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

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1) BP IDs Candidate & Runs Reference Checks

2) BP Start: Create New

3) HR OPS Approves

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

NOTE:
- If NO position information is indicated in the job posting, please fill in the NPP Creation or you will receive an error message.
- Assignment must be approved by CU HR before it can be assigned to TAC.

5) TAC reviews NPP

6) BP Process

7) TAC Reviews

NOTE:
- Positions must be approved in TAC before being created in HCM.
- BP must check Personnel Action Form for position number before creating the position in HCM.

Key:
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HOP – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- SC/CD – 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
- Sodexho Employee Access
- BP Reason Code Guide for Position Information

9) After Appointment Type Process is Completed:

8) BP routes LOO & PMR

10) S/C/D Approves

Appointment Type Reasons:

Appointment Type 1 – Appointment based on qualified candidate being available from a previous search within the past 12 months (1 year from the date position was filled). Job descriptions must be similar.

Appointment Type 2 – Appointment based on current or prior employment with CU or affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPH), 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.

Job Description Template
Second Level Guidelines

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)
- Propose 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
- AEC – Attach 2nd level email justification with CO/DEAN copied
- SOM ONLY – Attach approval email from SOM-HP@ucdenver.edu AND approvals email for 2nd level justification for new positions or promotions if attachments section of NPP.

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

NOTE:
- DO NOT route to the employee prior to their background check being approved.

BP receives background check approval email
- Then BP routes LOO for all appropriate signatures
- Email PMR & signed LOO to Personnel Matters@ucdenver.edu
- Prior to Appointment Effective Date.
- SOM – Send fully executed LOO to the Deans office.

PMR – Personnel Matters Report

TAC reviews for make sure candidate meets MQ’s & Appointment Type Requirement are met.

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

Background Check Link (Online Request Form)
- 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.

BP finishes HIREF/REHIRE in the Transaction Launch Page.
- If Current CU Employee: Email HRI.I-9@ucdenver.edu to check in an active I-9 is already on file
- Submit an I-9 through HIREF within 3 business days of the date of hire

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

NOTE: Complete all required fields or pages as indicated in the job posting for appropriate Staff NPP Creation or you will receive an error message.

Once approved, BP can go directly to the ePAR Non-Person Profile tab.

If NO position information is indicated in the job posting, please fill in the NPP Creation or you will receive an error message.

NOTE:
- Assignment must be approved by CU HR before it can be assigned to TAC.
- BP must check Personnel Action Form for position number before creating the position in HCM.

NOTE:
- Positions must be approved in TAC before being created in HCM.
- BP must check Personnel Action Form for position number before creating the position in HCM.

NOTE:
- DO NOT route to the employee prior to their background check being approved.

NOTE:
- Positions must be approved in TAC before being created in HCM.
- BP must check Personnel Action Form for position number before creating the position in HCM.

NOTE:
- DO NOT route to the employee prior to their background check being approved.

NOTE:
- Positions must be approved in TAC before being created in HCM.
- BP must check Personnel Action Form for position number before creating the position in HCM.

NOTE:
- DO NOT route to the employee prior to their background check being approved.

NOTE:
- Positions must be approved in TAC before being created in HCM.
- BP must check Personnel Action Form for position number before creating the position in HCM.

NOTE:
- DO NOT route to the employee prior to their background check being approved.
University Staff – Appoint current CU employee **within your own department/org** into a different position number based on Lateral or Promotional Move

### Table of Contents

1) BP IDs Candidate & Runs Reference Checks

2) BP Start: Create New

   - BP creates a new position in HCM and submits
     - 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-Person Profile (NPP)

   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wishes 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 CF/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

5) TAC Reviews NPP

   - TAC reviews to make sure candidate meets NPP’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 Offer Letter - LOO

### Other Links:

- TAC Department Assignments
- Hris Portal - E-Pay: 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
- SCDO = School/College/Department
- LOO = Letter of Offer
- MQ = Minimum Qualifications
- PQ = Preferred Qualifications
- PMR = 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 > Pay Actions Title > Template Based Transaction

