**SOM ONLY:**

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions.

---

**Creating a New Position in HCM**

Business Partner (BP) creates new position in HCM and submits.

**Updating an Existing Position in HCM**

Business Partner (BP) updates existing position in HCM and submits.

---

**BP Completes Hire in HCM**

BP completes hire in HCM. Please reference the HCM Hiring an Employee Guide for more information (LINK).

**HR Approves Step #2 & Closes Search**

HR will approve Step #2 and closes out search in CU Careers. BP will receive an approval email.

**BP Enters Pre-Offer Step #2**

After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
- Create a Search Summary
- Disposition/Notify candidates in CU Careers
- Create a Letter of Offer (LINK)
- Submit a background check request (if applicable)

**BP Creates NPP in HCM**

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Combined Job Description & Job Ad template (LINK) and 2nd level budget approval (if applicable). Hyperlink will take you to the University Staff Search home page.

**HR Approves NPP & Posts**

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

HR Consultant will post position. Once posted, you will receive an e-mail confirmation.

**HR Completes Equal Pay Analysis**

HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range. BP will receive an approval email and may now extend a verbal offer to the finalist.

**Finalist Identified**

Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1.

**Search Starts**

Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.

BP (or HR Consultant if Recruitment Services) will manage candidate care and disposition/notify candidates in CU Careers throughout the search process. Please reference our Candidate Care Step-by-Step Guide for more information.
*BP Secures 2nd Level

HR Approves

HR approves the position

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

For 610/611 funded positions, BP will secure 2nd level budget approval.

Finalist Identified

Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1. Please make sure Appointment Type #1 is selected as the “Service Type” when submitting your Pre-Offer #1.

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.*

Prior to submitting an NPP, please ensure the following documents have been attached: Combined Job Description & Job Ad template (LINK), Finalist resume, Step #1 approval, and 2nd level budget approval (if applicable).

In comments section, please note the following:

- Appointment Type #1
- Name of person
- Requisition #XXXXX
- Equal Pay Approval salary rate/range

BP Completes Hire in HCM

HR approves Step #2

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
- Create a Letter of Offer
- Submit a background check request (if applicable)

HR Approves Step #2

HR will approve Step #2. BP will receive an approval email.

Creating a New Position in HCM

Business Partner (BP) creates new position in HCM & submits

Updating an Existing Position in HCM

Business Partner (BP) updates existing position in HCM & submits

BP Completes

Hire in HCM

BP completes hire in HCM. Please reference the HCM Hiring an Employee Guide for more information. (LINK)

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

NOTE:

Due to the Equal Pay for Equal Work Act, the University will no longer approve Appointment Type #2's. Please contact HR for more information.
NOTE:
Employee will remain in the same position number, but will move to a new job code.

Univ Staff - Update w/ Increase (Promotion, No Posting)

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. It is strongly recommended that you only complete the required sections of the NPP.

SOM ONLY:
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions.

HR Approves Letter of Offer
HR will review and approve the Addendum Letter of Offer via email.
HR will notify BP if a criminal background check or sex offender registry check is required.

BP Creates Addendum Letter
BP will share the approved range with the Supervisor and a verbal offer can be made.
BP will draft an Addendum Letter of Offer (LINK) and email a copy to HR.

HR Approves NPP
Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.
HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

HR Reviews
HR Reviews NPP and confirms that a competitive search is not required per University Equal Pay for Equal Work Technical Guidance (LINK).
HR submits promotion request for Equal Pay Assessment.
HR will provide email confirmation that a request has been submitted to BP.

BP Enters Pay Rate Change
*If you have not updated Position Information, please update this now and submit for approval. This must be approved prior to entering a Pay Rate Change.
BP enters a Template Based Transaction (TBT) Pay Rate Change.
Please reference the HCM Pay Rate Change Guide for more information. (LINK).
*Follow steps specific to the promotion process.
Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

HR Approves Letter of Offer
HR will review and approve the Addendum Letter of Offer via email.
HR will notify BP if a criminal background check or sex offender registry check is required.

BP Creates Addendum Letter
BP will share the approved range with the Supervisor and a verbal offer can be made.
BP will draft an Addendum Letter of Offer (LINK) and email a copy to HR.

HR Approves NPP
Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.
HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

BP Enters Pay Rate Change
*For 610/611 funded positions, BP will secure 2nd level budget approval.
Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

HR Approves NPP
Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.
HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

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HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

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BP will receive an email update from HR.

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Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

BP Enters Pay Rate Change
*For 610/611 funded positions, BP will secure 2nd level budget approval.
Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

HR Completes Equal Pay Analysis
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.
Univ Staff - Update w/ Increase (Promotion, Posting Required)

BP Update Position Information

*BP Secures 2nd Level

- BP enters a Template Based Transaction (TBT) Pay Rate Change.

