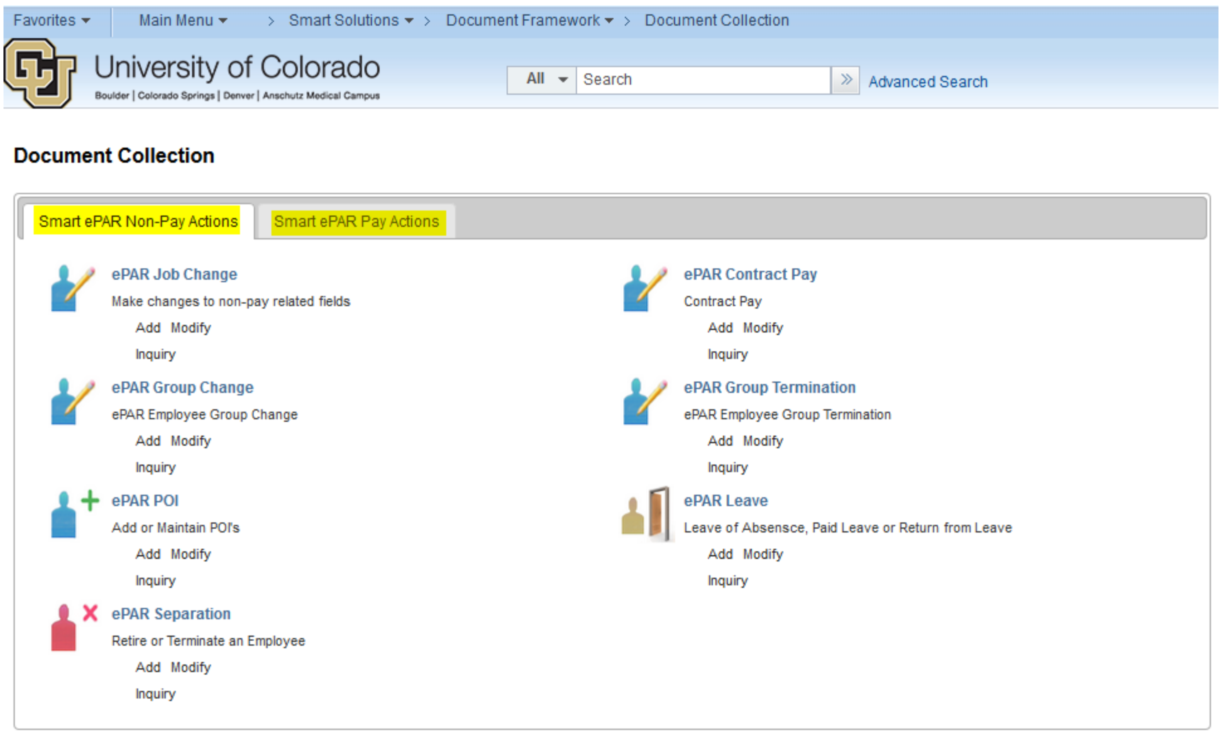
Appointments in HCM for Existing Employees

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:

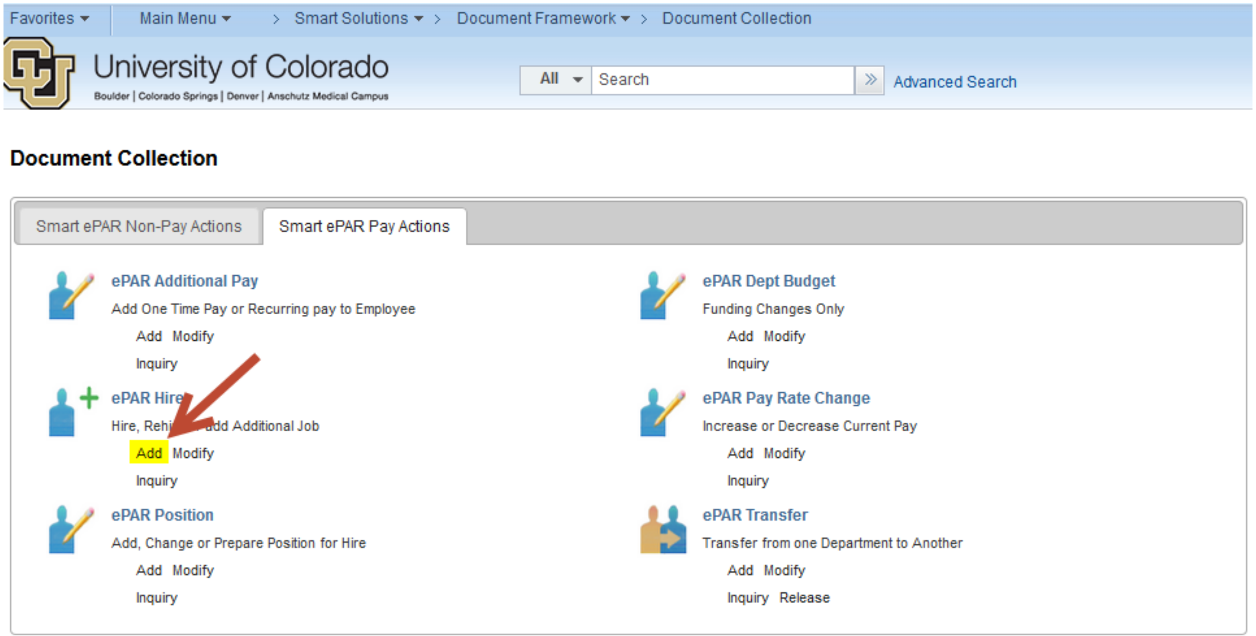


There are 2 tabs: Smart ePAR Non-Pay Actions and Smart ePAR Pay Actions.

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.

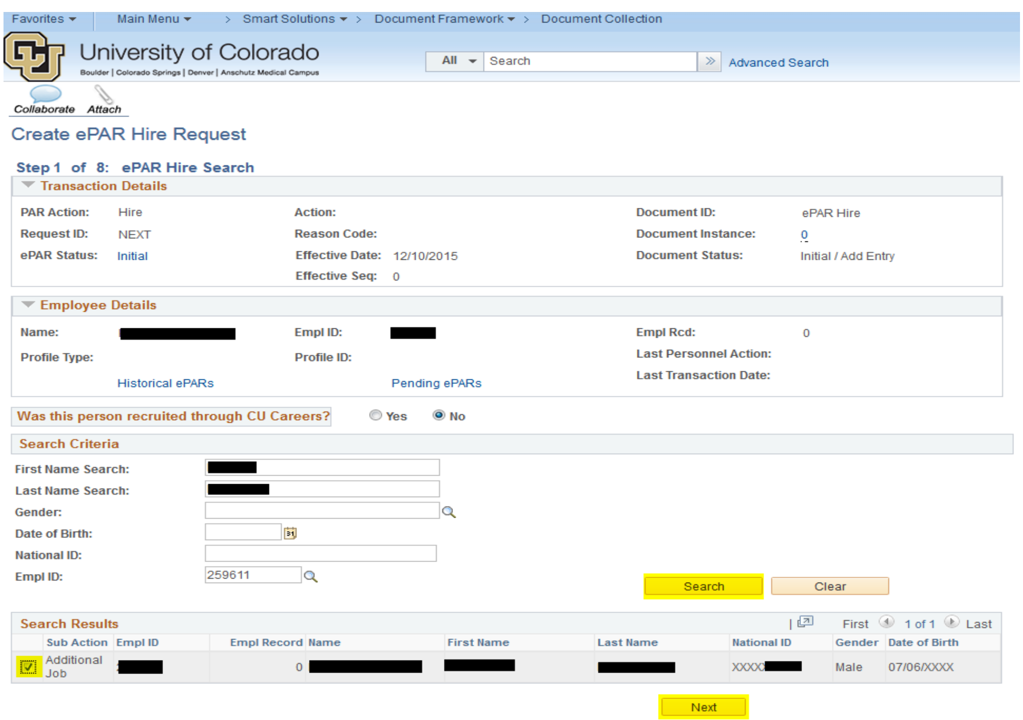
When you find the action you need, click on the Add button:



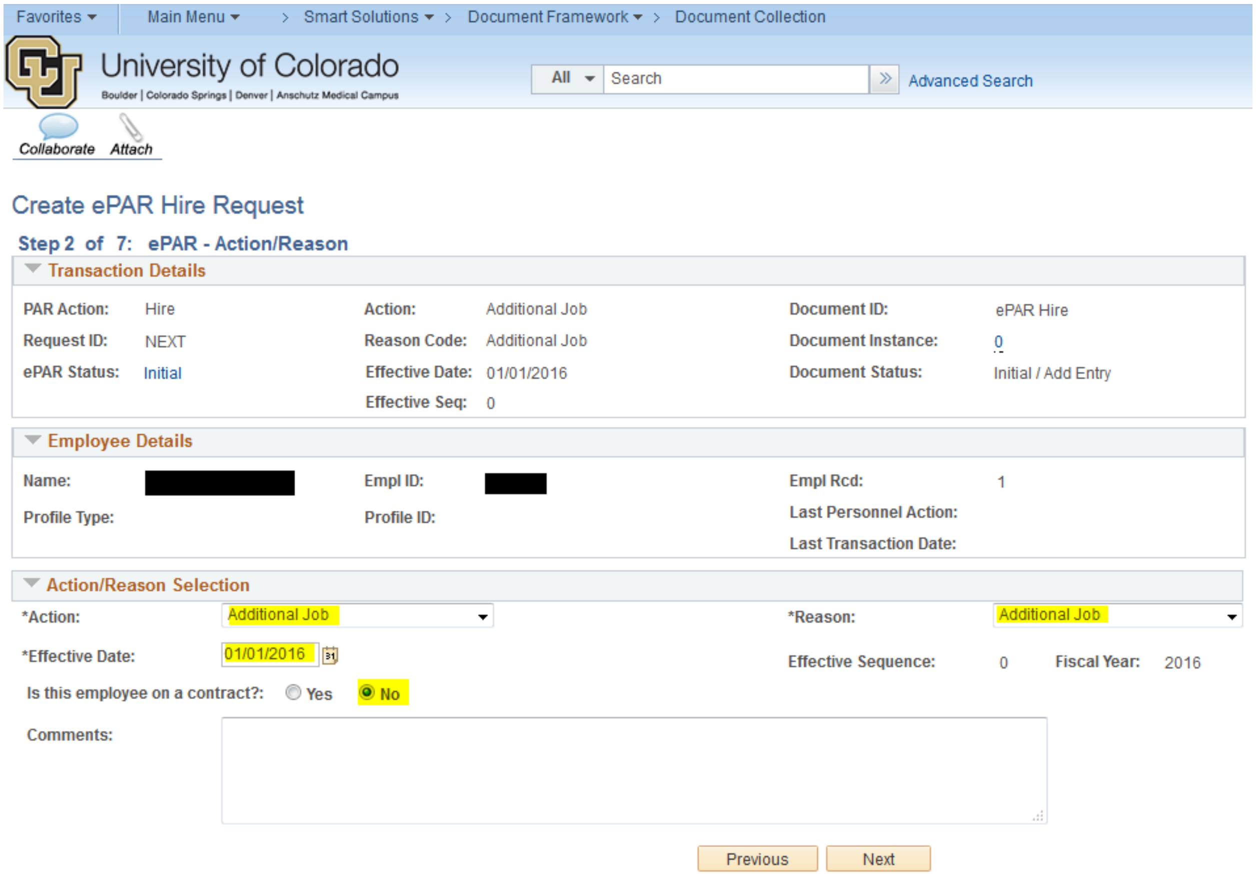
In this example, I am adding an additional job, but you will follow the same general steps for whatever action you are doing.

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.