### 9) BP Process in HCM

   - Promotion with pay change:
     - Action: Data Change
     - Reason: Promotion
   - Lateral with pay change:
     - Action: Pay Rate Change
     - Reason: Base Pay – Increase in Pay
   - Navigation: CU Resources > HCM Community Users > 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 (personnel.matters@ucdenver.edu) prior to Appointment Effective Date.
     - SOM – Send fully executed LOO to the Dean’s office
   - PMR – Personnel Matters Report

### 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
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 initiates off-line OR SkillSurvey reference checks with TAC. **PROOF** to make 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.
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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)

3) HR Ops Approves
- BP receives a system generated email.
- Central HR OPS approves the position.
- **Appointment Type 2** - Appointment based on current or prior employment with CU or Affiliate
- Has worked for any CU as a student for at least one semester
- Must have graduated

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

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 LGO template from the HR website and submits a draft to their TAC to review.
- Background Check L1 (Online Request Form)
- BP - University Staff Offer Letter - LOO

7) TAC Reviews
- BP discusses if they are accepting transferred leave with TAC & documents in LGO
- 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.
- SOM – Send fully executed LOO to the Dean’s office

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/Collge/ 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

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

**NOTE:**
Can be a Lateral or Promotion Move. If pay/changes you will do the Pay Rate Change within the Transfer transaction (will aff)

Other Links:
- TAC Department Assignments
- HighRisk-SE Verify Access
- BP Reason Code Guide for Position Information
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDQ – Position Description Questionnaire
- SCCD – School College/Department
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

**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
SCCD – School College/Department
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report
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

2) HR OPS Approves

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

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

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

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 e-mail from the HR-Exempt Box

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

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

Key:

BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
POQ – Position Description Questionnaire
SOCD – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

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

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.

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 talk their decision through with the BP and explain 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 and confirms they are electing exemption.

Employee emails TAC confirming their election.

3) BP Starts: Create New

Employee 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

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

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MIZ’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

TAC reviews and approves LOO copying PMR Box.

DO NOT route to the employee prior to their background check being approved.

PMR – Personnel Matters Report

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

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 Class

Once everything is finalized and the LOO is signed BP let’s 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
I/O – Letter of Offer
MIZ – Minimum Qualifications
PO – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

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

Table of Contents
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
   - 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.

   In comments field include:
   - Requesting Classified staff reallocation
   - Proposed title
   - Proposed Salary
   - Summary of changes

   Attachments:
   - Complete PDQ - Include:
     - Duties added/from what position(s)
     - Duties removed. Where are duties being assigned?
   - Second level funding justification if State (610/611) funded
   - AMC – Attach 2nd Level email justification with CFO/DEAN copied
   - SOM ONLY – Attach approval 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

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 in time frame for their realization

6) TAC Reviews
   - TAC receives and reviews the application.
   - TAC receives MQs

7) TAC Sends LOO
   - TAC Approves the NPP
   - TAC sends Reallocation LOO Template and HCM instructions to BP, CC’ing the Supervisor

8) S/C/D Process
   - Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)
   - TAC Approves the LOO
   - HR initiates Background check (Online Request Form)
   - BP routes Reallocation LOO needed)

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

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

11) After Recruitment is Completed:
    - BP enters and submits ePAR PAY RATE CHANGE in HCM
    - Action: Data Change
    - Reason: Promotion

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)

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

Other Links:
- TAC Department Assignments
- HRIS Right I 9 E-Verify Access
- BP Reason Code Guide for Position Information
NOTE:
If duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Updates an existing position in HCM and submits

2) HR Approves

   HR OPS Routes to TAC
   TAC reviews
   TAC consults with BP if needed
   TAC approves the position
   BP receives a system generated email.

   IF TAC says NPP is needed

   NOTE:
   For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.
   FTE Changes – Talk to TAC. Employee MUST provide the TAC a voluntary confirmation of FTE change.
   If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)
   NOTE – If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.
   FLSA (Eligibility for Overtime) Changes – Talk to TAC to review

   3a) BP Creates an NPP with an ePAR

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

   In comments field include:
   • Update Only

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

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

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

   3b) TAC Sends FTE Change LOO

   TAC will send BP the proper LOO template AFTER they have confirmed with the employee

   4a) TAC Reviews PDQ

   TAC will review PDQ and panel if needed.

