research Associates – HR.PRA@ucdenver.edu

BP selects the proper LOO template from the HR or School/College website and fills out a draft.

DENVER – If Professor in title, route draft LOO to TAC Director

11) HR OPS Closes Search

HR OPS reviews offer and MQs and sends approval email

HR OPS consultant closes out search in CU Careers

HR OPS Designates position as filled in CU Careers

12) BP Routes LOO

BP receives background check approval email

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

13) BP Process - PMR

Emails PMR & signed LOO to Personnel Matters@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

14) After Recruitment is Completed:

BP finishes HIRE/REHIRE in the Transaction Launch Page

Submit an I-9 through HireRight within 3 business days of the date of hire

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

15) S/C Review

School/College Approver will review & approve.

Other Links:
- HireRight 9.9 – Verify Access
- PMR – Personnel Matters Report
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Run a Background Check in CU Careers

Table of Contents

Key:

NPP – Non-Personal Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
POD – Position Description Questionnaire
S/CDO – School/College/Department
LDO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Updated as of 10/8/20
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

3) School/College Approves

4) BP Creates an ePAR Non-Profile (NPP)

5) S/C Review

6) HR OPS Reviews NPP

7) BP Process

8) BP Routes LOO

9) BP Process – PMR

10) BP Initiates Transfer Process

11) S/C Approves

12) After Transfer is Completed:

Other Links:
- Hiring/Submit a Position
- Verify Access
- BP Reason Code Guide for Position Information

Key:
- NPP – Non-Profile
- BP – Business Partner (person initiating action)
- HR – Human Resources Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- CBO – School College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- NPP – Personnel Matters Report

NOTE:
- Employee will move to a different position number in receiving department
- Receiving department initiates
- 인정

Updated as of 10/8/20
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

10) BP Process in HCM
Lateral move without pay change: Action: Transfer Reason: Transfer (enter new Position Number that is in your dept.)

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

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
PRAs, Sr. PRAs, Research Associates: HR.SRPAR@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

Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to HR.Medical@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance

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 website and fills out a draft.
DENVER – If Professor in title, route draft LOO to TAC Director to review:
Faculty Hire Resources (LOO, Search Summary, etc.)
Background Check Link (Online Request Form)
Creating an Offer in CU Careers

8) BP Routes LOO
BP receives background check approval email then:
BP routes LOO for all appropriate signatures in school (include the candidates signature)

9) BP Process - PMR
Emails PMR & signed LOO to Personnel Matters (PMR@ucdenver.edu)
This should be 7 days prior to the 5th or 15th prior to the candidates start date.
SOM – Sends PMR to Deans Office

12) After Process is Completed:
Email HR.SR@ucdenver.edu to check in an active I9 is already on file
Submit an I9 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
- College of Nursing
- School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine
- Pay Actions – Document Collection - ePAR Non-Person Profile – Add OR Expert Add
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers

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
SCJD – School/College/Department
LGO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
FPR – Personnel Matters Report

Second Level Guidelines
Essential Function Definitions
**9 Month Temporary Appointments – Hire a Pre-Identified Temp**

**Table of Contents**

<table>
<thead>
<tr>
<th>1) BP Submits Temp Questionnaire &amp; Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) HR Ops Reviews</td>
</tr>
<tr>
<td>3) BP Start: Create New</td>
</tr>
<tr>
<td>4) BP Process</td>
</tr>
<tr>
<td>5) HR Ops Approves</td>
</tr>
<tr>
<td>6) BP Process</td>
</tr>
<tr>
<td>7) HR Ops Approves</td>
</tr>
<tr>
<td>8) BP Creates an NPP with an ePAR</td>
</tr>
<tr>
<td>9) HR Ops Reviews</td>
</tr>
<tr>
<td>10) BP HCM Process</td>
</tr>
<tr>
<td>11) After Process is Completed:</td>
</tr>
<tr>
<td>12) HR Ops Approves the Hire</td>
</tr>
</tbody>
</table>

**Temporary Questionnaire and Approval** – Submit online temporary questionnaire form 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 check (Online Request Form). Initiate Background check (Online Request Form).

Initiate Background check (Online Request Form). Submit an LOO template and submits a draft to their HR.NewTemp@ucdenver.edu.

HR OPS provides LOO Template.

HR OPS reviews the questionnaire and determines the Job Code.

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.

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 > Select the Proper Record.

BP updates Position number to HR.NewTemp@ucdenver.edu for approval.

HR Ops approves the position.

HR Ops uses the LOO template and submits it to their HR.NewTemp@ucdenver.edu to review.

HR Ops reviews the draft LOO and sends approval email.

**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/O/D = School/College/Department
LOO = Letter of Offer
MDG = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

**Other Links:**

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

Updated as of 10/21/2021
**9 Month Temporary Appointments – Begin Search**

1) **BP Submits Temp Questionnaire & Approval**
   - Temporary Questionnaire
   - BP submits temporary questionnaire form for review (HR will determine what job code is appropriate and will provide the proper letter of offer template).
   - Initiate Background check on personnel matters report.

2) **HR Ops Reviews**
   - HR OPS reviews the questionnaire and determines the Job Code.
   - HR OPS approves the questionnaire and approves the position.
   - HR NewTemp@ucdenver.edu.

3) **BP Start: Create New**
   - 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).

4) **BP Process**
   - 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
   - BP submits a draft to their approver.

5) **HR Ops Approves**
   - HR approves the position.
   - HR OPS will review the edits and approve the position.

6) **BP Creates an NPP with an ePAR**
   - Once Position Information is Approved, BP creates the NPP in HCM for temporary position and submits to HR for approval.
   - Select and complete all fields in the non-person profile (NPP).
   - Select Valerie Vickers as HR Consultant

7) **BP CU Careers Process**
   - BP edits posting in CU Careers.
   - Submit posting edits back to HR Ops.

8) **BP Reasons Code for Position Information**
   - 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
   - L/O/P > Letter of Offer
   - M/Q > Minimum Qualifications
   - P/Q > Preferred Qualifications
   - P/HR > Personnel Matters Report

9) **HR Ops Approves**
   - HR OPS will review and approve the NPP.
   - HR.NewTemp@ucdenver.edu.

10) **BP Runs Search and Reference Checks**
    - BP ensures status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.
    - Once Finalist is identified: BP initiates offline or SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer.

11) **BP Process**
    - BP finishes the unanswered questionnaire questions from Step 1.

12) **BP HCM Process**
    - BP enters the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu.
    - OR
    - 2) Enter a TBT HIRE Action in HCM.

13) **BP Routes LOO**
    - BP runs a LOO.

14) **After Recruitment is Completed**
    - Finish HIRE/REHIRE in the Transaction Launch.

15) **HR Ops Approves Hire**
    - Once the signed LOO is sent back to HR Ops, they will review and approve the HIRE Transaction.

**Other Links:**
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
- Navigation: CU Resources > HCM Community Users > Transaction Launch Page

**Updated as of 10/21/2021**
**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.


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

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

For 4101 – 4202 Job Codes: BP ensures they are using the appropriate hourly rate for the job code found in the handbook.

5) **After Process:**

Finish HIRE/REHIRE in the Transaction Launch Page
If REHIRE - 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.

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

**NOTE:**

Note: if position has been approved for work-study, it needs to reflect that in HCM.

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both “Work Study Eligible Job” and “Active WS Job”.

**Key:**

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HROPS – 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
- 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 > 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:
- HCM Community Users > Transaction Launch Page tile
- BP Reason Code Guide for Position Information
- HireRight I-9 E-Verify Access
- Updated as of 10/8/20
University Staff – Change in FTE

1) BP Start: Update Pos

BP updates FTE in 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

Note: If FTE change is involuntary, BP works with Employee Relations team prior to submitting update.

Note: Incumbents rate of pay cannot change when updating the change in FTE.

2) HR Ops Receives & Routes

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

School/College/Department Approver will review and approve action once it is saved and submitted. S/C/D sends copy of signed letter back to TAC to HR for personnel file.

3) TAC Receives 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).

4) TAC Determines Letter Template

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

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.

5) BP Completes Letter

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

6) TAC Reviews Letter

TAC determines approval

7) TAC Determines Approval

Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

8) BP routes Letter

BP routes approved letter for signatures.

9) BP Completes HCM Entry

BP enters and submits TBT JOB CHANGE in HCM.

Action: Pay Rate Change
Reason: Increase in Pay OR Decrease in Pay.

10) S/C/D

School/College/Department Approver will review and approve action once it is saved and submitted. S/C/D sends copy of signed letter back to TAC to HR for personnel file.

Resources:

CLICK HERE to access the "Voluntary FTE Change" letter, under the University Staff Offer Letter Templates section.

Updated as of 10/8/20
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> Transaction Launch Page> *Search Option = Leave Request

ERP Reviews and 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
ERP = Employee Relations and Performance
MOU = Memorandum of Understanding
S/C/D = School/College/Department
FML = Family Medical Leave

Updated as of 10/8/20
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

ERP Reviews and 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

Key:

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- ERP – Employee Relations & Performance
- MOU – Memorandum of Understanding
- S/C/D – School/College/Department
- FML – Family Medical Leave

Updated as of 10/8/20