University of Colorado Denver & Anschutz Campus Specific Guidelines

University Staff:

University Staff – Begin Search

University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

University Staff – Appoint a current CU employee within your own Department/Org into a different position number based on Lateral or Promotional Move

University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Transfer

University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Lateral or Promotional Move

University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

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

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

Classified Staff:

Classified Staff – Begin Open Competitive Search

Classified Staff – Reallocation of current Classified Position (position number will stay the same)

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

Updated as of 10/8/20
Faculty:

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
University Staff – Appoint current CU employee within your own department/organization into a different position number based on Lateral or Promotional Move

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

APPT 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

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: 000000) Click Add Button

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

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

See next box for student worker eligibility requirements.

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:
- 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% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:
- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
- AMC - Attach 2nd level email justification with CFO/DEAN copied
- SOM ONLY - Attach approval e-mail from SOM HR@ucdenver.edu and approval email for 2nd level justification for new positions or promotions in attachments section of NPP

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

NOTE:
Complete all required fields or pages as indicated in the HR guide for University Staff NPP Creation. If you will receive an error message.

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

6) BP Process
- Make Verbal offer (making it clear the offer is contingent on passing the background check)
- Initiate Background check (Online Request Form, HR will determine if needed)
- BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.
- Background Check Link (Online Request Form)
- University Staff 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
- HIRight 5.1 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
- POQ = Position Description Questionnaire
- SCD – School/College/Department
- LOO = Letter of Offer
- MQ = Minimum Qualifications
- PG = Preferred Qualifications
- PSM = Personnel Matters Report

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

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

9) BP Process in HCM
- Lateral move without pay change:
  - Action: Transfer
  - Reason: Transfer (enter new Position Number that is in your dept.)
  - Navigation: CU Resources > HCM Community Users > Transaction Launch Page

 OR

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

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

PMR – Personnel Matters Report

Updated as of 10/8/20
University Staff – Appoint current CU employee from another department/org into a different position number based on Transfer

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 TAC PRIOR to making an offer

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

4) BP Creates an ePAR Non-Person 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 (% of time does not matter)
       - Meets all minimum qualifications for the position
       - Job is related to duties performed as a student worker
       - Must have graduated
   - Attachments:
     - Completed job description
     - Resume
     - Second level funding justification if State (610/611) funded
     - AMC – Attach 2nd Level email justification with CFO/DEAN copied
     - SOM ONLY – Attach approval email from SOM HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in annex section of NPP

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.

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

7) TAC Reviews
   - Create a Personnel Matter Report (PMR) - Paper based LOO
   - DO NOT route to the employee prior to their background check being approved

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

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

11) After Transfer is Completed:
    - Email HR-LOO@ucdenver.edu to check in an active I 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 > Pay Actions > Document Collection > ePAR Non-Person Profile> Add OR Expert Add

Other Links:
- TAC Department Assignments
- HireRight-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
- PSXI – Position Description Questionnaire
- SCDO – School/College/Department
- MQ – Minimum Qualifications
- PQR – Preferred Qualifications
- PMR – Personnel Matters Report

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> Non-Pay Actions> Position Management> Find Existing Value > Enter Position Number> Click Search

2) HR OPS Approves

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

IF NPP (NEW JOB DESCRIPTION) IS NEEDED
NOTE:

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

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

If a voluntary change in FTE an addendum LOO is required – Work with TAC to complete the process

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

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

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

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

In comments section:
- Update Only
- Name of employee
- Employee ID number (EID)

Attachments:
- Completed job description
- Resume (When applicable)

If description review does not result in change to job code or pay, Central HR will review and no additional action is required in HCM

4) TAC Reviews NPP

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

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

Other Links:
- TAC Department Assignments
- HireRight 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 10/8/20
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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

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

3) BP Start: Create New
   BP creates a new University Staff position in HCM and submits.
   Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab (Leave Position Number as: 00000)
   Click Add Button
   Add OR Expert Add
   Job Description Template
   Second Level Guidelines

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

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@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP
   Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

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.

7) BP Process
   BP uses the proper LOO template from the HR website and submits a draft to their TAC for review.
   Background Check Link (Online Request Form)

8) TAC Reviews
   TAC reviews background check approval email.
   Do NOT route to the employee prior to their background check being approved.

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

10) BP Process in HCM
   Create TBT Job Change:
   Action: Data Change Reason: To University Staff
   Navigation: CU Resources> HCM Community Users> Transaction Launch Page> Search Option = Job Change
   PMR – Personnel Matters Report

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 their 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
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LGO – Letter of Offer
MQ – Minimum Qualifications
HR – Personnel Matters Report

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

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

BP creates a new position in HCM and submits.

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) HR Approves

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

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

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 PDQ
- Second level funding justification if State 610/611 funded
- AMC - Attach 2nd Level email justification with CFO/DEAN copied.
- SOM ONLY - Attach approval email from SOM R&O@denver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP

4) TAC Reviews PDQ

Once approved, BP receives an approval email from TAC and position information will feed to HCM and submits to Central HR for review.

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

5) TAC Posts

TAC posts the position
TAC sends the Fully Executed Letter of Offer (LOO) to their TAC.

6) TAC Reviews & Interviews Candidates

TAC reviews MQ's
TAC and Search Committee (if using one) Review PQ's and runs initial interviews.

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

7) Refer Candidates

TAC emails referral list to hiring authority for final interviews.

8) Finalist Selected

Hiring Authority must interview all referred candidates
Hiring Authority selects final candidate to be hired.

9) BP runs Reference Checks

BP initiates reference checks offline OR SkillSurveys
Reference checks with TAC prior to making an offer.

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

10) S/C/D Process

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

11) TAC Reviews

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

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

12) BP Routes LOO

BP receives background check approval email then:
BP routes LOO for all appropriate signatures (Include the candidates signature)

TAC reviews and approves LOO
DO NOT route to the employee prior to their background check being approved

13) After Recruitment is Completed:

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

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

14) BP Sends Fully Executed LOO

BP sends the Fully Executed LOO to their TAC.

15) TAC Approves Hire

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

NOTE: Complete all required fields or pages as indicated in the instruction window, or you will receive an error message.

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

Other Links:
- TAC Department Assignments
- 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
- PQD = Position Description Questionnaire
- PQO = Position Qualifications
- LOO = Letter of Offer
- SOM = Specific Office of Management
- AMC = Additional Minor Qualifications
- PQS = Preferred Qualifications
- PMR = Personnel Matters Report

Updated as of 10/8/20
### Classified Staff – Reallocation of a current classified position

(Position number will stay the same)

<table>
<thead>
<tr>
<th><strong>1) BP Start:</strong> Update Pos</th>
<th><strong>2) HR Approves</strong></th>
<th><strong>3) BP Creates an ePAR Non-Person Profile (NPP)</strong></th>
<th><strong>4) TAC Reviews PDQ</strong></th>
<th><strong>5) Reallocation Process Runs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BP updates an existing position in HCM and submits</td>
<td>HR OPS routes to TAC</td>
<td>Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.</td>
<td>TAC will review PDQ and may send to a panel for review, if needed.</td>
<td>BP posts Reallocation notice in department for 5 Business Days. TAC posts Reallocation notice in HR offices for 5 Business Days.</td>
</tr>
</tbody>
</table>
| **Navigation:** CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search | TAC review/approves the position | In comments field include:  
- Requested Classified Staff reallocation  
- Proposed title  
- Proposed salary  
- Summary of changes | TAC emails application instructions to BP & incumbent | Incumbent must send their application to TAC Consultant with time frame for their reallocation. |
| BP receives a system generated email. | BP receives a system generated email. | Attachments:  
- Completed PDQ: Include:  
  - Duties added/from what position(s)  
  - Duties removed. Where are duties being assigned?  
- Second level funding justification if State (610/611) funded  
- CMO only: Attach approval email from SOM HR@ucdenver.edu, AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP | TAC will review PDQ and may send to a panel for review, if needed. | TAC receives and reviews the application. |
| **Navigation:** CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add | **NOTE:** Complete all required fields or pages as indicated in the mid guide for Classified Non-Person Profile (NPP) Creation. If you will receive an error message. |

<table>
<thead>
<tr>
<th><strong>12) BP Sends Fully Executed LOO</strong></th>
<th><strong>11) After Recruitment is Completed:</strong></th>
<th><strong>10) BP Routes LOO</strong></th>
<th><strong>9) TAC Reviews</strong></th>
<th><strong>8) S/C/D Process</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BP sends the Fully Executed LOO to their TAC</td>
<td>BP enters and submits TBT JOB CHANGE in HCM</td>
<td>BP receives background check approval email then: BP routes LOO for all appropriate signatures</td>
<td>TAC discusses if they are accepting transferred leave with TAC &amp; documents in LOO. TAC will review and approves LOO.</td>
<td>TAC approves the NPP. TAC sends Reallocation LOO Template and HCM instructions to BP, CC’ing the Supervisor.</td>
</tr>
<tr>
<td><strong>Navigation:</strong> CU Resources &gt; HCM Community Users &gt; Transaction Launch Page &gt; *Search Option = Job Change</td>
<td>Action: Data Change Reason: Promotion</td>
<td>DO NOT route to the employee prior to their background check being approved.</td>
<td><strong>Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)</strong></td>
<td>BP uses the Reallocation LOO template provided by TAC and submits a draft to their TAC to review.</td>
</tr>
<tr>
<td><strong>SOM has a specific process – please contact your TAC for guidance.</strong></td>
<td><strong>NOTE:</strong></td>
<td><strong>TAC sends LOO</strong></td>
<td><strong>Background Check Link (Online Request Form)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 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

### Table of Contents
- **1) BP Start:** Update Pos
- **2) HR Approves**
- **3) BP Creates an ePAR Non-Person Profile (NPP)**
- **4) TAC Reviews PDQ**
- **5) Reallocation Process Runs**
- **6) TAC Reviews**
- **7) TAC Sends LOO**
- **8) S/C/D Process**
- **9) TAC Reviews**

### Other Links:
- **TAC Department Assignments**
- **HireRight 1.9 E-Verify Access**
- **BP Reason Code Guide for Position Information**

*Updated as of 10/8/20*
Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

1) BPStart: Update Pos
BP updates an existing position in HCM and submits Position Information to TAC for review.

2) HR Approves
BP approves the position.

3a) BP Creates an NPP with an ePAR
BP creates an Non-Person Profile (NPP) in HCM.

3b) TAC Sends FTE Change LOO
TAC sends the Letter of Offer (LOO) to the employee.

4a) TAC Reviews PDQ
TAC will review Position Description Questionnaire (PDQ) and provide feedback.

4b) BP Routes LOO
BP routes LOO for all appropriate signatures.

5a) TAC Approves
TAC approves the position.

5b) BP Routes Fully Executed LOO
BP approves and sends the Fully Executed LOO to their TAC.

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

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.

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

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

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

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

Updated as of 10/8/20
1) BP Submits Temp Questionnaire & Approval

- **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 PRIOR to drafting a LOO.

2) HR OPS Reviews

- HR OPS reviews the questionnaire and determines the Job Code.
- HR OPS provides LOO Template.

3) BP Start: Update Pos

- BP updates an existing position in HCM and submits.

4) BP Process

- BP Emails Position number to HR/NewTemp@ucdenver.edu to HR/they are working with to approve.

5) HR OPS Approves

- HR OPS approves the position.

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.

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).
- Leave HR only page blank.
- Email ePAR Number to HR/NewTemp@ucdenver.edu.

9) HR OPS Reviews

- HR OPS approves the NPP.

10) BP HCM Process

- NOTE dept may need to update ePAR NPP before submitting an ePAR HIRE.

11) After Process is Completed:

- Finish HIRE/REHIRE in the Transaction Launch Page.

