

## Appointments in HCM for Existing Employees

Go to the Job Data page to see if the employee you want to hire has an existing employee record that you can use. The navigation is the same as HRMS: Main Menu > Workforce Administration > Job Information > Job Data.

If the employee has a terminated record or has an appointment with an end date the day prior to the date you want your appointment to start (i.e. the appointment entered ends on 12/31/15 and you want the new appointment to begin on 1/1/2016), you can use that record for your appointment.

By looking at Job Data, you can figure out which transaction you will need to initiate: Rehire, Reappointment, Return from Work Break, Additional Job, etc.

To start a transaction, navigate to Main Menu > Smart Solutions > Document Framework > Document Collection:

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 POI**  
Add or Maintain POIs  
Add Modify  
Inquiry
- ePAR Separation**  
Retire or Terminate an Employee  
Add Modify  
Inquiry

- ePAR Contract Pay**  
Contract Pay  
Add Modify  
Inquiry
- ePAR Group Termination**  
ePAR Employee Group Termination  
Add Modify  
Inquiry
- ePAR Leave**  
Leave of Absence, Paid Leave or Return from Leave  
Add Modify  
Inquiry

There are 2 tabs: Smart ePAR Non-Pay Actions and Smart ePAR Pay Actions.

Find the action for your situation on one of these two tabs:

- If your employee is on short work break, choose action [ePAR Leave](#)
- If your employee is terminated or you need to add an additional job, choose action [ePAR Hire](#)
- If your employee needs to be reappointed on the day following their current appointment end date, go to [ePAR Pay Rate Change](#). Please note that action/reason [Data Change, Reappointment](#) is currently missing from HCM. This has been reported and will hopefully be resolved soon. In the meantime, you can use [Pay Rate Change](#), and choose one of the following reasons: [Base Pay – Decrease in Pay](#), [Base Pay – Increase in Pay](#), or [Percent of Time Change](#).

When you find the action you need, click on the Add button:

The screenshot shows the 'Document Collection' page with a navigation menu at the top. Below the menu, there are two tabs: 'Smart ePAR Non-Pay Actions' and 'Smart ePAR Pay Actions'. Under 'Smart ePAR Pay Actions', there are several action cards:

- ePAR Additional Pay**: Add One Time Pay or Recurring pay to Employee. Buttons: Add, Modify, Inquiry.
- ePAR Hire**: Hire, Rehire, Add Additional Job. Buttons: Add, Modify, Inquiry. A red arrow points to the 'Add' button.
- ePAR Position**: Add, Change or Prepare Position for Hire. Buttons: Add, Modify, Inquiry.
- ePAR Dept Budget**: Funding Changes Only. Buttons: Add, Modify, Inquiry.
- ePAR Pay Rate Change**: Increase or Decrease Current Pay. Buttons: Add, Modify, Inquiry.
- ePAR Transfer**: Transfer from one Department to Another. Buttons: Add, Modify, Inquiry, Release.

In this example, I am adding an additional job, but you will follow the same general steps for whatever action you are doing.

Fill out the search criteria. If you are searching by name, you need to enter a first and last name and then tab out of the search box.

Click search, then select the action for your employee, then hit Next. If you are able to select Existing Employee/Rehire, please do that rather than adding an additional job.

The screenshot shows the 'Create ePAR Hire Request' form. It is titled 'Step 1 of 8: ePAR Hire Search'. The form is divided into several sections:

- Transaction Details**: PAR Action: Hire, Request ID: NEXT, ePAR Status: Initial, Action: Hire, Reason Code: , Effective Date: 12/10/2015, Effective Seq: 0, Document ID: ePAR Hire, Document Instance: 0, Document Status: Initial / Add Entry.
- Employee Details**: Name: [Redacted], Profile Type: [Redacted], Empl ID: [Redacted], Profile ID: [Redacted], Empl Rcd: 0, Last Personnel Action: [Redacted], Last Transaction Date: [Redacted].
- Was this person recruited through CU Careers?**:  Yes  No
- Search Criteria**: First Name Search: [Redacted], Last Name Search: [Redacted], Gender: [Redacted], Date of Birth: [Redacted], National ID: [Redacted], Empl ID: 259611.
- Search Results**: A table with one row:
 

Sub Action	Empl ID	Empl Record Name	First Name	Last Name	National ID	Gender	Date of Birth
Additional Job	[Redacted]	0 [Redacted]	[Redacted]	[Redacted]	XXXX[Redacted]	Male	07/06/XXXX

Buttons for 'Search', 'Clear', and 'Next' are visible.

Select the appropriate Action and Reason and fill in the correct Effective Date. Note that appointment dates for Lecturers and TAs will remain the same (9/1-12/31 and 1/1-5/31). **Always select NO where it asks if the employee is on a contract.** This is asking if the employee is on contract pay – lecturers and students are not on contract pay:

Favorites ▾ Main Menu ▾ > Smart Solutions ▾ > Document Framework ▾ > Document Collection

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All ▾ Search [ ] >> Advanced Search

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### Create ePAR Hire Request

Step 2 of 7: ePAR - Action/Reason

Transaction Details

PAR Action:	Hire	Action:	Additional Job	Document ID:	ePAR Hire
Request ID:	NEXT	Reason Code:	Additional Job	Document Instance:	0
ePAR Status:	Initial	Effective Date:	01/01/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	[REDACTED]	Empl ID:	[REDACTED]	Empl Rcd:	1
Profile Type:		Profile ID:		Last Personnel Action:	
				Last Transaction Date:	

Action/Reason Selection

*Action:	Additional Job ▾	*Reason:	Additional Job ▾		
*Effective Date:	01/01/2016 [BT]	Effective Sequence:	0	Fiscal Year:	2016
Is this employee on a contract?:	<input type="radio"/> Yes	<input checked="" type="radio"/> No			
Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>				

Previous Next

Click Next.

Add the position number. **The Appointing Authority for CLAS is always the Dean. The Dean's position number is 00350010.** The Reports To field should reflect the direct supervisor. For Lecturers, this is always the Chair.

Double check all information and fill in any missing information. **Please note that PAY GROUPS HAVE CHANGED.** See this guide to determine the correct pay group: <https://www.cu.edu/sites/default/files/hcm-paygroup-mapping.pdf>. Pay careful attention to monthly versus biweekly.

Lecturers are pay group FOT  
MONTHLY Student Faculty are STM  
BIWEEKLY Student Faculty are STG  
BIWEEKLY Student Assistants are STU

PAR Action:	Hire	Action:	Additional Job	Document ID:	ePAR Hire
Request ID:	NEXT	Reason Code:	Additional Job	Document Instance:	0
ePAR Status:	Initial	Effective Date:	01/01/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

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**Employee Details**

Name:	[REDACTED]	Empl ID:	[REDACTED]	Empl Rcd:	1
Profile Type:		Profile ID:		Last Personnel Action:	
				Last Transaction Date:	

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**Work Information**

*Position Number:	00640060	Position Title:	Lecturer
Department:	30095 CLAS-Communication	Appointing Authority:	00350010 Dean-Pamela Jansma
Location:	3PL Plaza Building		
Reports To:	00355037 Chair		

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**Job Information**

Job Code:	1419 Lecturer	Regular/Temporary:	Temporary
Full/Part Time:	Part-Time	Percent of Time:	10.0000
Classified Indicator:	Other Faculty	Empl Class:	3 Univ Fac/Staff-No ORP/Lev
Officer Code:	None	*Pay Group:	FOT Faculty - Other
FLSA Status:	Exempt	FICA Status-Employee:	Subject
Company:	CU University of Colorado		
Employee Type:	Salaried		
Tax Location Code:	DENVER DENVER HEAD TAX		

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**Employment Data**

Appointment End Date:	05/31/2016
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Click Next.

Change the Comp Frequency if necessary and delete all rate codes except the one you will use. Use the minus button to delete the incorrect rate codes. Enter your comp rate next to the correct rate code:

[Favorites](#) > [Main Menu](#) > [Smart Solutions](#) > [Document Framework](#) > [Document Collection](#)


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Search

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### Create ePAR Hire Request

**Step 4 of 6: ePAR Hire - Compensation**

**Transaction Details**

PAR Action: Hire      Action: Additional Job      Document ID: ePAR Hire  
 Request ID: NEXT      Reason Code: Additional Job      Document Instance: 0  
 ePAR Status: Initial      Effective Date: 01/01/2016      Document Status: Initial / Add Entry  
 Effective Seq: 0

**Employee Details**

Name: [REDACTED]      Empl ID: [REDACTED]      Empl Rcd: 1  
 Profile Type:      Profile ID:      Last Personnel Action:  
 Last Transaction Date:

**Compensation**

Annual Comp Rate: 9000.00      Converted Comp Rate:  
 Compensation Rate: 750.000000  
 Comp Freq: **M** Monthly - Salary      Salary Admin Plan: 140  
 Salary Grade: 140      CU Careers Annualized Salary:

**Job Pay Components**

Rate Code	Comp Rate		
1 BASEH		<input type="button" value="+"/>	<input type="button" value="-"/>
2 BASEM	750.000000	<input type="button" value="+"/>	<input type="button" value="-"/>

Click Next.

Check your funding. Either check the box to indicate your funding is the same as the current funding, or uncheck that box, select either Amt or Pct, and enter your updated funding:

[Create ePAR Hire Request](#)

**Step 5 of 6: ePAR - Department Budget**

**Transaction Details**

PAR Action: Hire      Action: Additional Job      Document ID: ePAR Hire  
 Request ID: NEXT      Reason Code: Additional Job      Document Instance: 0  
 ePAR Status: Initial      Effective Date: 01/01/2016      Document Status: Initial / Add Entry  
 Effective Seq: 0

**Employee Details**

Name: [REDACTED]      Empl ID: [REDACTED]      Empl Rcd: 1  
 Profile Type:      Profile ID:      Last Personnel Action:  
 Last Transaction Date:

**Current Funding**

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distrib %	Funding End Date
1 0.00	30095		61019637	1100	10	22519	100.000	

**Dept Budget**

New Funding Same as Current Funding? Or update funding below

**New Funding**

Empl ID: 259511    Empl Record: 1     Amt  Pct

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 0.00	30095		61019637				100.000	<input type="text" value=""/>

Click Next.

Certify and Confirm (or, if this certification does not appear, click the Save button from the menu near the top of the transaction):

### Create ePAR Hire Request

Step 6 of 6: ePAR Confirmation



Entered By:	Entered On:	Document Status: Initial
Updated By:	Updated On:	Sub Status: Add Entry <a href="#">Additional Info</a>

All items on Pre-hire form have been completed.

I certify that all items have been completed

**Confirm**

Previous

This message will appear. Click Ok:

ePAR HIR0001791 has been saved and must be submitted to complete the request

Click OK to return to the transaction

**OK**

This will take you back to your transaction. It now needs to be submitted. **Before submitting, you must add an Ad Hoc Approver.** Click on the Preview button:

Update ePAR Hire Request

Step 1 of 6: ePAR - Action/Reason

**Transaction Details**

PAR Action:	Hire	Action:	Additional Job	Document ID:	ePAR Hire
Request ID:	HIR0001791	Reason Code:	Additional Job	Document Instance:	1512
ePAR Status:	Initial	Effective Date:	01/01/2016	Document Status:	Initial / Rea
		Effective Seq:	0		

**Employee Details**

Name:	[redacted]	Empl ID:	[redacted]	Empl Rcd:	1
Profile Type:	[redacted]	Profile ID:	[redacted]	Last Personnel Action:	[redacted]
				Last Transaction Date:	[redacted]

**Action/Reason Selection**

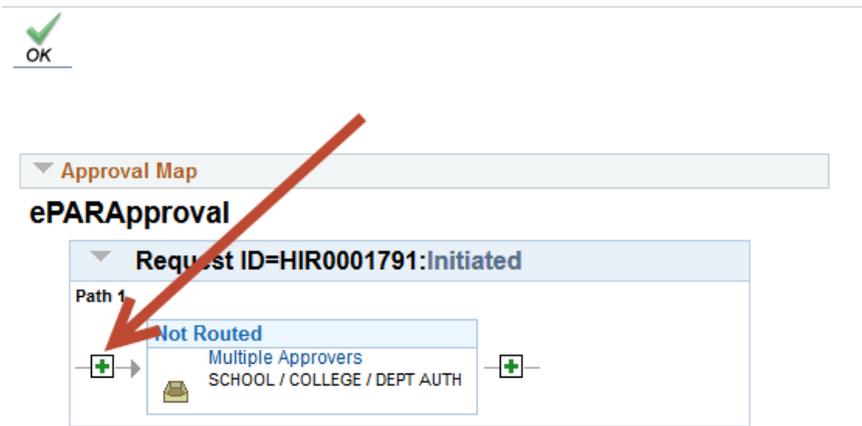
\*Action: Additional Job      \*Reason: Additional

\*Effective Date: 01/01/2016      Effective Sequence: 0      Fis

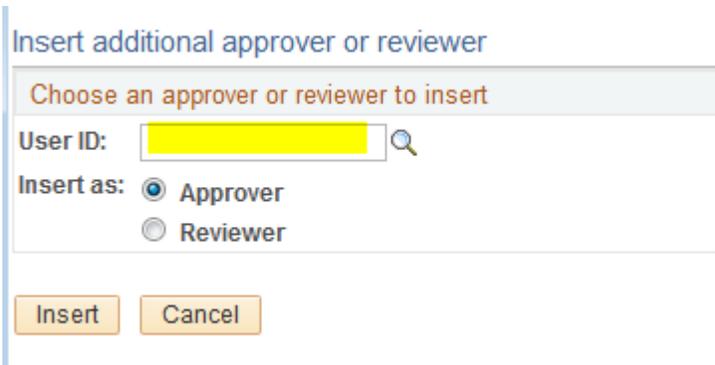
Is this employee on a contract?:  Yes  No

Comments:

This box will pop up. Click on the first green plus sign:



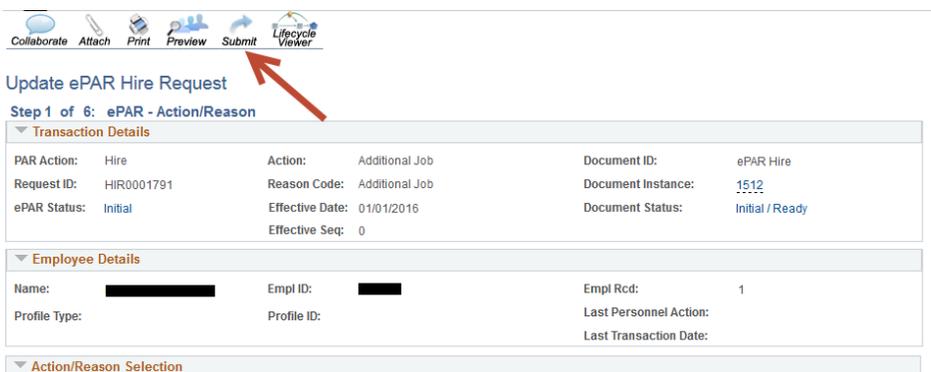
This box will appear. Enter the User ID for the CLAS Dean’s Office HR Rep assigned to your department. Please email [clas.payroll@ucdenver.edu](mailto:clas.payroll@ucdenver.edu) if you do not know who your rep is. Your transaction will not get approved until it goes to the correct person:



Carri Boothe’s User ID is WILL004352  
Lindsie Haggerty’s User ID is HAGG000010  
Megan Jorgensen’s User ID is JORG000001

Select Insert and then click OK.

This will take you back to your transaction. Hit the Submit button:



After you submit, check the Document Status to make sure there is not an error:



### Review ePAR Pay Change Request

Step 1 of 4: ePAR - Action/Reason (Display Only)

Transaction Details					
PAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	ePAR Pay Rate Change
Request ID:	PAY0001353	Reason Code:	Base Pay - Increase in Pay	Document Instance:	<a href="#">1057</a>
ePAR Status:	Approved	Effective Date:	01/03/2016	Document Status:	System Update / Error
Risk Level:	Low <span>○</span>	Effective Seq:	0		

Employee Details

If you see an error message like the one above, your transaction was NOT routed for approval.

If you click the System Update / Error link, it will take you to a list where you can view the Exceptions to help you determine what the error is.

Correct the error and submit the transaction.

If your transaction was submitted successfully, you will see a message similar to this one:

### Evaluate ePAR Hire Request

Step 1 of 6: ePAR - Action/Reason (Display Only)

Transaction Details					
PAR Action:	Hire	Action:	Additional Job	Document ID:	ePAR Hire
Request ID:	HIR0001813	Reason Code:	Additional Job	Document Instance:	<a href="#">1535</a>
ePAR Status:	In Workflow	Effective Date:	09/01/2015	Document Status:	Workflow / Awaiting ePAR School/ College/ Dept Approval
		Effective Seq:	0		

Once your transaction has been successfully submitted, email the letter of offer to [clas.contracts@ucdenver.edu](mailto:clas.contracts@ucdenver.edu). Once we have approved your transaction, you will see the new row in that employee's Job Data.

**Remember: Any changes you make will not be effective unless you see the new row in that employee's Job Data. Please submit any new transactions at least 3 business days prior to the deadline listed on the payroll calendar.**

You should still be able to approve Student Assistant positions. For these positions, after you hit the Submit button, once the page refreshes, you should see an "Approve" button on the menu where the Submit button was. Click Approve and double check to make sure there were no errors and that the row has been added to their Job Data.