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
University of Colorado Denver & Anschutz Campus Specific Guidelines

Faculty:

Faculty (1100 – 1400 Job Code Series) – Begin Search

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or Affiliate who qualifies based on appointment with Affiliate or Previous Search

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

Student Worker (4100 – 4400 Job Code Series) – Hire/Rehire

Student Faculty (1500 Job Code Series) – Hire/Rehire

Other Processes:

Voluntary FTE Change - University Staff

Leave – Entering Employee Leave in HCM

Termination – Voluntary & Involuntary

Updated as of 10/8/20
1) BP Start: Create New
BP creates a new position in HCM and submits.

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

3) BP Creates an ePAR Non-Person Profile (NPP)
Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.

4) TAC Reviews NPP
Once review of NPP (job description) is complete, BP receives an approval e-mail from the HR-Exempt box.

5) TAC Posts
TAC posts the position once TAC in Careers, BP will receive an e-mail directly from the TAC.

6) Search in Progress
BP (or TAC if using recruitment services) updates status and notifies candidates of status change throughout the process.

7) BP runs Reference Checks
BP initiates offline OR 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)
TAC updates status and notifies candidates of status change throughout the process.

9) TAC Reviews LOO
TAC reviews search summary to ensure it matches CU Careers dispositions.
Completed search summary & dispositioning through final stage are required prior to LOO approval.
BP discusses if they are accepting transferred leave with TAC & documents in LOO.
TAC approves and approves LOO copying PMR Box.

10) BP Routes LOO & PMR
BP receives background check approval email.
BP routes LOO for all appropriate signatures.
BP completes if Recruitment Services.
BP updates the status of all remaining candidates (for TAC if Recruitment Services) in CU Careers.
Emails PMR with signed LOO to Personnel Matters.
Prior to Appointment Effective Date.
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-LOO@ucdenver.edu to check if 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.

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
PG - Preferred Qualifications
PMR - Personnel Matters Report

Other Links:
TAC Department Assignments
Disposing of Candidates to Hire
Talent Acquisition Search Service Options
SkillSurvey reference checks
BP Reason Code Guide for Position Information

University Staff – Begin Search
Table of Contents
Updated as of 10/8/20
University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

Table of Contents

1) BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SkillSurvey reference checks with TAC PRIOR to making an offer
   - APPT TYPE: BP can check with TAC to check Personnel File

2) BP Start: Create New
   - BP creates a new position in HCM and submits
     - Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) 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> Filed Existing Value > Enter Position Number> Click Search

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

4) BP Creates an ePAR Non-Person Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
   - In comments section:
     - Type of appointment (1 or 2)
     - Name of person BP wish to appoint (EID if applicable)
     - Job posting number and title (Type 1)
     - Affiliate Name (Type 2)
     - Proposed salary
   - Job is related to duties performed as a student worker
   - Must have graduated
   - Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
     - Has worked for any CU as a student for at least a semester (% of time does not matter)
     - Meets all minimum qualifications for the position
     - Job is related to duties performed as a student worker

5) TAC reviews NPP
   - TAC reviews to make sure candidate meets MOI & Appointment Type Requirements are met
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

6) BP Process
   - Make verbal offer (making it clear the offer is contingent on passing the background check)
   - Initiate background check (Online Request Form or CU Careers, HR will determine if needed)
   - BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

7) TAC Reviews
   - TAC reviews if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO copying PMR Box
   - DO NOT route to the employee prior to their background check being approved

8) BP routes LOO & PMR
   - BP receives background check approval email then:
     - BP routes LOO for all appropriate signatures
     - Emails PMR & signed LOO to Personnel Matters@ucdenver.edu prior to Appointment Effective Date.
     - SCM – Send fully executed LOO to the Dean's office

9) After Appointment Type Process is Completed:
   - If Current CU Employee: Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
   - Submit an I-9 through HireRight within 3 business days of the date of hire
   - School/College/Department Approver will review and approve action once saved and submitted

10) 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 OPS Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- CU/CO– School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- Dispositioning Candidates to Hire
- HireRight i-9 E-Verify Access
- BP Reason Code Guide for Position Information

NOTE: If NPO position information is changing BP can go directly to the APPT NPP (Step 4).
University Staff – Appoint current CU employee **within your own department/org** into a different position number based on Lateral or Promotional Move

1) BP IDs Candidate & Runs Reference Checks
- BP identifies candidate they wish to hire
- BP initiates offline OR SkillsSurvey reference checks with TAC PRIOR to making an offer