   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

Key:

NOTE:

Other Links:

- TAC Department Assignments
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information
- Classified PDQ Template
- Essential Function Definitions
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/organization based on Previous Search, Lateral or Promotional move

1) BP ID’s Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SK Survey 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 > Add Field

3) School/College Approves
   - School/College Approver will review.
   - BP receives a system generated email.
   - Appointment Type 2:
     - Appointment based on current or prior employment with CU or Affiliate
     - Candidate must have left in good standing and be appointed within 3 years of their termination date.
     - Job descriptions must be completed 
     - See next box for student worker eligibility

4) BP Creates an ePAR Non-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

   NOTE:
   - Complete all required fields or pages as indicated in the Guide for Faculty/NPP Creation.
   - BP receives an error message if step is not completed.

   5) S/C Review
   - School/College Approver will review.

6) HR OPS Reviews NPP
   - HR OPS Reviews and approves NPP.

   SOM ONLY:
   - Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds 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 - Elizabeth Delie 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 (including the candidates signature)

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

10) BP Initiates Transfer Process
    - Receiveing department initiates & approves transfer
    - Employee receives an email documenting items to take care of prior to leaving their current department.

   Transfer:
   - Reason: To Another Department
   - Navigation: CU Resources > Pay Actions > Template Based Transactions
   - Email HR.LJ@ucdenver.edu to check in an active T9 file already on file
   - Submit an I-4 through HireRight within 3 business days of the date of hire

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

12) After Transfer is Completed:
    - Email HR.LJ@ucdenver.edu to check in an active T9 file already on file
    - Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers

Table of Contents

NOTE:
- Position Number as Add/Update Position Info > Find Existing Value > Enter Position Number
- Appointment Type 2 - Appointment based on current or prior employment with CU or Affiliate
- Candidate must have left in good standing and be appointed within 3 years of their termination date.
- Job descriptions must be completed
- See next box for student worker eligibility

Second Level Guidelines

Essential Function Definitions

Key:
- NPP – Non-Profile
- BP – Business Partner (person initiating action)
- HRQ - Human Quality Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- FAC – Position Description Questionnaire
- CEO – School College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
- HCM – Higher Common Manager

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another department/organization based on Previous Search, Lateral or Promotional move
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 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> Add New Value tab> Leave Position Number as 000000
Click Add Button

3) School/College Approves
School/College Approver will review. BP receives a system generated email.
See next box for student worker eligibility requirements.
Appointee Type Reasons:
Appointment Type 1 – Appointment based on qualified candidate being available from a previous search
Appointment Type 2 – Appointment based on current or prior employment with CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine (Formerly UPL), 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.

4) BP Creates an ePAR Non-Person Profile(NPP)
Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

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

In comments field include:
- Type of appointment (Type 1 or 2)
- Name of person BP wish to appoint (Type 1 & 2)
- Employee ID number (EID) (Type 2)
- Proposed salary for all PRA job codes (Type 1 & 2)
- Requisition Number (Type 1)

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

Attachments:
- Complete job description OR fill out Step 3 Position Summary of the NPP
- Resume (HR will review MQ) at this point as well

Submit any 610/611 funding 2nd Level Justifications to the following:
- Denver – Send e-mail Justification to HR favourable@ucdenver.edu
- SOM – Send e-mail Justification to HR favourable@ucdenver.edu
- SOM – Send e-mail Justification to HR favourable@ucdenver.edu
- SOM – Send e-mail Justification to HR favourable@ucdenver.edu
- SOM – Send e-mail Justification to HR favourable@ucdenver.edu

5) S/C Review
School/College Approver will review. BP receives a system generated email.

NOTE:
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation and you will receive an error message
Cheryl Walk will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

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 - Elizabeth Oelke 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.

