



[Accessing HCM using Tiles](#)

[HCM Navigation Inventory](#)

[Nav Bar \(Compass\)](#)

[HCM Workcenter](#)

[ePar](#)

[Personal Information](#)

[Job Information](#)

[Position Management](#)

[Position Management, cont.](#)

[Profile Management](#)

[Time Collection](#)

[Employee Pay Data](#)

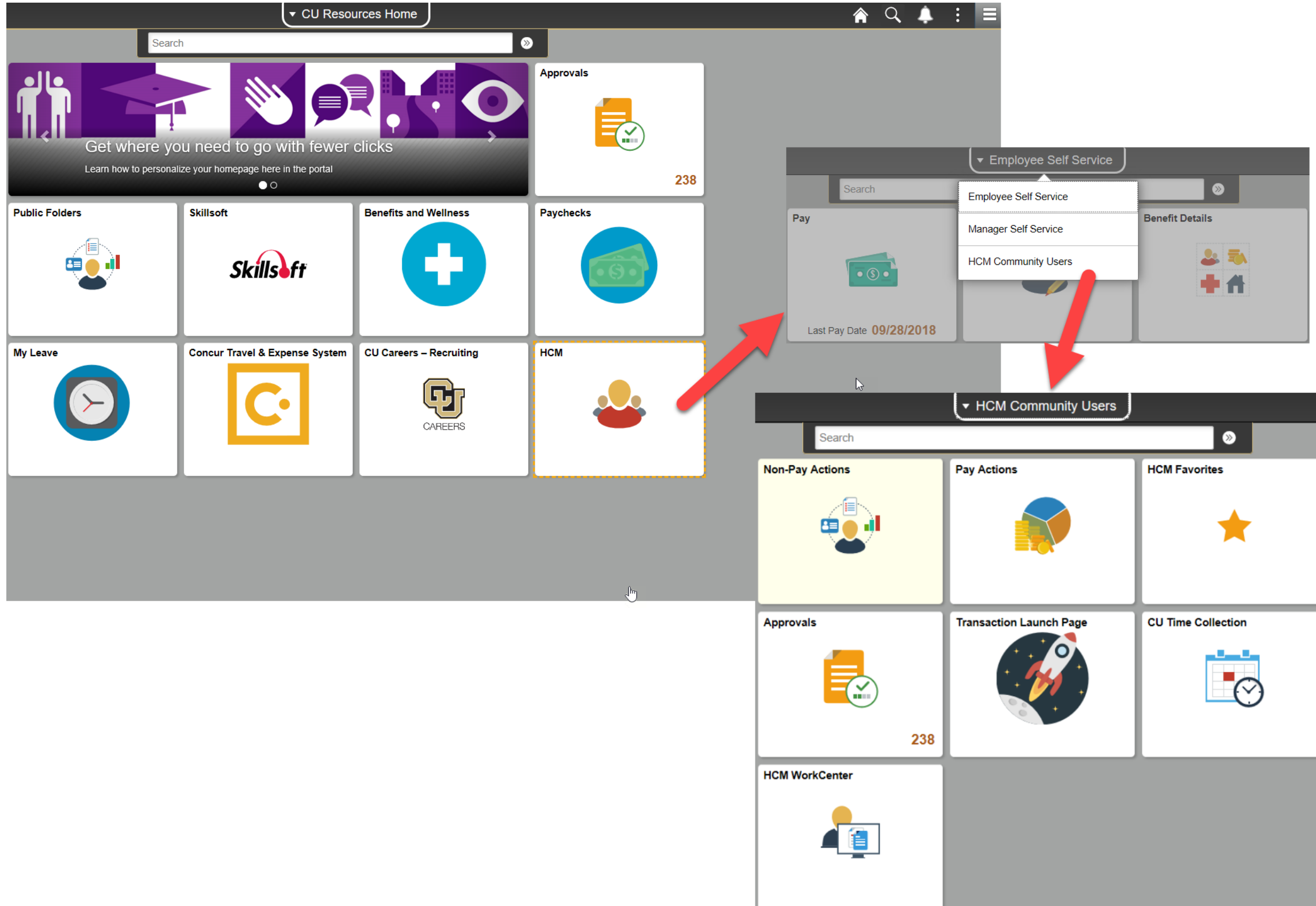
[Student Info & Processes](#)