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

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

2) BP Start: Create New
- Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

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

4) BP Creates an ePAR Non-Personal Profile (NPP)
- Once Position Information is Approved - Business Partner [BP] creates non-person profile (job description) in HCM and submits to Central HR for review

   **In comments section:**
   - Enter: Appointment Type 2
   - Name of person BP wish to appoint
   - Employee ID number (EID)
   - Proposed salary

   **Student Worker:** Include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:
   - Has worked for any CU as a student for at least a semester (1/2 time does not matter)
   - Meets all minimum qualifications for the position
   - Job is related to duties performed as a student worker
   - Must have graduated

   **Attachments:**
   - Completed job description
   - Resume
   - Second level funding justification if State (610/611) funded
   - AMC - Attach 2nd level email justification with CF/DEAN copied
   - SOM ONLY - Attach approval email from SOM HR & submit email to 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-Personal Profile>Add OR Expert Add

5) TAC Reviews NPP
- TAC reviews to make sure candidate meets MQ’s & Appointment Type Requirement are met.
- Once approved, BP receives an approval e-mail from the HR Exempt Box

6) BP Process
- Make 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.

   Background Check Link (Online Request Form)
   University Staff Offer Letter - LOO

7) TAC Reviews
- BP discusses if they are accepting transferred leave with TAC & documents in LOO
- TAC reviews and approves LOO copying PMR Box
- DO NOT route to the employee prior to their background check being approved

Other Links:

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

Key:

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<tr>
<td>PMR</td>
<td>Personnel Matters Report</td>
</tr>
</tbody>
</table>

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

Navigating: CU Resources> Pay Actions> Template Based Transaction

9) BP Process in HCM
- **Promotion with pay change:**
  - Action: Data Change
  - Reason: Promotion

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

Navigating: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Pay Actions> ePAR Pay Rate Change> Add

8) BP Routes LOO & PMR
- BP receives background check approval email then:
  - BP routes LOO for all appropriate signatures

   - Emails/PMR & signed LOO to Personnel Matters/Inpatient Education
   - Prior to Appointment Effective Date
   - SOM – Send fully executed LOO to the Dean’s office

PMR – Personnel Matters Report

11) After Process is Completed:
- Submit an 1 through HireRight within 3 business days of the date of hire
- Email HR.19@ucdenver.edu to check in active I-9 is already on file

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

NOTE:
Can be a lateral or Promotional Move.

Updated as of 10/8/20
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
- **NOTE:** Can be a Lateral or Promotional Move.
- If Pay is changing you will do the Pay Rate Change with the Transfer transaction (if necessary)

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

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

**Appointment Type 2:**
- **NOTE:** If NO position information is changing BP can go directly to the ePAR NPP (Step 4)

2) BP Start: Update Pos
- BP updates an existing position in HCM and submits

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

**NOTE:**
- Complete all required fields or pages as indicated in the ePAR Non-Person Profile Guide (as indicated by the ePAR). See next box for student worker eligibility.

**Appointments**
- **NOTE:** Include at least one of the categories below that apply to your appointment:
  - **APA** – Academic Position
  - **CU** – Academic Staff
  - **HCM** – Human Capital Management
  - **BP** – Business Partner
  - **TAC** – Talent Acquisition Consultant
  - **SGC** – School/College/Department

5) TAC Reviews NPP
- TAC reviews to make sure candidate meets MQ's & Appointment Type Requirement are met.

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

7) TAC Reviews
- BP sees the proper LOO template from the HR website and submits a draft to their TAC to review.

8) BP Routes LOO & PMR
- **NOTE:** TAC reviews and approves LOO copying PMR Box.

9) Transfer: BP Process in HCM
- **Transfer**
  - Receiving department initiates & approves transfer
  - Employee receives an email documenting items to take care of prior to leaving their current department.
  - Action: Transfer Reason: To Another Department

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

11) After Transfer is Completed:
- Email HR.10@ucdenver.edu to check in active 9 is already on file
- Submit an 1-9 through HireRight within 3 business days of the date of hire

**Other Links:**
- TAC Department Assignments
- HireRight Self-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
- PSDQ – Position Description Questionnaire
- SCD – School/College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

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**NOTE:** Updated as of 10/8/20
University Staff – Update Only for Current employee within Department, School, or College

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

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

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

IF NPP (NEW JOB DESCRIPTION) IS NEEDED

NOTE:

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.

FTE Change = Work with TAC to complete the process

NOTE - If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.

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

Job Description Template

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 flag.

4) TAC Reviews NPP

University Staff Advancement Offer Letter - TAC

Navigation: CU Resources > HCM Community Users > Pay Actions > Position Management > Add/Update Position Info

Other Links:

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

In comments field include:
- Classified employee electing exemption
- Name of employee
- Employee ID number (EID)
- Current and Proposed Salary/proposed % increase (if applicable)
- Current Classified position number

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

NOTE: If TAC does not approve, BP receives an approval email 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.

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ’s

Once approved, BP receives an approval email from the HR Exempt Box

TAC sends proper Electing Exemption LOO Template

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.

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@gunnerv.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

ePAR Pay Rate Change:
- Action: Data Change
- Reason: To University Staff

Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePar Pay Actions > ePar Pay Rate Change > Add

11) S/C/D Approves

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

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP lets TAC know.

TAC Abolishes the old Classified Position Number

Key:

- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQD – Position Description Questionnaire
- S/C/D – School/College/Department
- UDO – 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:
- 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
- Updated as of 10/8/20
1) 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

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 approves new position in HCM and submits

Position Number
Find Existing Value
Add
Management
Non-HCM Community Users
Navigation

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

Attachments:
- Completed PQ
- 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 PH@denver.edu
- Add 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

4) TAC Reviews PDQ
TAC reviews PDQ and may send to a panel for review, if needed.

5) TAC Posts
TAC posts position and e-mails draft posting link to BP and hiring authority for review

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 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 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.

Classified Letter of Offer - LOO

Background Check Link (Online Request Form)
Run a Background Check in CU Careers

BP Reason Code Guide for Position Information

11) TAC Reviews
TAC reviews MQ’s
(TAC and Search Committee if using one) Reviews PQ’s and runs initial interviews
TAC ensures status for candidates kept up-to-date and that candidates are notified of status throughout the process

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 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.

NOTE:
If your position is 100% Alternate funded (any speedtype other than 610/ 611) please follow the University Staff Begin Search Process

Second Level Funding Justification if State (610/611) funded

Other Links:
TAC Department Assignments
HireRight I-9 E-Verify Access
Classified Letter of Offer - LOO

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

Updated as of 10/8/2020
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

2) HR Approves
   - HR OPS Routes to TAC
   - TAC reviews/approves the position
   - TAC sends Reallocation LOO
   - 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.
   - NOTE: Complete all required fields or pages as indicated in the mid guide for classified/NPP
   - In comments field include:
     - Requesting Classified staff reallocation
     - Proposed title
     - Proposed Salary
     - Summary of changes
   - Attachments:
     - Completed PDQ - Include: ~Duties added from what position(s)
     - Second level funding justification if State (810/811) funded
     - AMC – Attach 2nd level email justification with CFO/DEAN copied
     - SOM ONLY – Attach approval email from SOM HR/ucdenver.gh 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

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
   - BP routes LOO to their TAC to review.

8) S/C/D Process
   - Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate Background check (Online Request Form)

9) TAC Reviews
   - BP discusses if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO
   - DO NOT route to the employee prior to their background check being approved.
   - BP enters and submits ePAR PAY RATE CHANGE in HCM

10) BP Routes LOO
    - BP receives background check approval email then:
    - BP routes LOO for all appropriate signatures

11) After Recruitment is Completed:
    - BP sends the Fully Executed LOO to their TAC

12) BP Sends Fully Executed LOO
    - BP sends the Fully Executed LOO to their TAC

13) TAC Reviews &
    - TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM
    - TAC adds probation row and/or updates service dates if needed.

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

Other Links:
- TAC Department Assignments
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- S/C/D – School/College/Department
- CC – Letter of Offer
- MQ – Minimum Qualifications
- P2 – Preferred Qualifications
- FMR – Personnel Matters Report

Updated as of 10/8/20
1) BP Update

BP updates an existing position in HCM and submits.

Navigate: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > 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.

NOTE:

If duties are changing please contact your TAC PRIOR to entering them in the system.

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:

- Update Only

Attachments:

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

NOTE:

If TAC uses NPP is needed.

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

NOTE:

Complete all required fields or pages as indicated in the HR Guide for Non-Person Profile Creation. If you will receive an error message.

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.

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC.

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.

NOTE:

Complete all required fields or pages as indicated in the HR Guide for Classified Staff NPP Creation or you will receive an error message.

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/OD – School College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMB – 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, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/organization based on Previous Search, Lateral or Promotional moves

1) BP ID’s Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SKSurvey 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
   - Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management
   - Add/Update Position Info > Find Existing Value > Enter Position Number as: 00000
   - Click Add Button

3) School/College Approves
   - School/College Approver will review.
   - BP receives a system generated email.