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 eth. Oelke@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.
SOM – Sends PMR to Dean’s 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@ucdenver.edu to check in an active I-9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:
- Highlight I-9 E Verify Access
- BP Reason Code Guide for Position Information
- Document Collection
- Second Level Guidelines
- Essential Function Definitions
- Performing a Direct Hire Without Posting
- Other Links:
9 Month Temporary Appointments – Hire pre-identified Temp

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 offsite or SkillSurvey reference checks PRIOR to drafting a LOO.
- BP submits a draft to their HR NewTemp@ucdenver.edu to review.

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 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 Benjamin Patient as HR consultant.
- Leave HR only page blank.
- Email ePAR Number to HR.NewTemp@ucdenver.edu for review.

9) HR OPS Reviews

- HR OPS Reviews & approves 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.
- 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.

12) HR OPS Approves Hire

- Nearing the 9 Months?
- BP enters a Termination Row to the Temp Job Data.

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

Other Links:

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

2) HR OPS Reviews

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

3) BP Start: Create New Position

BP creates a new position in HCM and submits

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

4) BP Process

BP Email(s) Position number to HR.NewTemp@ucdenver.edu

HR OPS approves the position

5) HR OPS Approves

HR OPS approves

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 thenon-personal profile (NPP)
Select Benjamin Patient 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

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

7) HR OPS Approves

HR OPS Reviews and does final approval.
HR OPS will create a draft requisition and email the draft link to BP to edit.

8) BP CU Careers Process

BP edit posting in CU Careers.
Submit posting edits back to HR OPS.

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

10) BP Runs Search & Reference Checks

BP reviews status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline OR SkillSurvey reference checks with HR OPS consultant
PRIOR to making an offer
BP finishes the unanswered questionnaire questions from Step 1

11) BP Process

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

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 Benjamin Patient as approver. OR 2) Enter an ePAR 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 ePAR HIRE.

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

13) BP Routes LOO

BP receives background check approval email then:

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

14) After Recruitment is Completed:

Finish HIRED/REHIRE in the Transaction Launch Page

CU CAREERS HIRED: 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

15) HR OPS Approves Hire

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

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data

16) 9 Month Temporary Appointments – Begin Search

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
PQD – Position Description Questionnaire
S/CD – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

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

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

2) S/C/D Internal Process

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

3) BP Handshake Posting Process

BP uses Career Center Handshake system to post student worker positions.

If Posting position to run a search

4) BP Process

Make Verbal offer: (making it clear the offer is contingent on passing the background check)
Initiate Background check (Online Request Form)
BP uses LOD Templates found in the Student Handbook
For 4101–4202 Job Codes: BP ensures they are using the appropriate hourly rate for the job code found in the handbook

5) After Process:

Finish HIRE/REHIRE in the Transaction Launch Page

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

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

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

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOD – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report
1) BP Start: Create New
BP creates a new position in HCM and submits AND self-approves.

Navigation: CU Resources > HCM Community Users > Position Management > Add/Update Position Info
Add New Value tab (Leave Position Number as: 000000) 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 > 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

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

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

Other Links:
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
Table of Contents
University Staff – Change in FTE

1) BP Start: Update Pos
   - BP updates FTE in an existing position in HCM and submits.

2) HR Ops Receives & Routes
   - Central HR Ops receives FTE position request.
   - Central HR Ops routes to appropriate TAC for review.

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

4) TAC Determines Letter Template
   - If the FTE change is voluntary, TAC will have BP complete the "Voluntary Change in FTE or Percent" letter.

5) BP Completes Letter
   - BP completes the "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

6) TAC Reviews Letter
   - 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.

7) TAC Determines Approval
   - Once approval can be determined, TAC approves the HCM entry and notifies the BP of the letter approval.

8) BP routes Letter
    - BP routes approved letter for signatures.

9) BP Completes HCM Entry
    - BP enters and submits ePAR PAY RATE CHANGE in HCM.
    - Reason: Increase in Pay OR Decrease in Pay.

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

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.

Notes:
- If FTE change is involuntary, BP works with Employee Relations team prior to submitting update.
- Incumbents rate of pay cannot change when updating the change in FTE.
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

EPD Reviews & 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

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Document Collection> ePAR Leave> Add

Other Links:

Central HR Leave Resources

Key:

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

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

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

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
EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave