Faculty/Research Faculty (PRA, Sr. PRA, Research Associate series) Campus Specific Information to be Populated in Non-Person Profile (Job Description) Step-By-Step Guide

Review and populate required fields. Ensure you populate the following information.

For position specific process flow, please refer to the Faculty Flowchart - https://www1.ucdenver.edu/docs/librariesprovider188/document-archive/combined-campus-specific-flowchart.pdf?sfvrsn=385d02b9_4#page=13

Step 1/Position Search:
A. In the Search Criteria section, enter the position number (NOTE: Please make sure to include to all applicable zeros) and click Search.
B. A Search Result field will populate, please confirm that this is the accurate position number and description and click Next.

Step 2/Position Action/Reason:
A. Action field – Leave as Position Change (only option available).
B. Reason field – Select Vacant Position (only option available).
C. Effective date – Use today’s date for this field.
D. Profile Type – if new position, select the appropriate Faculty profile type. If existing position this information will prepopulate.
E. Comments Section – Enter appropriate comments for Appointment Types 1 & 2: Include relevant information (see campus specific guide).
F. Attach relevant documents to the NPP including
   a. Job Descriptions
   b. Mission critical approval

Step 3/ePAR Position – Change:
A. Confirm that information in Current Value column matches New Value column. If information is not correct in New Value column, please reference the Position Information Guide: Updating a Position for more information on next steps. NOTE: Mismatched information can cause errors, and will typically be flagged in blue.
B. The position title must be the Position Title not the Working Title

Step 4/NPP Questionnaire:
A. Description – Enter working title (if applicable)
B. Position summary, Background Checks and Degrees must be selected in addition to others
that you may need or require for the position.

Please choose Yes/No for the below Non-Person profile options that you wish to change/add/delete

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary button, as the box on that page must be checked on for the feed to occur.

Step 5/Position Summary:
A. Review New Position Summary, if incorrect or if there is no information populated click on “Add New Position Summary”

B. Feed to CU Careers? – If this is a search and you would like to populate a Job Ad in CU Careers, please check this box. If not, please ensure that the box is not checked.

C. Job Summary – Since you will attach a copy of the Job Description to the NPP, please write “See Attached” in this text box.

D. Review New HR Consultant field, if incorrect or if there is no information populated click on “Add New HR Consultant”. Use the search glass to find Ben Patient, or Marissa (Blackwood)
McHale’s name.

E. No action is required in the following sections
   a. Profile Identities & Profile Associations

<table>
<thead>
<tr>
<th>Current Profile Identifiers</th>
<th>Key Value</th>
<th>Description</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>New Profile Identifiers</td>
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</table>

<table>
<thead>
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<th>Current Profile Associations</th>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

   Add New Profile Identifiers
   Add New Profile Associations

<table>
<thead>
<tr>
<th>Current Background Check Types</th>
<th>Background Check Type</th>
</tr>
</thead>
</table>

   New Background Check Types
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</thead>
<tbody>
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<td>Criminal Background Check</td>
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</table>

   Add New Background Check Types

F. Ensure that Criminal Background Check is selected. If not, add new background type and select “Criminal.” Add additional background check types as needed.

Step 6/ Degrees

A. Please select required degree, if not already populated. To do so click on Add New Degree

<table>
<thead>
<tr>
<th>Current Degrees</th>
<th>Degree</th>
<th>Required?</th>
<th>Preferred?</th>
<th>Field of Study</th>
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   New Degrees
<table>
<thead>
<tr>
<th>ID</th>
<th>Degree</th>
<th>Required?</th>
<th>Preferred?</th>
<th>Field of Study</th>
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<tbody>
<tr>
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<td>Doctorate Degree</td>
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<td></td>
</tr>
</tbody>
</table>

   Add New Degrees

B. Education degree box will open, click on the search glass to find the necessary degree

C. Please check the required box if degree is mandatory for the position
D. If the specific degree is not found, please use the field of study box to input notes related to degree type needed.

- I.e. Master’s degree in science related fields
- Or if two different degrees are accepted, select one and in the field of study list the other “Doctorate or MD accepted”

**Step 7/New Departmental Budget Table**

A. Confirm that information in *New Position Funding* section is accurate. If information is not correct, please reference the Funding Guide, for more information on next steps. (NOTE: A new NPP may be required if funding changes are not corrected prior to starting NPP).

B. Click the Attach button and make sure all required items have been uploaded (please refer Campus Specific Step-by-Step Guide for more information).

C. Click the Save button and note the ePAR request number (ex. POS0XXXXXX)

D. Submit the transaction (this will route the NPP to your School Approver for processing, after they approve, it will be routed to Central HR for processing).

**Second Level Approval**

**Please note:** Any position that includes funding from a 610 or 611 speedtype will need the appropriate second level approval. Please see the 2nd Level Budget Approval Process and the Faculty Flow Charts for more information regarding second level approval process.