[Student Info & Processes, cont.](#)

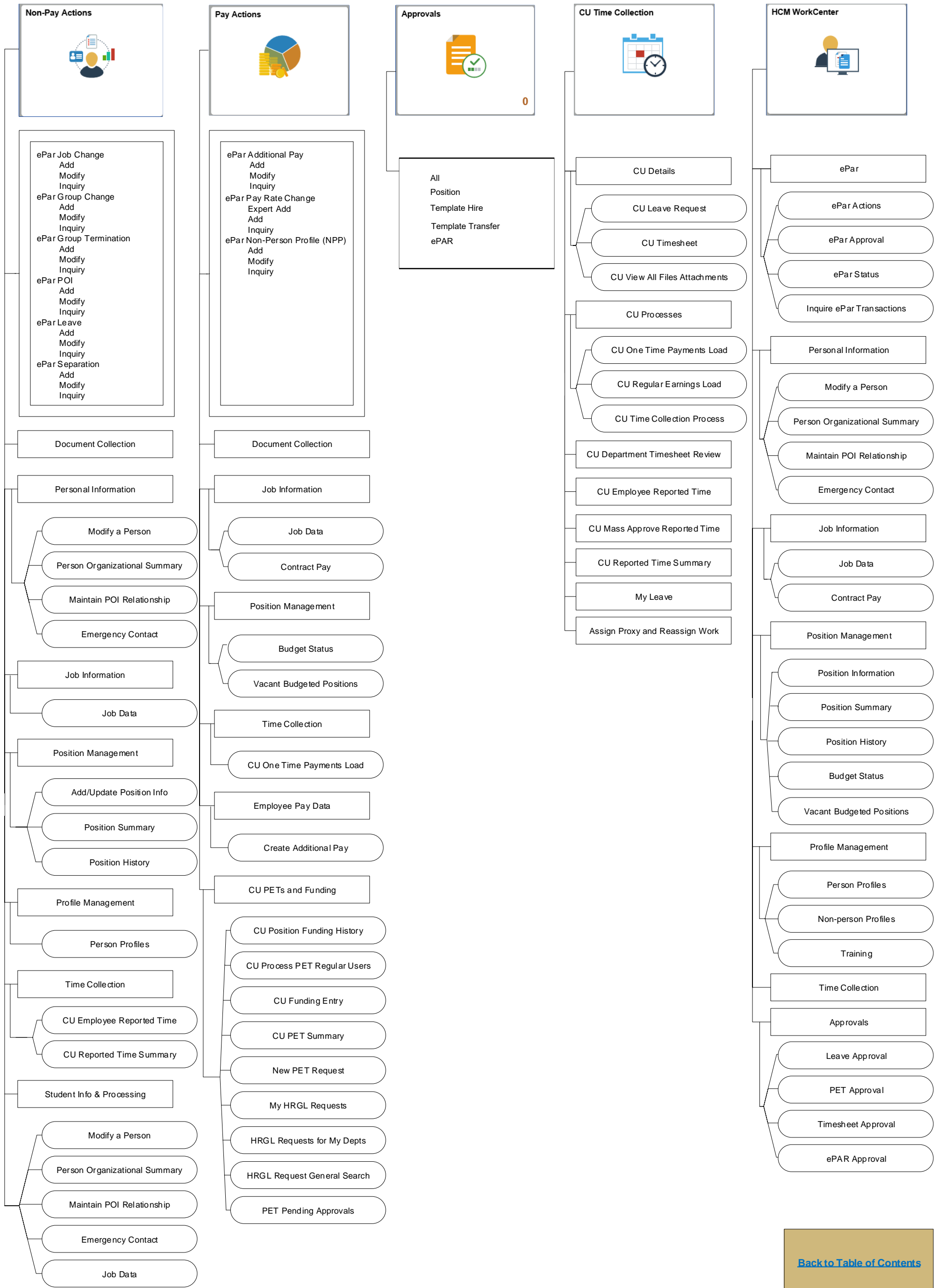
HCM Navigation Reference Guide:

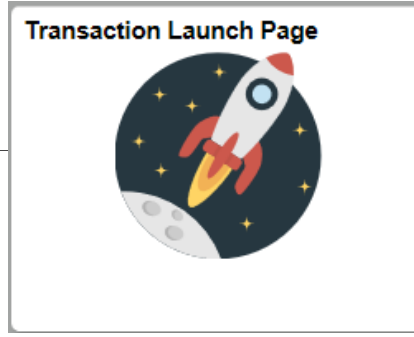
The “Inventory” pages are a quick reference to the pages that exist under each tile in HCM. The pages further down the guide are screenshots showing the pages that open as you navigate through the system. We hope this quick reference will be helpful for navigating the system.

Accessing HCM using Tiles



The screenshot displays the 'CU Resources Home' portal interface. At the top, there is a search bar and navigation icons. Below this, a banner reads 'Get where you need to go with fewer clicks'. The main area contains several service tiles: 'Public Folders', 'Skillssoft', 'Benefits and Wellness', 'Paychecks', 'My Leave', 'Concur Travel & Expense System', 'CU Careers - Recruiting', and 'HCM'. The 'HCM' tile is highlighted with a red dashed border and a red arrow pointing to a secondary window. This secondary window, titled 'Employee Self Service', shows a search bar and a dropdown menu with options: 'Employee Self Service', 'Manager Self Service', and 'HCM Community Users'. A red arrow points from this menu to a third window titled 'HCM Community Users'. This window contains a search bar and a grid of tiles: 'Non-Pay Actions', 'Pay Actions', 'HCM Favorites', 'Approvals', 'Transaction Launch Page', 'CU Time Collection', and 'HCM WorkCenter'. The 'Approvals' tile in this window shows a count of 238.