12) HR OPS Approves Hire

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

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

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

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

#### Table of Contents
- **1)** BP Submits Temp Questionnaire & Approval
- **2) HR OPS Reviews**
- **3) BP Start: Create New**
- **4) BP Process**
- **5) HR OPS Approves**
- **6) BP Creates an NPP with an ePAR**
- **7) HR OPS Approves**
- **8) BP CU Careers Process**
- **9) HR OPS Posts to CU Careers**
- **10) BP Runs Search & Reference Checks**
- **11) BP Process**
- **12) BP HCM Process**
- **13) BP Routes LOO**
- **14) After Recruitment is Completed:**

#### 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
- **POQ** - Position Description Questionnaire
- **S/O/O** - School/College/Department
- **LOO** - Letter of Offer
- **MQ** - Minimum Qualifications
- **PQ** - Preferred Qualifications
- **PMR** - Personnel Matters Report

### 1) BP Submits Temp Questionnaire & Approval

**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)

#### Temporary Employee Questionnaire

<table>
<thead>
<tr>
<th>HR</th>
<th>Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Questionnaire</td>
<td>What job code is appropriate for review.</td>
</tr>
</tbody>
</table>

#### HR OPS Reviews

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

**HR OPS** provides LOO template

#### BP Start: Update Pos

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

<table>
<thead>
<tr>
<th>Navigation: CU Resources&gt; HCM Community Users&gt; Non-Pay Actions&gt; Position Management&gt; Add/Update Position Info&gt; Find Existing Value &gt; Enter Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click Search</strong> &gt; Select the Proper Record</td>
</tr>
</tbody>
</table>

### 2) HR OPS Reviews

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

**HR OPS** provides LOO template

#### BPStart: Update Pos

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

<table>
<thead>
<tr>
<th>Navigation: CU Resources&gt; HCM Community Users&gt; Non-Pay Actions&gt; Position Management&gt; Add/Update Position Info&gt; Find Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Position Number</strong></td>
</tr>
<tr>
<td><strong>Click Search</strong> &gt; Select the Proper Record</td>
</tr>
</tbody>
</table>

### 3) BP Start: Create New

**BP** creates a new position in HCM and submits

<table>
<thead>
<tr>
<th>Navigation: CU Resources&gt; HCM Community Users&gt; Non-Pay Actions&gt; Position Management&gt; Add/Update Position Info&gt; Add New Value tab &gt; Leave Position Number as: 00000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click Add Button</strong></td>
</tr>
</tbody>
</table>

### 4) BP Process

**BP** Emails Position number to HR.NewTemp@ucdenver.edu to review.

#### Temporary Employee Appointment

<table>
<thead>
<tr>
<th>HR</th>
<th>Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>Updates position in HCM and submits</td>
</tr>
</tbody>
</table>

#### Temporary Employee Appointment

| BP | Updates an existing position in HCM and submits |

### 5) HR OPS Approves

**HR OPS** approves the position

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

<table>
<thead>
<tr>
<th>Navigation: CU Resources&gt; HCM Community Users&gt; Non-Pay Actions&gt; Position Management&gt; Add/Update Position Info&gt; Find Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Position Number</strong></td>
</tr>
<tr>
<td><strong>Click Search</strong> &gt; Select the Proper Record</td>
</tr>
</tbody>
</table>

### 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 person profile (NPP)**

- **Select Emily Gavel 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

<table>
<thead>
<tr>
<th>Navigation: CU Resources&gt; HCM Community Users&gt; Pay Actions&gt; Document Collection&gt; ePAR Non-Person Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add OR Expert Add</strong></td>
</tr>
</tbody>
</table>

### 7) HR OPS Approves

**HR OPS** approves the ePAR

**BP** confirms the NPP includes all required fields.

**Submit posting edits back to HR OPS**

| BP | Routes LOO for all appropriate signatures (include candidates signature) |

### 8) BP CU Careers Process

**BP** posts the NPP to CU Careers.

| BP | Routes LOO for all appropriate signatures (include candidates signature) |

### 9) HR OPS Posts to CU Careers

**HR OPS** will review the edits and once approved post it to CU Careers and email the BP the link to the posting

<table>
<thead>
<tr>
<th>HR</th>
<th>Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>Submit posting edits back to HR OPS</td>
</tr>
</tbody>
</table>

### 10) BP Runs Search & Reference Checks

**BP** runs the search and reference checks.

- **BP** initiates offline 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.

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

### 12) BP HCM Process

**Initiate Background check (Online Request Form or CU Careers)**

- **HR** will determine if needed

**When ready to hire**:

1. Complete offer matrix in CU Careers and select Emily Gavel as approver.
2. Enter a TBD HIRE Action in HCM

**BP** emails search summary AND offer letter to HR.NewTemp@ucdenver.edu

**NOTE**: dept may need to update ePAR NPP before submitting an TBD HIRE

### 13) BP Routes LOO

**BP** receives background check approval email

| BP | Routes LOO for all appropriate signatures (include candidates signature) |

### 14) After Recruitment is Completed:

**Finish HIRE/REHIRE in the Transaction Launch Page**

**CU CAREERS HIRE**: Dept 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**

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

### Table of Contents
- **Summary of Process**
- **Key**
- **Other Links**

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

**Updated as of 10/8/20**
Student Worker (4100-4400 Job Code Series) – Hire/Rehire

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

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

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

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)

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.

Key:
NPP = Non-Person Profile
BP = Business Partner (person initiating action)
HCM = Human Capital Management
HROPS = Central HR Operations Team
TAC = Talent Acquisition Consultant
PDQ = Position Description Questionnaire
S/C/D = School/College/Department
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

NOTE: If position has been approved for work-study, it needs to reflect that in HCM.
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> 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 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-Person Profile
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Table of Contents

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 routes 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).

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

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

Central HR Ops receives FTE position request.

Central HR Ops to appropriate TAC for review.

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

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

TAC determines approval.

BP routes approved letter for signatures.

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

TAC determines approval.

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

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

BP enters and submits TBT JOB CHANGE in HCM
Action: Pay Rate Change
Reason: Increase in Pay OR Decrease in Pay.

BP routes approved letter for signatures.

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

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

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

Updated as of 10/8/20
BP Enters Leave in HCM

BP enters leave in HCM – **Include a comment about the entry:**

- Ex: Maternity Leave, FML Paperwork Submitted, Transitioning from paid to unpaid FML, return from Maternity Leave, etc.

BP forwards relevant copies of paperwork in a separate email to EPD team (medical certifications, MOU, etc) – **Do Not Attach to ePAR**

Leave actions that are automatically approved include short work break

All other actions will be reviewed and approved by the Employee Performance and Development Team

**Navigation:** CU Resources> HCM Community Users> Transaction Launch Page> *Search Option = Leave Request

ERP Reviews and Approves

All other actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave

Additional guidance will be provided once established

**Other Links:**
- [Central HR Leave Resources](#)

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

Updated as of 10/8/20
**Termination – Voluntary & Involuntary**

**Voluntary Termination**

**BP Process**

Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid.

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

**Involuntary Termination**

**BP Process**

- Business Partner enters termination in HCM
- Choose appropriate Reason Code –
  - **Cause** (Routes for approval)
  - **Death** (Auto – Approves)
  - **Disability Retirement** (Routes for approval)
  - **ES – Other** (DO NOT USE)
  - **End of Appointment** (Routes for approval)
  - **Exhaustion of Leave** (Routes for approval)
  - **Job Abandonment** (Routes for approval)
  - **Layoff** (Routes for approval)
  - **Not Eligible for Rehire** (Routes for approval)
  - **Other – Comment Required** (Routes for approval)
  - **ProbationaryRej-Classified** (Routes for approval)
  - **Resignation** (Auto – Approves)
  - **Retirement** (Auto – Approves)

University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR).

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

**ERP Reviews and Approves**

Actions will be reviewed and approved by the Employee Performance and Development team.

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave.

**Key:**

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

*Updated as of 10/8/20*