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 – Appoint current CU employee from another department/org into a different position number based on Transfer

### Table of Contents
- 1) BP ID’s Candidate & Runs Reference Checks
- 2) BP Start: Create New
- 3) HR Ops Approves
- 4) BP Creates an ePAR Non-Person Profile (NPP)
- 5) TAC Reviews NPP
- 6) BP Process
- 7) S/C/D Approves
- 8) BP Routes LOO & PMR
- 9) Transfer: BP Process in HCM
- 10) S/C/D Approves
- 11) After Transfer is Completed:

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## 1) BP ID’s Candidate & Runs Reference Checks

- **BP identifies candidate they want to hire**
- **TAC Department Assignments**
  - TAC: Talent Acquisition Consultant
  - PMR: Personnel Matters Report
  - PDQ: Preferred Qualifications
  - MQ: Minimum Qualifications
  - BP: Business Partner
  - UC: University Community
  - UC HC: University Health Care

## 2) BP Start: Create New

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

**Central HR OPS approves the position.**

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

**Central HR OPS approves the position.**

**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

**Central HR OPS approves the position.**

### Earned Position Number

- **BP updates an existing position in HCM and submits.**
- **BP uses the proper LOO template from the HR website and submits a draft to their TAC for review.**
- **BP receives background check approval email.**
- **BP updates an existing position in HCM and submits.**

## 3) HR Ops Approves

- **BP creates a new position in HCM and submits.**
- **Central HR OPS approves the position.**
- **BP receives a system-generated email.**

**Appointment Type 2:** Appointee based on current or prior employment with CU or Affiliate.

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

**Appointment Type 2:** Appointee based on current or prior employment with CU or Affiliate.

**Central HR OPS approves the position.**

- **BP creates a new position in HCM and submits.**
- **Central HR OPS approves the position.**
- **BP receives a system-generated email.**

**Central HR OPS approves the position.**

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

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

- **Complete all required fields or pages as indicated in the ePAR instructions.**
- **University Staff NPP:** Create an offer or you will receive an error message.

**In comments section:**
- Enter Appointment Type
- 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 e-mail from SOM HR (atdenver.uc.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

**Central HR OPS approves the position.**

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

## 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

**NOTE:**
Each Step of the Process needs to be completed prior to the next step.
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 for review.

**Background Check Link:** (Online Request Form)
**University Staff Offer Letter – LOO**

## 7) TAC Reviews

- **BP discusses if they are accepting transferred leave with TAC & documents in LOO.**
- **TAC reviews and approves LOO copying PMR Box.**

**NOTE:**
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 at denver.uc.edu prior to Appointment Effective Date.
  - SOM – Send fully executed LOO to the Dean’s office
  - PMR – Personnel Matters Report

**Navigation:**
- CU Resources
- HCM Community Users
- Letter of Offer
- Personnel Matters Report

## 9) Transfer: BP Process in HCM

**Transfer:**
- Receiving department initiates & approves transfer
- Employee receives email documenting items to take care of prior to leaving their current department.

**Action:**
- Transfer Reason: To Another Department

**Navigation:**
- CU Resources
- HCM Community Users
- Pay Actions
- Pay Actions Tile
- Template Based Transactions

## 10) S/C/D Approves

- **BP receives back check approval email then:**
  - BP routes LOO for all appropriate signatures
  - Emails PMR & signed LOO to Personnel Matters at denver.uc.edu prior to Appointment Effective Date.

**View Background Check Link:**
**University Staff Offer Letter – LOO**

## 11) After Transfer is Completed:

- **Email HR.BP@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:**
- **Central HR OPS approves the position.**
- **BP receives a system-generated email.**
University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

1) BP Start: Update Pos
   - BP updates an existing position in HCM and submits
   - Reason Code: PRO - Promotion
   - Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Find Existing Value > Enter Position Number > Click Search

2) HR OPS Approves
   - Central HR OPS 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.
   - In comments section:
     - Update with Increase
     - Name of employee
     - Employee ID number (EID)
     - Current and Proposed salary/proposed % of increase
     - Proposed new job Code/Title if applicable
   - Attachments:
     - Completed job description: Highlight what has changed.
     - "Must be substantive change in duties to justify out of cycle increase.
     - 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

4) TAC Reviews NPP
   - TAC reviews to make sure candidate meets MQ’s & Requested class is appropriate.
   - TAC routes for further approval as needed
   - Once approved, BP receives an approval e-mail from the HR Exempt Box

5) 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.

6) TAC Reviews
   - BP discusses if they are accepting transferred leave with TAC & documents in LOO.
   - TAC reviews and approves LOO copying PMR Box.

7) 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
   - TAC – Attach 2nd Level email Justification with CFO/DEAN copied
   - SOM ONLY – Attach approval e-mail from SOM HR@ucdenver.edu

8) BP Process in HCM
   - Promotion with Pay Rate Change:
     - Important: Do not make changes to Position Information in the ePAR
     - Action: Data Change Reason: Promotion
     - Enter ePAR Pay Rate Change.
   - Navigation: CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Pay Actions > ePAR Pay Rate Change > Add

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

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
- S/C/D – School/College/Department
- LDO – Letter of Offer
- MQ – Maximum Qualifications
- PQ2 – Preferred Qualifications
- PMR – Personnel Matters Report

Table of Contents

University Staff Addendum Letter Of Offer – 10/3
University Staff – Update Only for Current employee within Department, School, or College

1) BP Start: Update Position

BP updates an existing position in HCM and submits.

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

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

NOTE:

If NPP (NEW JOB DESCRIPTION) IS NEEDED

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

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:

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

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

If NPP is needed, proceed with associated ePAR transactions if needed.

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

University Staff Addendum Offer - LOO

NOTE:

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

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report
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:
- Completed PDQ - Include: ~Duties added/removed, where are duties being assigned?
- Second level funding justification if State (610/611) funded

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 User > 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 time frame for their reallocation

6) TAC Reviews

TAC receives and reviews the application.

TAC Reviews MQs

7) TAC Sends LOO

TAC Approves the NPP

TAC Sends Reallocation LOO Template and HCM instructions to BP, CC’ing the Supervisor

8) S/C/D Process

Appointing Authority makes Verbal offer: (making it clear the offer is conditional on passing the background check)

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the Reallocation LOO template provided by TAC and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

8) S/C/D Process

Appointing Authority makes Verbal offer: (making it clear the offer is conditional on passing the background check)

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the Reallocation LOO template provided by TAC and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

9) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO

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

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

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

12) BP Sends Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

13) TAC Reviews &

TAC adds Reallocation Instruction to TAC

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

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

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

Other Links:
- TAC Department Assignments
- HCM - Human Capital Management
- HCMOPS - 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
- P2 - Preferred Qualifications
- PMR - Personnel Matters Report
NOTE:
If duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Starts: Update Position
BP updates an existing position in HCM and submits.

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

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

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/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 Non-Person Profile (NPP) creation if you will receive an error message.


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:
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
SCD – 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
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.

**NOTE:**
Employee will move to a different position number in receiving department.

1) BP IDs Candidate & Runs Reference Checks
   - BP identifies candidate they want to hire
   - BP initiates offline OR SBS/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 > Click Search > Select the Proper Record

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

**Appointment Type 2:**
Appointment Type 2 - Appointment based on current or prior employment at CU or Affiliate (Children’s, University Hospital, National Jewish, CU Medicine former UPI/U, VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 3 years of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

**Second Level Guidelines**
Essential Function Definitions

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

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

   **Student Worker:** Include name of student worker and ensure he or she meets the following criteria:
   - Has worked for any CU as a student for at least a semester (IS does not matter)
   - Completes all required fields or pages as indicated in the Guide for Faculty/ NPP Creation.
   - BP will receive an email.

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

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

6) HR OPS Reviews NPP
   - HR OPS Reviews and does final approval.
   - BP receives feedback.

7) BP Process
   - Make a verbal offer: (making it clear the offer is contingent on passing the background check)
   - Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)

   BP creates an offer in CU Careers and adds: Marissa McHale ONLY as Approver for offer

   - BP selects the proper LOO template from the HR or School website and fills out a draft.
   - DRIVER: If Professor in title, route draft LOO to TAC Director to review

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

8) BP Routes LOO
   - BP routes LOO for all appropriate signatures within the school (include the candidates signature)

9) BP Process - PMR
   - BP receives background check approval email.
   - Emails PMR & signed LOO to HR Resources@ucdenver.edu
   - This should be 3 days prior to the 1st or 15th prior to the candidates start date.

   SOM – Sends PMR to Deans Office

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

    Navigation: CU Resources > Pay Actions Tile > Template Based Transactions

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

12) After Transfer is Completed
    - Email HR.LI@ucdenver.edu to check in an active I91 is already on file
    - Submit an I91 through HireRight within 3 business days of the date of hire

13) Other Links:
    - Hireright/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
- SCD – School College/Department
- LGO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or affiliate who qualifies based on appointment with Affiliate or previous search.

1) BP ID’s Candidate & Runs Reference Checks
- BP identifies candidate they want to hire
- BP identifies the appointment type they want to use
- BP initiates offline OR SkillSurvey reference checks with HR OPS consultant

PRIOR to making an offer

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

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

Appointment 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

Also遇见了!
- Essential Function Definitions
- Second Level Guidelines
- Performing a Direct Hire Without Posting

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)

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 (N 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’s at this point as well)

Submit any 610/611 funding 2nd Level Justifications to the following:
- Denver – Send e-mail justification to HR.TalentDev@ucdenver.edu
- SOM – Send e-mail justification to HR.rrandev@ucdenver.edu and copy SOM HR@ucdenver.edu

Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail justification to mc@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance.

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

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

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

7) BP Process
- Make Verbal offer: (making it clear the offer is contingent on passing the background check)
- Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)
- BP creates an offer in CU Careers and adds - Marissa McHale ONLY as Approver for offer
- BP selects the proper LOO template from the HR or School website and fills-out a draft.
- DENVER – If Professor in title, route draft LOO to TAC Director to review
- Faculty Hire Resources (LOO, Search Summary, etc.)
- Background Check Link (Online Request Form)
- Creating an Offer in CU Careers

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

9) BP Process - PMR
- Emails PMR & signed LOO to:
- E Penelope_McHale@ucdenver.edu
- This should be 7 days prior to the 1st or 15th prior to the candidates start date.
- SOM – Sends PMR to Deans Office

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.R-9@ucdenver.edu to check if the candidate is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

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

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

Other Links:
- Highlight I-9 E Verify Access
- BP Reason Code Guide for Position Information
- UC Employee login
9 Month Temporary Appointments – Hire pre-identified Temp

1) BP Submits Temp Questionnaire & Approval

2) HR OPS Reviews

3) BP Start: Create New

4) BP Process

5) HR OPS Approves

6) BP Process

7) HR OPS Approves

8) BP Creates an NPP with an ePAR

11) After Process is Completed:

10) BP HCM Process

9) HR OPS Reviews

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data

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

Finish HIRE/REHIRE in the Transaction Launch Page

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

BP creates a new position in HCM and submits

BP updates an existing position in HCM and submits

BP EMAILS Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

HR OPS approves the position

HR OPS reviews the draft LOO and sends approval email

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

BP creates the NPP in HCM for temporary position and submits to HR for approval

Select and complete all fields in the non-person profile (NPP)

Select Emily Gavel as HR consultant

Leave HR only page blank

Email ePAR Number to HR.NewTemp@ucdenver.edu

HR OPS Reviews & approves NPP

90 Day Temporary Appointments – Hire pre-identified Temp

Table of Contents

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

Once Position Information is Approved – BP creates the NPP in HCM for temporary position and submits to HR for approval

Select and complete all fields in the non-person profile (NPP)

Select Emily Gavel as HR consultant

Leave HR only page blank

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
Temporary Employee letter of offer template will be used to determine what job code is appropriate for review.

HR and Temporary Questionnaire provide the proper position description to PMR - MQ - LOO - S - PDQ - TAC - HR OPS - HCM - BP - / - D - / - C - School - Central HR Operations Team - Person Profile - Preferred Qualifications - Minimum Qualifications

When ready to hire:
1) Complete offer matrix in CU Careers and select Benjamin Patient as approver.
2) Enter an ePAR Hire Action in HCM
3) BP submits 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) HR Ops reviews the questionnaire and determines the Job Code. HR Ops provides LOO template.

Due to the nature of temporary employees, a non-person profile (NPP) will be created. HR OPS provides LOO template to HR and determines the job code. HR OPS reviews the non-personal questionnaire and will update the position in HCM and submit.

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

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

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 then- non-personal 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

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.

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.
2) Enter an eAPR 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.

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 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

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.

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.

4) BP Process
BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

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

4) BP Process
BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

5) After Process:
Finish HIRE/REHIRE in the Transaction Launch Page.

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

Key:
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- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDC – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

NOTE:
- If position has been approved for work-study, it needs to reflect that in HCM.
- Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both “Work Study Eligible Job” and “Active WS Job”.

Navigation:
- CU Resources > HCM Community Users > Transaction Launch Page tile
- BP follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed.
- Navigation: CU Resources > CU Student Info & Processes > CU Work Study Jobs > check both “Work Study Eligible Job” and “Active WS Job”.

Table of Contents
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 > Position Management > Add/Update Position Info > Add New Value tab > Leave Position Number as: 00000

Click Add Button

2) S/C/D Internal Process

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

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

Background Check Link (Online Request Form)

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

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

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

Other Links:
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.

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

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.

If the FTE change is involuntary, TAC will loop in ER and gather additional relevant information from BP.

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

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

TAC determines Approval

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.

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

NOTE: TAC will follow up with additional questions if there needs to be clarification prior to approval.

Resources:
CLICK HERE to access the "Voluntary FTE Change" letter, under the University Staff Offer Letter Templates section.
BP Enters Leave in HCM

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

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

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

Leave actions that are automatically approved include short work break

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

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

### 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

### 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
**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

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**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

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

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**EPD Reviews & 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.