



## Personnel Matters Report (PMR) Guidance For Human Resources Business Partners

Personnel Matters Reports (PMRs) are required by Regent Policy 2K.

### HCM Data Entry Requirements for PAY transactions:

- Comments are required in ePAR and template entries for **ALL PAY transactions**

### HCM Data Entry Requirements for Searches:

- Please indicate if a search was conducted by using the following coding:
  - Please be sure there are no spaces within the code
    - **CHRREQ** (add requisition number here) (Example: **CHRREQ12345**)

### HCM Data Entry Requirements for Appointment Types:

- Please indicate if an individual was hired via an appointment type by using the following coding:
  - Please be sure there are no spaces within the code
    - **CHRAPPT1** (for appointment type 1) – Please add **CHRREQ** as noted above to indicate the requisition the employee is being appointed from
      - (*Example:* CHRAPPT1 CHRREQ12345 – Hire/rehire \$4,000 for summer course PAD5234)



### **HCM Data Entry Requirements for Late Pay Entries:**

- Comments are required in **ALL** ePAR and template entries for **late pay entries**. Late pay entries are considered anything entered into HCM after payroll runs for the month
- Please be sure to type in the appropriate code AND the phrase **exactly** as it appears below:
  - **CHL8DEPT: Late submission from department/unit**
  - **CHL8PERS: Last minute personnel change**
  - **CHL8APPR: Approval received late**
  - **CHL8DATE: Change in start date**
  - **CHL8CENSUS: Census date**

Please note: **It is the department's responsibility to ensure all data entries are accurate**

### **PMR Submission Requirements:**

- Comments are required for accurate and complete information to aid in building the PMR report
- **Signed letters of offer will continue to be submitted by the school/college/department/unit to [personnel.matters@ucdenver.edu](mailto:personnel.matters@ucdenver.edu), as required, on or before the effective date of the action**
- ***\*\* For School of Medicine: Please contact SOM Director of Human Resources for Staff, and Director of Faculty Affairs for Faculty for more information on how this impacts you***

### **For the CU Denver campus Faculty:**

- Letters of offer for faculty with Professor in the title should be reviewed by the HR Director of Talent Acquisition and Compensation and then submitted to the Provost's office for signature
- The Provost needs to sign Professor and Chair appointment letters **before** the effective date



- During the summer, the letter of offer may be signed by the Dean
- Coding is required as outlined above
- Once the fully signed letter is received, please submit it to [Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu) inbox

### **Best Practices for Human Resources Business Partners:**

- Business Partners/Department Administrators should review the HCM data entry and letters of offer from the Department, School or College prior to submission to ensure that information entered in HCM matches the letter of offer.
- Make any corrections to the letters of offer before submission, if such discrepancies occur.
- Make corrections to HCM, if necessary.
- **Letters of offer can/should be submitted as soon as you know the employee will be hired.** There is no need to delay the submission even when the employee may not begin working for several months.

### **Letter of Offer Templates:**

May be found on each employee category page under “Search and Hiring Processes.”:  
<http://www.ucdenver.edu/about/departments/HR/EmployeeCategories>

### **Personnel Matters Inbox:**

[Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu)