University Staff – Begin Search

**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 Step Guide for more information

**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 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 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 Approves Step #2**
- Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.
- HR will approve Step #2 and closes out search in CU Careers

**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 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 our Candidate Care Step-by-Step Guide for more information.

**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.

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

- For 610/611 funded positions, 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.

- Business Partner (BP) creates new position in HCM & submits.
University Staff – Appointment Type 1

Creating a New Position in HCM

* 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].

HR Approves

HR approves the position

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 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.

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

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]

HR Approves

HR approves the position

HR Approves Step #2

HR will approve Step #2. 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 Letter of Offer
- Submit a background check request (if applicable)

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.

SOM ONLY:

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

NOTE:

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

Updating an Existing Position in HCM
Business Partner (BP) updates existing position in HCM & submits
*Downtown Campus: If your unit prefers is to update Position Information later in the process, please move to the next applicable step

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), resume, and 2nd level budget approval (if applicable).
In comments section, please note the following:
• Update w/ Increase (Promotion)
• Name of person & Employee ID
• Proposed Salary Increase ($00,000)
• Effective Date of Promotion

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 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.

HR Approves NPP
Once review of NPP is complete, you will receive an approval email 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 Approves Letter of Offer
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.

BP Creates Addendum Letter
HR Approves Letter of Offer
BP Enters Pay Rate Change
HR Approves

HR Corrects Job Data Record
HR will correct the mismatched job data record for the employee.

SOM ONLY:
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions.
**Univ Staff - Update w/ Increase (Promotion, Posting Required)**

**BP Update Position Information**
Business Partner (BP) updates existing position in HCM & submits.
*Downtown Campus: If your unit prefers to update Position Information later in the process, please move to the next applicable step.

**HR Approves**
HR approves the position.

**HR Corrects Job Data Record**
HR will correct the mismatched job data record for the employee.

**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.

**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), resume, and 2nd level budget approval (if applicable).

In comments section, please note the following:
- Update w/ Increase (Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

**HR Reviews**
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 provide an overview of next steps.

**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 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**
Reference checks may not be required for this type of promotion. Please contact HR for more information.

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.
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**

- 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”.

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
POQ = 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

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 > Enter 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.

3a) 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 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.

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
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 faculty and S/C/D reviews and approves if needed.

Student Hourly Employment Handbook

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

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

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

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

1) BP Submits Temp Questionnaire & Approval
   - 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)

2) HR Ops Reviews
   - HR OPS reviews the questionnaire and determines the Job Code.
   - HR OPS provides LOO Template

3) 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

4) BP Process
   - BP emails Position number to HR.NewTemp@ucdenver.edu for approval.

5) HR Ops Approves
   - HR OPS reviews the questionnaire and determines the Job Code.
   - HR OPS provides LOO Template

6) BP Process
   - BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

7) HR Ops Approves
   - HR OPS reviews the draft LOO and sends approval email.
   - Classified Temp LOO
   - Exempt/Professional Temp LOO
   - Alternate Funding Temp LOO
   - Research Temp LOO

8) 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
   - Leave HR only page blank.
   - Email ePAR number to HR.NewTemp@ucdenver.edu

9) HR Ops Reviews
   - HR Ops Reviews and approves the NPP.
   - Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile

10) BP HCM Process
    - Finish HIRE/HIRE in the Transaction Launch Page
    - HCM HIRE:
      - Submit HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu.
      - Email HR.I to check in an active I-9 through HireRight within 3 business days of the date of hire.

11) After Process is Completed:
    - Once the signed LOO is sent back to HR Ops, they will review and approve the HIRE Transaction.

12) HR Ops Approves the 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

Updated as of 03/21/2022
**9 Month Temporary Appointments – Begin Search**

1) **BP Submits Temp Questionnaire & Approval**
   - Temporary Questionnaire 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 and Reference checks.
   - Initiates Background check (Online Request Form or CU Careers, HR to determine if needed).

2) **HR Ops Reviews**
   - HR OPS reviews the questionnaire and determines the Job Code.

3) **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 Position Number to Save 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

4) **BP Process**
   - BP submits a draft to their HR. NewTemp@ucdenver.edu for approval.

5) **HR Ops Approves**
   - HR approves 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
   - Leave HR only page blank.
   - Note: Ensure you check the "feed to CU Careers" box.
   - Email ePAR number to HR. NewTemp@ucdenver.edu.

7) **HR Ops Approves**
   - HR OPS approves
   - HR OPS will review the draft requisition and email the draft link to BP to edit.

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

9) **HR Ops Posts to CU Careers**
   - BP creates the NPP in HCM for temporary position and submits to HR for approval.
   - Submit an I-9 through HireRight within 3 business days of the date of hire.

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.
    - BP finishes the unanswered questionnaire questions from Step 1.

11) **BP Process**
    - BP uses the LOO template and submits a draft to their HR. NewTemp@ucdenver.edu to review.

12) **BP HCM Process**
    - Initiate Background Check (Online Request Form or CU Careers, HR to determine if needed).
    - When ready to hire:
      1) Complete offer matrix in CU Careers and select Valerie Vickers as their HR Consultant.
      2) Enter a TBT HIRE Action in HCM.
    - BP emails search summary AND offer letter to HR. NewTemp@ucdenver.edu.

13) **BP Routes LOO**
    - BP receives background check approval email then.
    - BP routes LOO for all appropriate signatures (include the candidate's signature).

14) **After Recruitment is Completed**
    - Finish HIRE in the Transaction Launch Page.
    - CU CAREERS HIRE: Department must provide a signed copy of the LOO sent to HR. NewTemp@ucdenver.edu.
    - Submit an I-9 through HireRight within 3 business days of the date of hire.

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

**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
- PDC = Position Description Questionnaire
- U/C/O = School/College/Department
- LDO = 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

**Updated as of 03/11/2022**
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 Position
   - BP creates a new position in HCM and submits
     - Navigation: CU Resources > HCM Community Users > NonPay 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 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
   - 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
     - Start Date
     - Attachments:
       - Job description
       - Resume (HR will review MO’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

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

7) BP Routes LOO
   - BP receives background check approval email
   - 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

9) After appointment process is complete
   - Action flows back into HCM if Appointment Type 1
   - Finish HIRE/HIRE in the Transaction Launch Page
   - School/College Approver will review and approve hiring action once saved and submitted
   - Email HR.1-9@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:
- Other Links:
  - HireRight I-9 E-Verify Access
  - BP Reason Code Guide for Position Information

Table of Contents
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background check request

Updated as of 03/16/2022