HR Approves NPP & Posts

BP Creates NPP in HCM

HR Completes Pay Rate Analysis

BP Enters Pre-Offer Step #2

Search Starts

NOTE:

- Employee will remain in the same position number, but will move to a new job code.

NOTE: BP will need to:

- Submit a background check email and may now extend a verbal offer to the finalist.

- HR completes equal pay analysis for more information.

HR Approves NPP & Posts

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (LINK).

HR Approves the position

HR Approves NPP & Posts

BP will receive an approval email.

Finalist Identified

- HR will email or meet with BP to provide an overview of next steps.

- HR Reviews NPP and confirms that a competitive search is required per University Equal Pay for Equal Work Technical Guidance (Link).

- HR will email or meet with BP for a call to discuss.

- HR will email or meet with BP to discuss.

SOM ONLY:

- HCM Pay Rate

- BP Enters Pay Rate Change

- Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

Search Starts

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (LINK).

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:

- Create a Search Summary

- Disposition/Notify candidates in CU Careers

- Create a Letter of Offer (LINK)

- Submit a background check request (if applicable)

BP Creates Job Ad

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (LINK).

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:

- Create a Search Summary

- Disposition/Notify candidates in CU Careers

- Create a Letter of Offer (LINK)

- Submit a background check request (if applicable)

HR Completes Equal Pay Analysis

HR will email or meet with BP to provide an overview of next steps.

- HR Reviews NPP and confirms that a competitive search is required per University Equal Pay for Equal Work Technical Guidance (Link).

- HR will email or meet with BP to discuss.

- HR will email or meet with BP for a call to discuss.

SOM ONLY:

- HCM Pay Rate

- BP Enters Pay Rate Change

- Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

Search Starts

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (LINK).

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After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

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- Create a Search Summary

- Disposition/Notify candidates in CU Careers

- Create a Letter of Offer (LINK)

- Submit a background check request (if applicable)

HR Completes Equal Pay Analysis

HR will email or meet with BP to provide an overview of next steps.

- HR Reviews NPP and confirms that a competitive search is required per University Equal Pay for Equal Work Technical Guidance (Link).

- HR will email or meet with BP to discuss.

- HR will email or meet with BP for a call to discuss.

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After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:

- Create a Search Summary

- Disposition/Notify candidates in CU Careers

- Create a Letter of Offer (LINK)

- Submit a background check request (if applicable)

HR Completes Equal Pay Analysis

HR will email or meet with BP to provide an overview of next steps.

- HR Reviews NPP and confirms that a competitive search is required per University Equal Pay for Equal Work Technical Guidance (Link).

- HR will email or meet with BP to discuss.

- HR will email or meet with BP for a call to discuss.

SOM ONLY:

- HCM Pay Rate

- BP Enters Pay Rate Change

- Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.
Univ Staff - Update w/ Increase (In-Range Adjustment, No Posting)

**NOTE:**
Employee will remain in the same position number and job classification/code.

**SOM ONLY:**
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions.

**Review Existing Position in HCM**
Business Partner (BP) will review existing position in HCM for accuracy.
*If changes are needed BP will update Position Information for HR approval.

**BP Enters Pay Rate Change**
BP enters a Template Based Transaction (TBT) Pay Rate Change.
Please reference the HCM Pay Rate Change Guide for more information. (LINK).
*Follow steps specific to the promotion process.
Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

**HR Approves Letter of Offer**
HR will review and approved the Addendum Letter of Offer via email.
HR will notify BP if a criminal background check or sex offender registry check is required.

**BP Creates Addendum Letter**
BP will share the approved range with the Supervisor and a verbal offer can be made.
BP will draft an Addendum Letter of Offer (LINK) and email a copy to HR.

**HR Approves NPP**
Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.
HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

**HR Reviews**
HR reviews NPP and confirms that a competitive search is not required per University Equal Pay for Equal Work Technical Guidance (LINK).
HR submits promotion request for Equal Pay Assessment.
HR will provide email confirmation that a request has been submitted to BP.

**HR Completes Equal Pay Analysis**
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

**Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.**
Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (LINK), resume, and 2nd level budget approval (if applicable).
In comments section, please note the following:
- Update w/ Increase (In-Range Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

**BP Secures 2nd Level**
*For 610/611 funded positions, BP will secure 2nd level budget approval.
Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

**BP Creates NPP in HCM**
Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

**HR Approves**
HR approves the position (if needed).
University Staff – Update Only

NOTE:

Employee will remain in current position number. No change in job code or compensation.

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions.

Review Existing Position in HCM

Business Partner (BP) will review existing position in HCM for accuracy.
*If changes are needed BP will update Position Information for HR approval.

HR Approves

HR approves the position (if needed).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (LINK).

In comments section, please note the following:
• Update Only
• Name of person & Employee ID

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.
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".

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

If Posting position to run a search

3) BP Handshake Posting Process
BP uses Career Center Handshake system to post student worker positions

If Hiring/Rehiring a student worker without Posting

2a) BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LDO

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

Paid Internship

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

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

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

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

Navigation: CU Resources > HCM Community Users > S/C/D Reviews > Position Management

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

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

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

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
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Updated as of 03/21/2022
### 9 Month Temporary Appointments – Hire a Pre-Identified Temp

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1) BP Submits Temp Questionnaire & Approval
2) HR Ops Reviews
3) BP Start: Create New
4) BP Process
5) HR Ops Approves
6) BP Process
7) HR Ops Approves
8) BP Creates an NPP with an ePAR

#### Nearing the 9 Months?

<table>
<thead>
<tr>
<th>1) BP Submits Temp Questionnaire &amp; Approval</th>
</tr>
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<tbody>
<tr>
<td>BP submits a draft of the HIRE LOO to HR Ops to review and approve the HIRE.</td>
</tr>
<tr>
<td>HR Ops approves and submits the HIRE.</td>
</tr>
<tr>
<td>Next, BP sends the signed LOO to <a href="mailto:HR-NewTemp@ucdenver.edu">HR-NewTemp@ucdenver.edu</a> for review.</td>
</tr>
<tr>
<td>HR Ops reviews the signed LOO and submits it for approval.</td>
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<tr>
<td>BP then approves the NPP.</td>
</tr>
<tr>
<td>HR Ops approves the NPP.</td>
</tr>
<tr>
<td>BP creates an NPP in HCM for the new position.</td>
</tr>
</tbody>
</table>

#### 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
- **PDQ** – Position Description Questionnaire
- **S/C/D** – School/College/Department
- **LDO** – Letter of Offer
- **MG** – Minimum Qualifications
- **PQ** – Preferred Qualifications
- **PMM** – Personnel Matters Report

#### Other Links:

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

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**Updated as of 03/21/2022**
Facility (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Promote current CU employees in your current department (Career Progression Promotion)

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.

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

In comments field include:
- First and last name
- Employee ID number (EID)
- Proposed salary
- Current position, new position

Attachments:
- New job description
- Current Resume
- 2nd level approval (if applicable)

Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:
Denver – Send e-mail Justification to:
HR.2ndlevel@ucdenver.edu
SOM – Send 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/Asso Dean of Finance.

4) School/College Review

School/College approver will review
SOM ONLY: Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP.

5) HR OPS Approves

HR OPS Reviews and does final approval. HR OPS will send an email with the approval.

6) BP Routes LOO

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

7) 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

8) BP Process in HCM

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> *Search Option = Job Change

9) School/College Review

School/College approver will review and approve action once saved and submitted

10) After Process is complete

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee who qualifies based on previous search

1) BP IDs Candidate and run 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 HR OPS consultant PRIOR to making an offer

2) BP Start: Create New
- BP creates a new position in HCM and submits
  - Click Add Button

3) School/College approve
- School/College approver will review
- BP receives system generated email
- Second level guide Essential/Functions definitions

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:
    - BP.Request@ucdenver.edu
  - PRAs, Sr. PRAs, Research Associates:
    - HR.PRA@ucdenver.edu
- In comments field include:
  - Appointment Type
  - First and last name
  - Employee ID number (EID) (if applicable)
  - Proposed salary
  - Req number
- Attachments:
  - Job description
  - Resume (HR will review MQ@’s at this point as well)
  - 2nd level approval (if applicable)

Submit any 610/611 funding 2nd Level justifications to the following and attach approvals:
- Denver – Send e-mail Justification to:
  - HR.2ndLevel@ucdenver.edu
- SOM – Send 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/Assoc. Dean of Finance

5) School/College Review
- School/College approver will review
- SOM ONLY:
  - Cheryl Welch will review and approve NPP, HR OPS will then review and approve NPP.

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

7) BP Routes LOO
- BP receives background check approval email then BP routes LOO for all appropriate signatures within school (include the candidates signature)

8) 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

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  - Faculty Position Creation Workflow: 1100-1400 Job Code Series, Professor Emeritus

Key:
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- PDQ – Position Description Questionnaire
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PRA – Personnel Matters Report

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

Updated as of 03/16/2022