4) BP Creates an ePAR Non-Personal Profile (NPP)
   - Once Position Information is Approved - Business Partner (BP) creates non-personal profile (job description) in HCM.
   - Faculty/Post-Docs: HR Faculty Request@ucdenver.edu
   - PRAs, Sr. PRAs, Research Associates: HR.PRA@ucdenver.edu
   - In comments field include:
     - Type of appointment
     - 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 (if does not matter)
     - Meets all minimum qualifications for the position
     - Job is related to duties performed as a student worker
     - Must have graduated
   - Attachments:
     - Completed job description OR fill out Step 3 Position Summary of the NPP
     - Resume (HR will review MQ’s at this point as well)
   - Submit any 610/611 funding 2nd Level justifications to the following:
     - Denver – Send e-mail justification to HR.Argonaut@ucdenver.edu and copy HR.Argonaut@ucdenver.edu
     - SOM – Send email justification to HR.Argonaut@ucdenver.edu and copy SOM.Argonaut@ucdenver.edu
   - Exceptions:
     - College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine: Send e-mail justification to HR.Argonaut@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 - Mariissa McHale ONLY As Approver for offer
   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - Driver: If Professor in title, route draft LOO to TAC Director to review

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

9) BP Process - PMR
   - Emails PMR & signed LOO to Regional Matters@ucdenver.edu
   - This should be 3 days prior to the 1st or 15th priority to the candidates start date.
   - SOM – Sends PMR to Deans Office

10) BP Initiates Transfer Process
    - Transfer:
      - Receiving department initiates & approves transfer
      - Employee receives an email documenting items to take care of prior to leaving their current department.
    - Action: Transfer
    - Reason: To Another Department

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

12) After Transfer is Completed:
    - Email HR.Argonaut@ucdenver.edu to check in an active PRA already on file
    - Submit an I-8 form within 3 business days of the date of hire

Other Links:
- Hireright/HR Verify Access
- BP Reason Code Guide for Position Information

Table of Contents

- 1) BP ID’s Candidate & Runs Reference Checks
- 2) BP Start: Create New
- 3) School/College Approves
- 4) BP Creates an ePAR Non-Personal 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:

Updated as of 10/8/20
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affiliate or previous search

1) BP ID's Candidate & Runs Reference Checks
- BP identifies candidate they want to hire
- BP 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
- Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > New Value tab > Name of position number as 00000
- Click Add Button

3) School/College Approves
- School/College Approver will review
- BP receives a system generated email.

4) BP Creates an ePAR Non-Person Profile (NPP)
- Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.
- Faculty/Post-Docs: Person Request@ucdenver.edu
- RAs, Sr. PRAs, Research Associates: HR PRA@ucdenver.edu

5) S/C Review
- Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message.

NOTE:
- Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message.

6) HR OPS Reviews NPP
- School/College Approver will review.
- HR OPS and reviews and final approval.

SOM ONLY:
- Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP leads to CU Careers.

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 Cheryl Welch@ucdenver.edu
- This should be 7 days prior to the 1st 15th prior to the candidates start date.
- SOM = Sends PMR to Deans Office

10) After Appointment Process is Completed:
- Action flows back into HCM if Appointment Type 1 Finish HIRE/REHIRE in the Transaction Launch Page
- School/College Approver will review and approve hiring action once saved and submitted
- Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
- Submit an I-9 through HireRight within 3 business days of the date of hire
- NAVIGATION: CU Resources > HCM Community Users > Transaction Launch Page Title

Table of Contents
- Second Level Guidelines
- Essential Function Definitions
- Performing a Direct Hire Without Posting

Other Links:
- Highlight I-9 E Verify Access
- BP Region 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
- PQA = Position Description Questionnaire
- SF/CO = School/College Department
- LGO = Letter of Offer
- MQ = Minimum Qualifications
- PG = Preferred Qualifications
- PMR = Personnel Matters Report

Updated as of 10/8/20
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) and leave HR only page blank.

Email ePAR Number to NewTemp@ucdenver.edu.

HR OPS Reviews & approves NPP.

Navigations: 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.

HR OPS approves the position.

BP emails Position Number to NewTemp@ucdenver.edu, they are working with to approve.

HR OPS Reviews the draft LOO and sends approval email.

BP starts: 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.

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template.

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.

11) After Process is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page.

HCM HIRE: Submit HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu Email HR.NewTemp@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.

Navigations: CU Resources > HCM Community Users > Transaction Launch Page tile.

12) HR OPS Approves Hire

BP enters a Termination Row to the Temps Job Data.