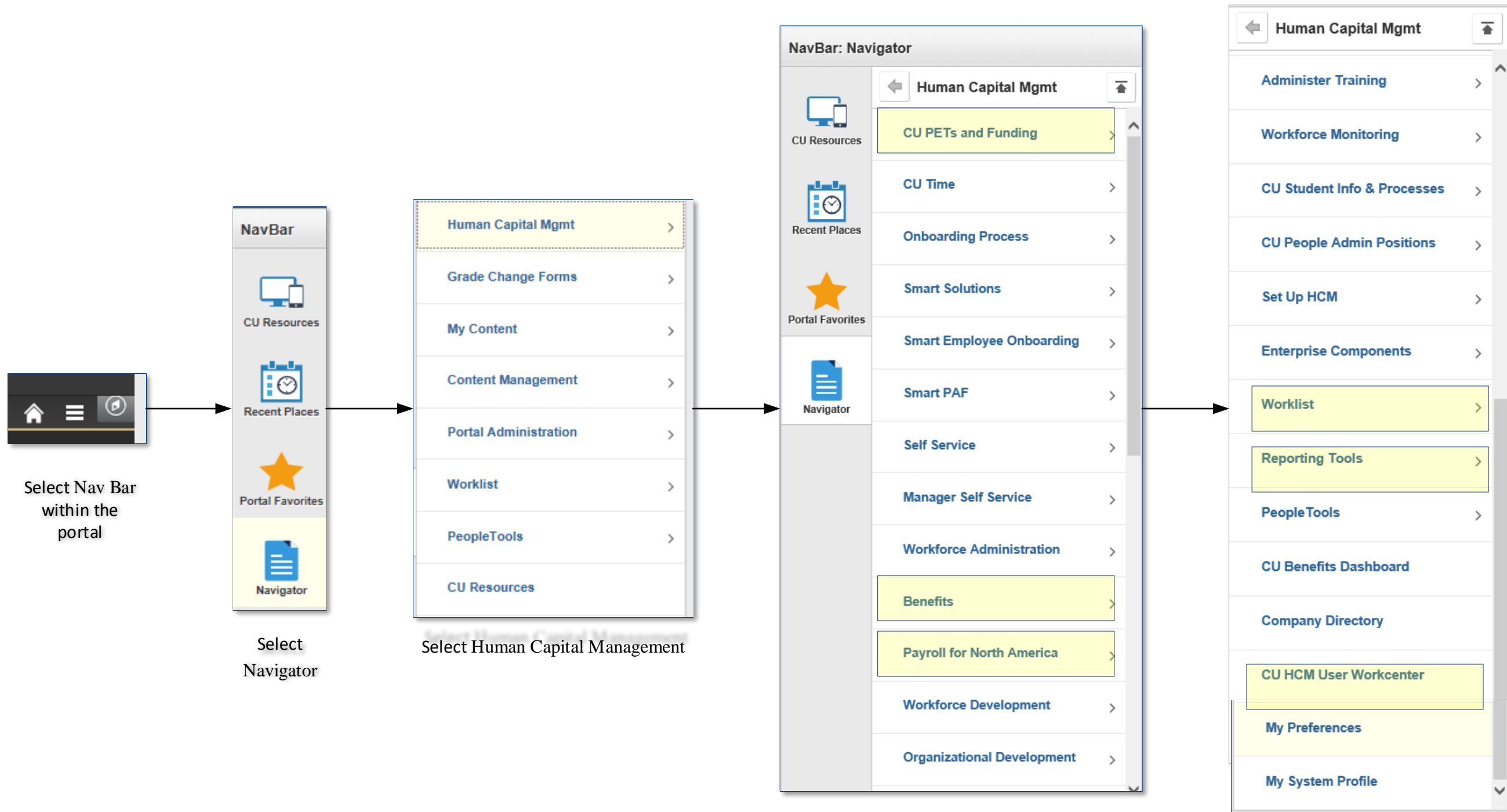
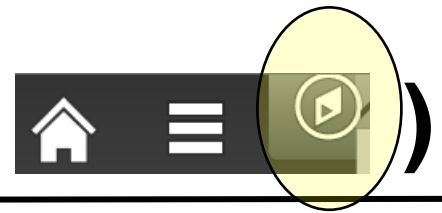


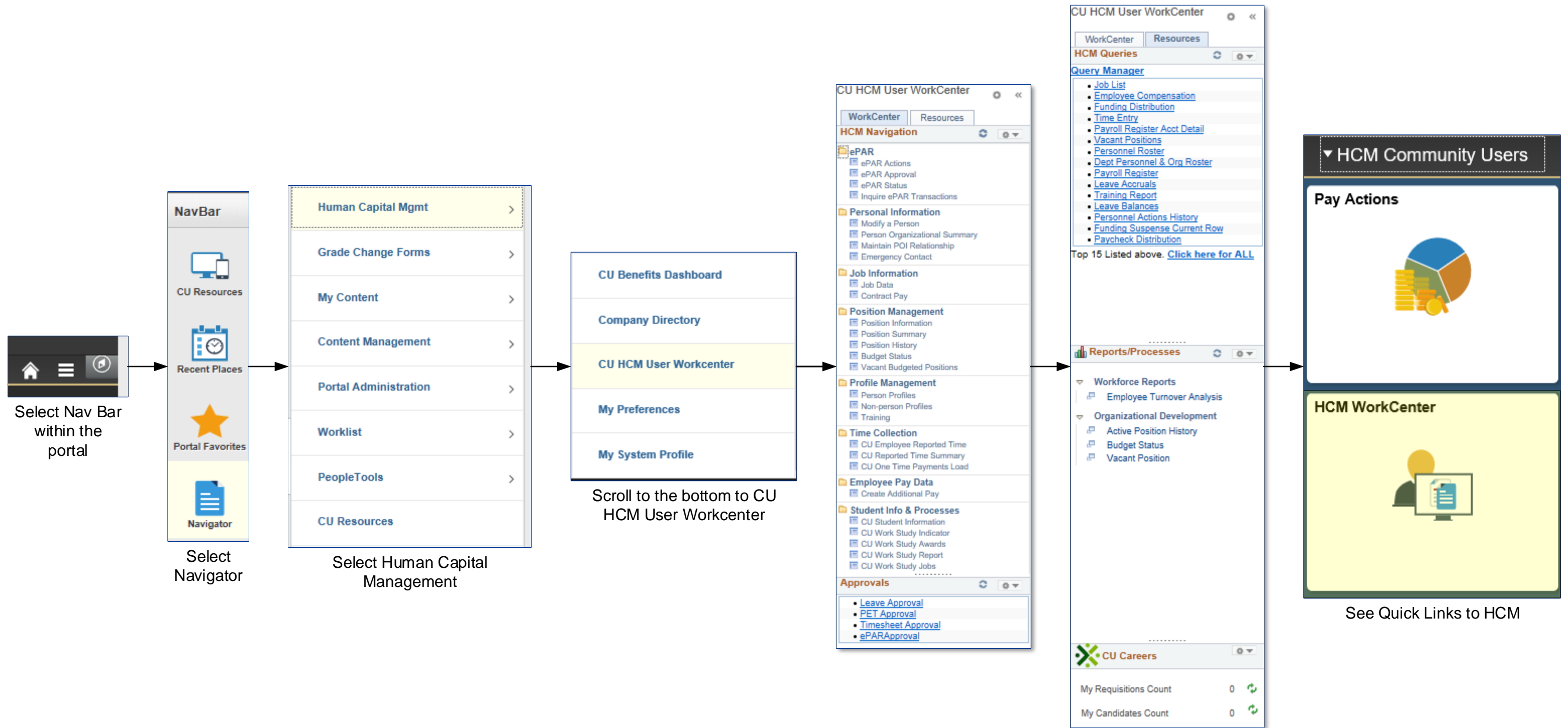
Hire/Rehire/Additional Jc

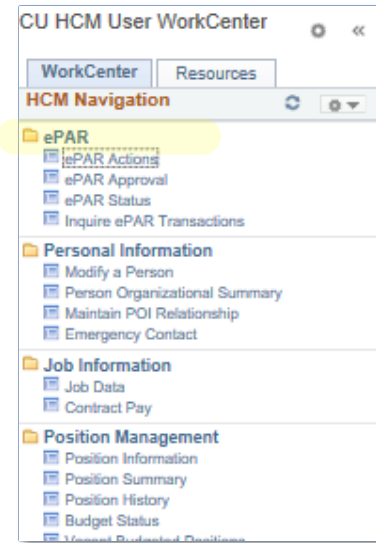
Transfer Employee



Nav Bar (Compass)





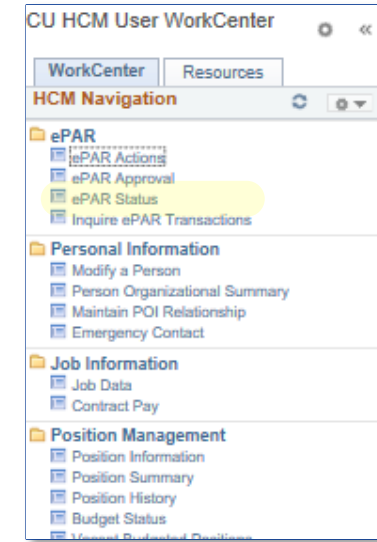


Welcome CU HCM User

PeopleSoft WorkCenters provide a one stop page for users to perform different business transactions. Take action on alerts, view reports and analytics or access related components and pages. The WorkCenter delivers data to you instead of you searching through the HCM system for information.

PeopleSoft WorkCenter page allows you to access all the related pages, query results, and links etc. from one central location. It divides the browser window into two frames, an adjustable pagelet area on the left and the target content area on the right.

This is a new experience we think you are going to like. Welcome to the CU HCM User WorkCenter



Transaction Status

TransactionType:

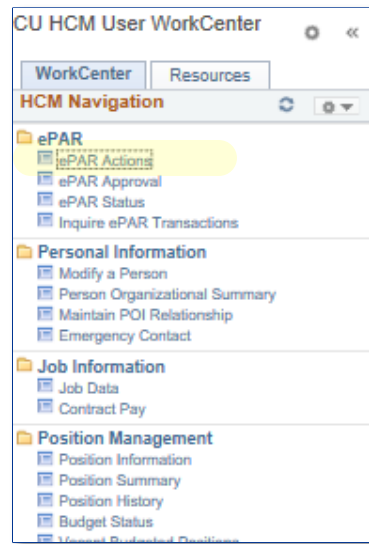
Use Saved Search:

Empl ID

Name

Earnings Code

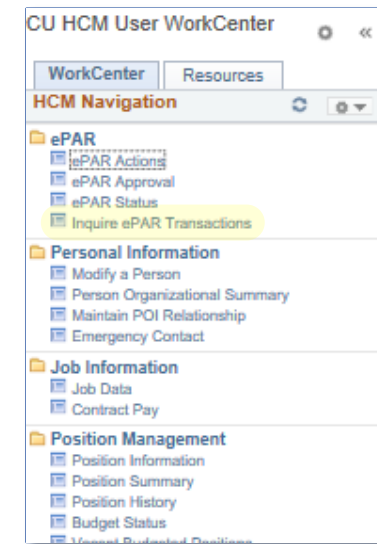
[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)



Document Collection

Smart ePAR Non-Pay Actions | Smart ePAR Pay Actions

- ePAR Job Change**
Make changes to non-pay related fields
Add Modify
Inquiry
- ePAR Group Change**
ePAR Employee Group Change
Add Modify
Inquiry
- ePAR Group Termination**
ePAR Employee Group Termination
Add Modify
Inquiry
- ePAR POI**
Add or Maintain POI's
Add Modify
Inquiry
- ePAR Leave**
Leave of Absence, Paid Leave or Return from Leave
Add Modify
Inquiry
- ePAR Separation**
Retire or Terminate an Employee
Add Modify
Inquiry



ePAR Global Inquiry

Use Saved Search:

ePAR #

PAR Action

ePAR Status

Action

Reason Code

Empl ID

Department

First Name

Last Name

Position Number

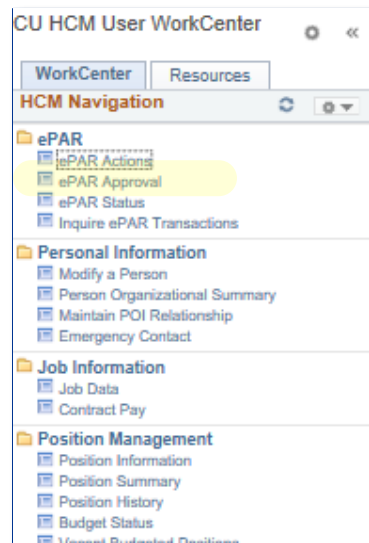
Job Code

Classified Indicator

Document State

State Detail

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)



Approval Submission

TransactionType:

Use Saved Search:

ePAR #

PAR Action

Empl ID

Entered Date

Action

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)



Personal Information

CU HCM User WorkCenter
WorkCenter Resources
HCM Navigation
ePAR
Personal Information
Job Information
Position Management

CU HCM User WorkCenter
WorkCenter Resources
HCM Navigation
ePAR
Personal Information
Job Information
Position Management

Maintain POI Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Person of Interest Type begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

CU HCM User WorkCenter
WorkCenter Resources
HCM Navigation
ePAR
Personal Information
Job Information
Position Management

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

CU HCM User WorkCenter
WorkCenter Resources
HCM Navigation
ePAR
Personal Information
Job Information
Position Management

Emergency Contact

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

CU HCM User WorkCenter
WorkCenter Resources
HCM Navigation
ePAR
Personal Information
Job Information
Position Management

Person Organizational Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

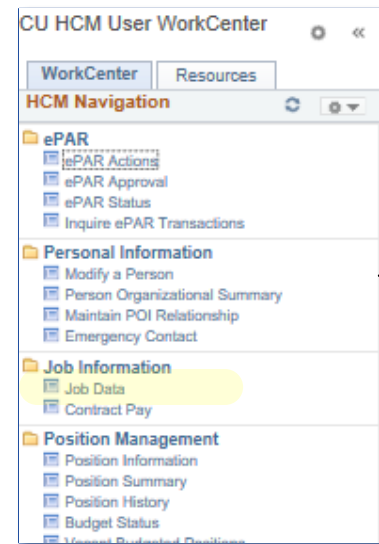
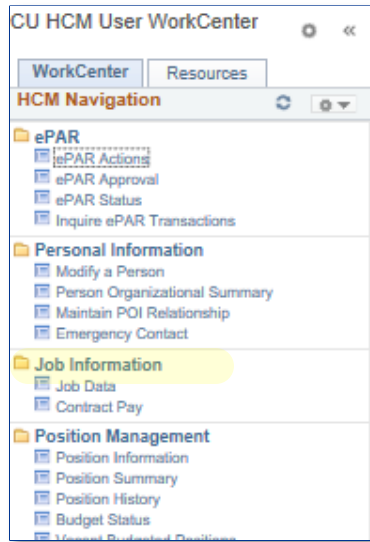
Alternate Character Name begins with

Middle Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

[Back to Table of Contents](#)



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

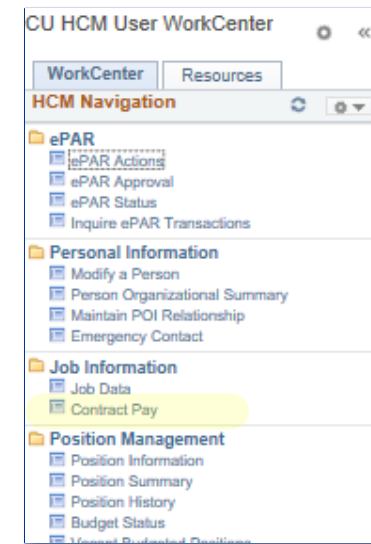
Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria



Contract Pay NA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Contract ID =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data
 - Create Additional Pay
- Student Info & Processes
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data
 - Create Additional Pay
- Student Info & Processes
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Position History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status**
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions**
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

Vacant Budgeted Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID =

Department begins with

Description begins with

Company begins with

Location Set ID begins with

Location Code begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Budget Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Profile Type begins with

Name begins with

Last Name begins with

Alternate Character Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

Non-person Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type Default Pos. Profile Templ

Profile ID

Profile Name

Status

Legacy Profile ID

Search Clear Advanced Search

Add a Profile

Training

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

[Back to Table of Contents](#)



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

CU Reported Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Earnings Begin Date = [dropdown] [text]

Earnings End Date = [dropdown] [text]

Company begins with [dropdown] [text]

Pay Group begins with [dropdown] [text]

Department begins with [dropdown] [text]

Empl ID begins with [dropdown] [text]

Empl Record = [dropdown] [text]

Include History Correct History

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

CU Reported Time Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Earnings Begin Date = [dropdown] [text]

Earnings End Date = [dropdown] [text]

Company begins with [dropdown] [text]

Pay Group begins with [dropdown] [text]

Department begins with [dropdown] [text]

Correct History

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

CU One Time Payments Load

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with [text]

Include History Correct History Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

[Back to Table of Contents](#)



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

▼ Search Criteria

Empl ID begins with []

Empl Record = []

Name begins with []

Last Name begins with []

Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

CU Student Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Alternate Character Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

CU Work Study Indicator

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Position Number begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Department begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

CU Work Study Awards Limits

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

[Back to Table of Contents](#)



WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

WorkCenter Resources

HCM Navigation

- Job Data
- Contract Pay
- Position Management**
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions
- Profile Management**
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection**
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
- Employee Pay Data**
 - Create Additional Pay
- Student Info & Processes**
 - CU Student Information
 - CU Work Study Indicator
 - CU Work Study Awards
 - CU Work Study Report
 - CU Work Study Jobs

CU Work Study Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

CU Work Study Jobs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

[Back to Table of Contents](#)