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
University of Colorado Denver & Anschutz Campus Specific Guidelines

Faculty:

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

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

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

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

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

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

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

Other Processes:

Voluntary FTE Change - University Staff
Leave – Entering Employee Leave in HCM
Termination – Voluntary & Involuntary
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
   - BP identifies candidate they want to hire
   - BP identifies the appointment type they want to use
   - BP initiates offline OR SkillSurvey reference checks with TAC. PRINCIPAL 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 (Step 4).

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

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

Job Description Template
Second Level Guidelines

4) BP Creates an ePAR Non-Person Profile (NPP)
   - In comments section:
     - Enter: Appointment Type 2
     - Name of person BP wish to appoint
     - Employee ID number (EID)
     - Proposed salary

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

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

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

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

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@CUansw.edu
     - Prior to Appointment Effective Date.
     - SOM – Send full executed LOO to the Dean’s office

PMR – Personnel Matters Report

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

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

11) After Transfer is Completed:
    - Email HR.BP@cuansw.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:
- TAC Department Assignments
- HireRight-SF 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
- SCDO – School/College/Department Office
- MQ – Minimal Qualifications
- P&Q – 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
SCDO – School/College/Department Office
MQ – Minimal Qualifications
P&Q – Preferred Qualifications
PMR – Personnel Matters Report

NOTE:
Can be a lateral or Promotional Move.
If Pay/Changes you will do the Pay Rate Change with the transfer transaction (all in one)
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

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)
   - 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.
     - 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, AMO 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 approvals 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

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

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
- PMR – Personnel Matters Report

Other Links:
- TAC Department Assignments
- HSP – Human Staff Portal
- BP Reason Code Guide for Position Information

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
- Must be substantive change in duties to justify out of cycle increase.

Table of Contents
Employee will remain in current position number in own department.

1) BP Start: Update Pos

BP updates an existing position in HCM and submits.

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

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

If NPP (NEW JOB DESCRIPTION) is needed:

NOTE:

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

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

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

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

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

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

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

In comments section:

- Update Only
- Name of employee
- Employee ID number (EID)

Attachments:

- Completed job description
- Resume (When applicable)

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

4) TAC Reviews NPP

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

University Staff Addendum Offer Letter (LOO)

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

Other Links:

TAC Department Assignments
HireRight I E-Verify Access
BP Reason Code Guide for Position Information
Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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

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

NOTE: Complete all required fields or pages as indicated in the HR Guide for University Staff. Not all pages in you will receive an error message.

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ’s.

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

TAC sends proper Electing Exemption LOO Template.

NOTE: If TAC does not approve, they will talk through the decision with the BP and explain next steps.

7) BP Process

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

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

8) TAC Reviews

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

TAC reviews and approves LOO copying PMR Box.

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

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

PDQ – Personnel Matters Report

10) BP Process in HCM

ePAR Pay Rate Change:

Action: Data Change
Reason: To University Staff

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

11) S/C/D Approves

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

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP let’s TAC know.

TAC Abolishes the old Classified Position Number

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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

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
PGQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments
HireRight I-9 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 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
- AMTC - 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

BP 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 contingent 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.

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

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

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

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:**

- TAC Department Assignments
- HCM OP
- HCM Positions
- HCM Roles
- HCM Tips & Tricks
- HCM Training
- HCM User Community
- Pay Actions
- Pay Actions LOO
- Reallocation LOO
- Reallocation Process
- TAC Process
- TAC Positions
- TAC Training
- TAC User Community
- TAC Webinars
- TAC Workshops
- HCM Community Users
- Human Resource Operations
- Pay Actions
- Personnel Matters
- Talent Acquisition
- University of Colorado Denver
**Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay**

**1) BP Start: Update Position**

- BP updates an existing position in HCM and submits.

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

**TAC Department Assignments**

- HCM
- HR OPS
- TAC
- BP
- PDQ
- LOO

**Key:**

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

**Other Links:**

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

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2) **HR Approves**

- BP updates an existing position in HCM and submits.
- If TAC says NPP is needed, TAC consults with BP if needed.
- BP 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

**3a) BP Creates an NPP with an ePAR**

- Once Position Information is Approved – Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review.
- In comments field:
  - Update Only

**Attachments:**

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

**4a) TAC Reviews PDQ**

- TAC will review PDQ and panel if needed.
- Complete all required fields or pages as indicated in the HR Guide for NPP or error message will receive an error message.

**5a) TAC Approves**

- TAC approves and fills out and sends Classified Addendum LOO Template.

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**NOTE:**

If Duties are changing, please contact your TAC prior to entering them in the system.

**3b) TAC Sends FTE Change LOO**

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

**4b) BP Routes LOO**

- BP routes LOO for all appropriate signatures

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**5b) BP Routes Fully Executed LOO**

- BP sends the Fully Executed LOO to their TAC.

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**NOTE:**

- If 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

- Classified PDQ Template
- Essential Function Definitions

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**NOTE:**

- If Duties are changing, please contact your TAC prior to entering them in the system.

**2) HR Approves**

- BP updates an existing position in HCM and submits.
- If TAC says NPP is needed, TAC consults with BP if needed.
- TAC 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

**TAC Department Assignments**

- HCM
- HR OPS
- TAC
- BP
- PDQ
- LOO

**Key:**

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

**Other Links:**

- 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 movement

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
   - Find Existing Value
   - Click Search > Select the Proper Record

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

Appointment Type 2:
   - 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

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

   - Student Worker: Include name of student worker and ensure he or she meets the following criteria:
     - Has worked for any CU as a student for at least a semester (% does not matter)
     - Has worked for any CU as a student for at least a semester (% does not matter)
     - Must have graduated

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

   - Submit any 610/611 funding 2nd Level Justifications to the following:
     - Denver – Send e-mail justification to HR.Requirements@ucdenver.edu and copy HR.Requirements@ucdenver.edu
     - SOM – Send e-mail justification to HR.Requirements@ucdenver.edu and copy SOM.Requirements@ucdenver.edu
     - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine: Send e-mail justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc Dean of Finance

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

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

6) HR OPS Reviews 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 Deike 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
   - BP receives back background check approval email then:
     - BP routes LOO for all appropriate signatures in school (include the candidates signature)
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 SelfSurvey 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 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 (Obrien’s, University Hospital, National Jewish, CU Medicine (Formerly UPM), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.
- See next box for student worker eligibility requirements.

4) BP Creates an ePAR Non-Person Profile(NPP)
- Once Position Information is Approved - Business Partner (BP) creates non-person profile job description) in HCM.
- Faculty/Post-Docs: HR Faculty Request@ucdenver.edu
- RAs, 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 (% 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@ this point as well)
- Submit any 610/611 funding 2nd Level Justifications to the following:
  - Denver – Send e-mail justification to HR.Faculty-Request@ucdenver.edu
  - SOM – Send e-mail justification to HR.Faculty-Request@ucdenver.edu
  - Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine. Send e-mail justification to HR.Faculty-Request@ucdenver.edu.
- Bases: Send the Dean and Asst/Dean of Finance.
- Navigation: CU Resources> HCM Community Users> Pay Actions>
  - Document Collection> ePAR Non-Person Profile> Add OR Expert Add

9) BP Processes PMR
- Emails PMR & signed LOD to Personnel Matters@ucdenver.edu.
- This should be 7 days prior to the 1st or 10th 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.Faculty@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.
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HR OPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PDS – Position Description Questionnaire
- SCDO – School/College/Department
- LOD – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Other Links:
- Highlight I-9 E Verify Access
- BP Region 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) for Benjamin Patient as HR consultant.

Leave HR only page blank.

Email ePAR Number to HR.NewTemp@ucdenver.edu.

HR OPS Reviews & approves NPP

HR OPS approves the position

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

9 Month Temporary Appointments – Hire pre-identified Temp

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

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

HR OPS approves the position

HR OPS reviews the draft LOO and sends approval email

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

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

Finish HIRE/REHIRE in the Transaction Launch Page

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

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

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**

- 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 Position number to HR.NewTemp@ucdenver.edu
- They are working with to approve.

5) **HR OPS Approves**

- HR OPS approves the position

6) **BP Creates an NPP with an ePAR**

- Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval.
- Select and complete all fields in thenon-personal profile (NPP)
- Select Benjamin Patient as HR consultant

7) **HR OPS Approves**

- HR OPS approves the NPP in HCM and submits to HR for final approval.
- BP routes LOO for all appropriate signatures then include the candidate’s signature.

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**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
- PQ = Position Description Questionnaire
- SCI/D = School College/Department
- LOO = Letter of Offer
- MQ = Minimum Qualifications
- P Qi = Preferred Qualifications
- PMR = Personnel Matters Report

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**Other Links:**

- HireRight 1.9 E-Verify Access
- BP Reason Code Guide for Position Information

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**Nearing the 9 Months?**

BP enters a Termination Row to the Temp’s Job Data

10) **BP Runs Search & Reference Checks**

- 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

11) **BP Process**

- BP approves the position

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 ePAR HIRE Action in HCM
- BP emailing search summary AND offer letter to HR.NewTemp@ucdenver.edu
- NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

13) **HR OPS Approves**

- HR OPS approves the NPP

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

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**9 Month Temporary Appointments – Begin Search**
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 I-9 Templates found in the Student Handbook

For 4101 – 4202 Job Codes: BP ensures they are using the appropriate hourly rate for the job code found in the handbook

5) **After Process:**

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile
1) BP Start: Create New
BP creates a new position in HCM and submits AND self approves.
Navigation: CU Resources > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add New Value tab (Leave Position Number as: 00000) > Click Add Button

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

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

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

5) After Process:
CLAS: Program Assistants must ad-hoc Dean's office as ad-hoc approver for student hires in the 1500 series
After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver
Finish HIRE/REHIRE in the Transaction Launch Page
If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file
Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information
BP updates FTE in an existing position in HCM and submits.

Central HR Ops receives FTE position request.

Central HR Ops routes to appropriate TAC for review.

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

If the FTE change is voluntary, TAC will 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 completes "Voluntary Change in FTE or Percent" letter and returns to their TAC for review.

BP completes the "Voluntary Change in FTE or Percent" letter.

BP routes approved letter for signatures.

BP enters and submits ePAR PAY RATE CHANGE in HCM.

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 receives letter and reviews.

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

TAC holds approval.

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

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

Note: If FTE change is involuntary, BP works with Employee Relations team prior to submitting update.

Note: Incumbents rate of pay cannot change when updating the change in FTE.

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

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

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

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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.