Nearing the 9 Months?

Once the signed LOO is sent back to HR OPS they will review and approve the HIRE Transaction.

Temporary Questionnaire and Approval: Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. HR will determine what job code is appropriate and will provide the proper letter of offer template.
BP initiates offline or SkillSurvey reference checks PRIORITY to drafting a LOO.
Initiate Background check (Online Request Form or CU Careers, HR will determine if needed).

Temporary Employee Questionnaire

Background Check Link (Online Request Form)

Other Links:

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

Updated as of 10/8/20
**9 Month Temporary Appointments – Begin Search**

**1) BP Submits Temp Questionnaire & Approval**
- Temporary Employee Questionnaire
- HR OPS approves LOO
- HR OPS provides LOO

**2) HR OPS Reviews**
- Review questionnaire and determine job code
- HR OPS approves LOO

**3) BP Start: Create New**
- BP creates a new position in HCM
- BP submits LOO
- BP receives background check approval

**4) BP Process**
- BP uses the LOO template and submits a draft to HR
- BP edits position number
- BP submits an ePAR

**5) HR OPS Approves**
- HR OPS approves the position
- HR OPS routes LOO for all appropriate signatures
- HR OPS approves the NPP with an ePAR

**6) BP Creates an NPP with an ePAR**
- Select and complete all fields in the NPP
- Select Emily Gavel as the 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 reviews and approves final approval
- HR OPS will create a draft requisition and email the draft link to BP

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

**9) HR OPS Posts to CU Careers**
- HR OPS will review the edits and once approved post it to CU Careers
- Email the BP the link to the posting

**10) BP Runs Search & Reference Checks**
- BP processes status for candidates
- BP creates a final approval
- BP finishes the unanswered questionnaire questions from Step 1

**11) BP Process**
- BP updates an existing position in HCM
- BP submits a draft to the NPP
- BP receives background check approval

**12) BP HCM Process**
- Initiate Background check (Online Request Form or CU Careers)
- HR determines if needed
- OR
- Enter an ePAR Hire Action in HCM
- BP uses the LOO template and submits a draft to their HR NewTemp@ucdenver.edu

**13) BP Routes LOO**
- BP receives background check approval email

**14) After Recruitment is Completed**
- HR OPS will review the edits and once approved post it to CU Careers
- Email the BP the link to the posting

**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
- POS – Position Description Questionnaire
- SC/D – School College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMRs – Personnel Matters Report

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

**Temporary Questionnaire and Approval**
- Submit temporary questionnaire and brief job description to HR/NewTemp@ucdenver.edu

**Temporay Employee Questionnaire**
- HR submits temp questionnaire and will provide the proper letter of offer (template)
- Temporary questionnaire and temp questionnaire

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

**Background Check Link (Online Request Form)**
- Run a Background Check in CU Careers

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

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

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

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 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.

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

If Hiring/Rehiring a student worker without Posting

If Posting position to run a Search

3a) BP runs Reference Checks

Once Search Process is complete:

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 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:

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TAC – Talent Acquisition Consultant
POQ – Position Description Questionnaire
S/C/D – School/College/Department
LOD – Letter of Offer
MQR – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Updated as of 10/8/20
Student Faculty (1500 Job Code Series)– Hire/Rehire

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

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

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

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

2) S/C/D Internal Process
BP follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed

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

4) BP Process
Make Verbal offer. (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form)
BP uses LOO Templates found in the Student Handbook

5) After Process:
CLAS: Program Assistants must ad-hoc Dean’s office as ad-hoc approver for student hires in the 1500 series
After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver

Finish HIRE/REHIRE in the Transaction Launch Page
If REHIRE - Email HR.I-9@ucdenver.edu to check an active I-9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

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

Key:
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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 10/8/20
BP updates FTE in an existing position in HCM and submits.

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

If needed, TAC reviews the FTE request and reaches out to BP to determine whether change in FTE is voluntary or involuntary (if necessary).

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

TAC receives letter and reviews.
- Reviews to determine if any benefit eligibility will be affected.
- Reviews to ensure rate of pay remains the same.
- Reviews to make sure letter and HCM entry match.

TAC determines approval.

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

Key:
BP - Business Partner (person initiating action)
HCM - Human Capital Management
HR OPS - Central HR Operations Team
TAC - Talent Acquisition Consultant
S/C/D - School/College/Department
LOO - Letter of Offer

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.

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> Non-Pay Actions> Document Collection> ePAR Leave> Add

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

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

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.

Updated as of 10/8/20