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:

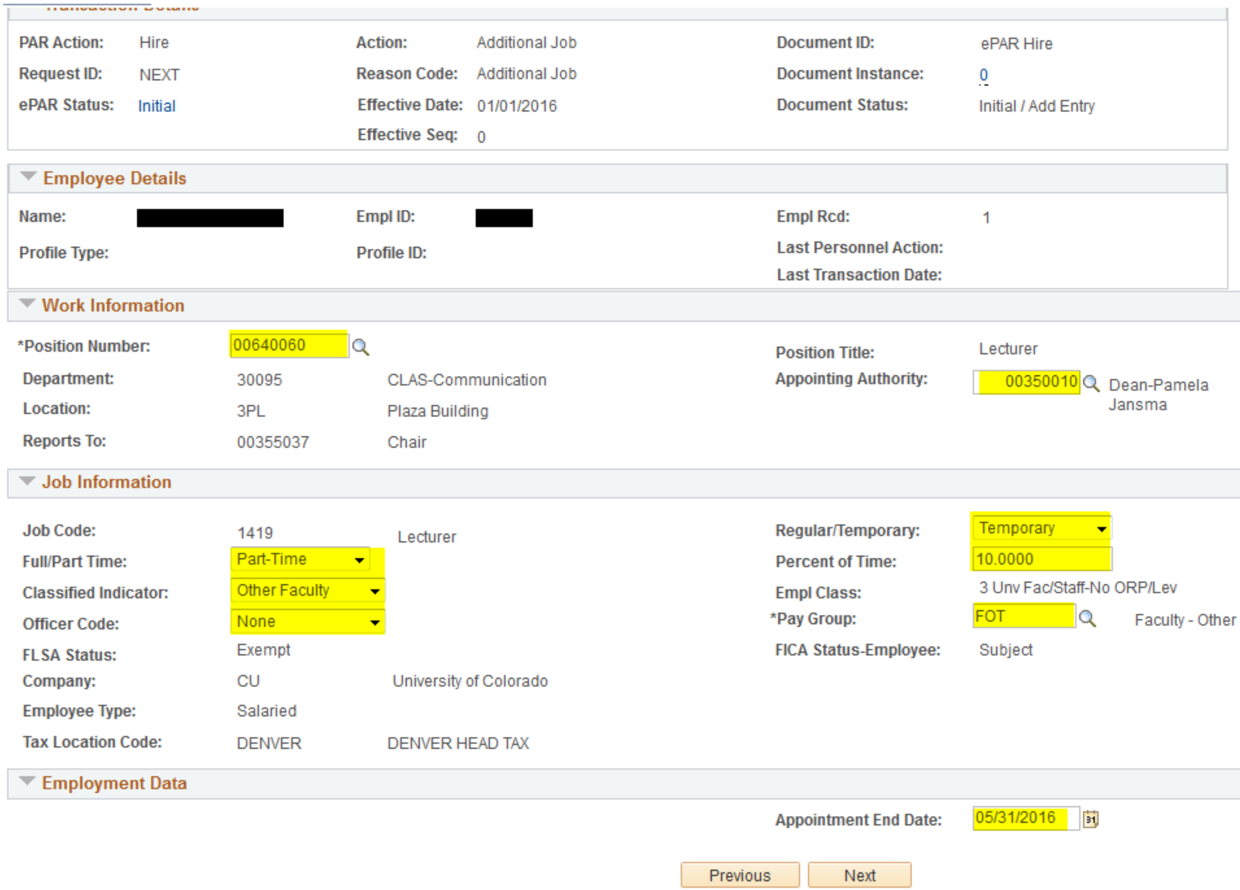


Click Next.

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

Employee Details

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

Work Information

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

Job Information

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

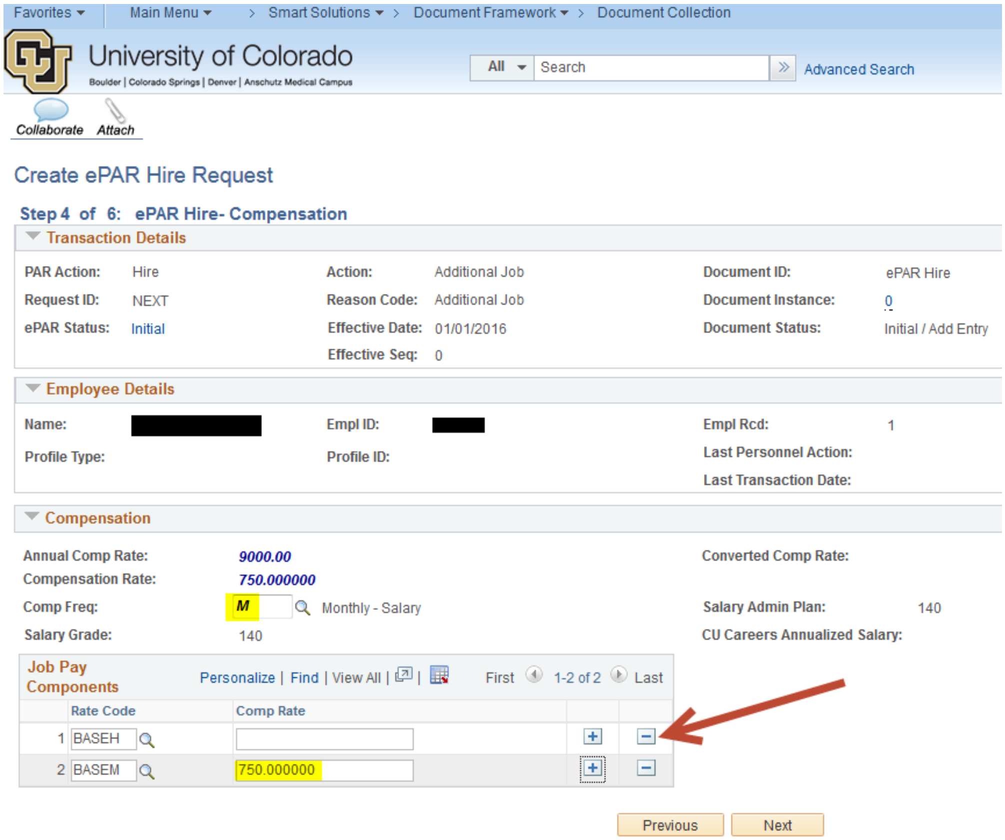
Employment Data

Appointment End Date: 05/31/2016

Previous Next

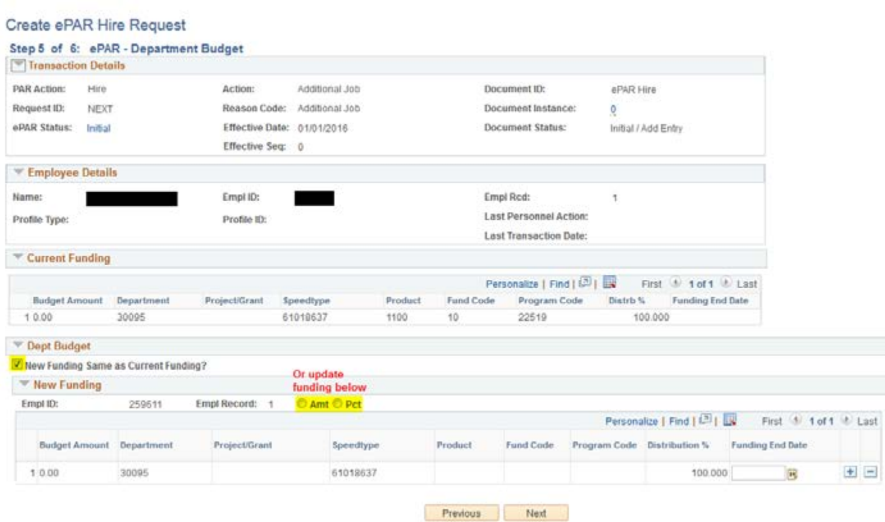
Click Next.

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:



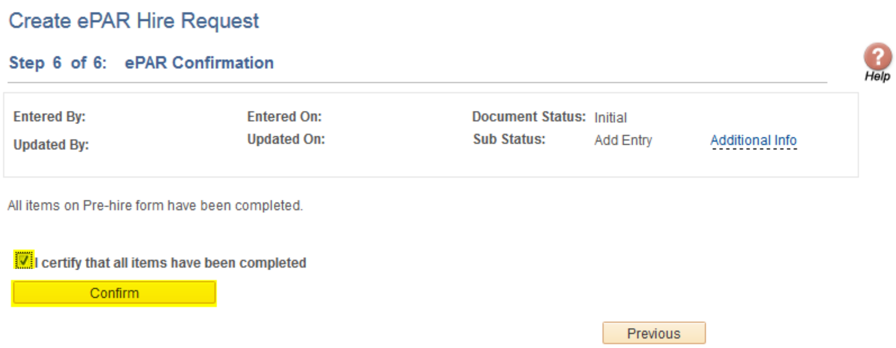
Click Next.

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:

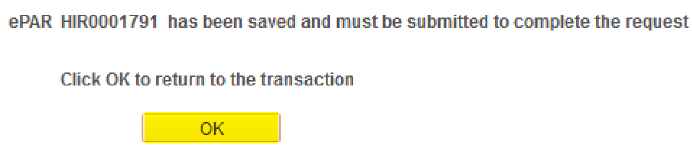


Click Next.

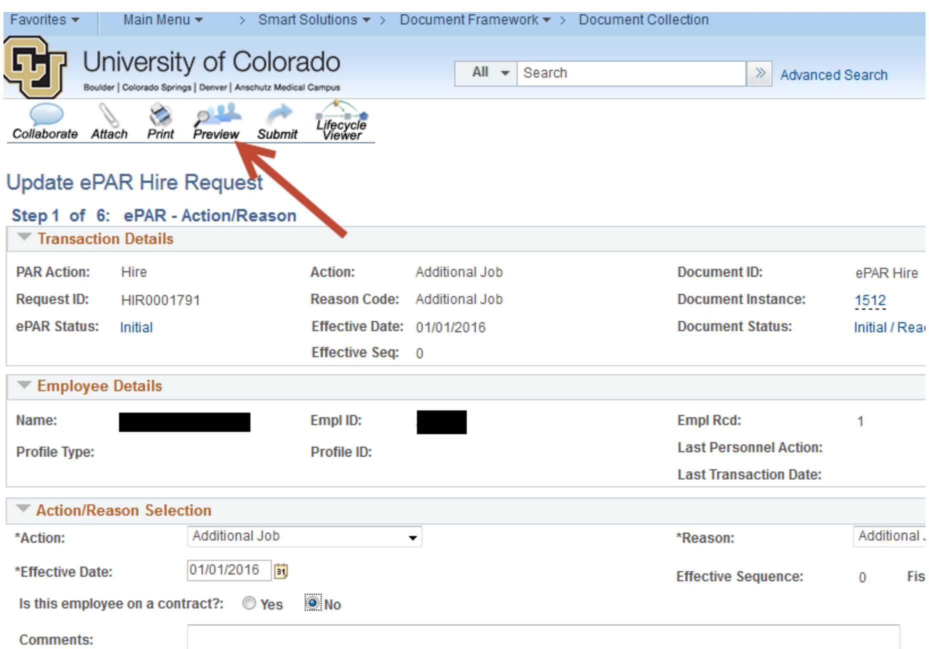
Certify and Confirm (or, if this certification does not appear, click the Save button from the menu near the top of the transaction):



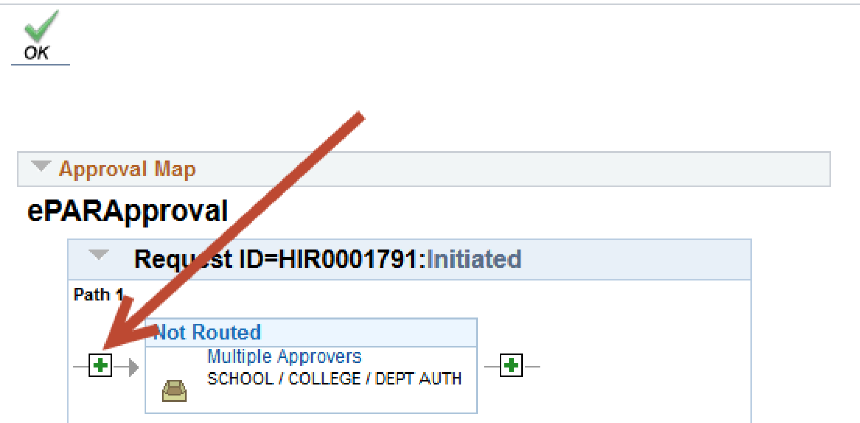
This message will appear. Click Ok:



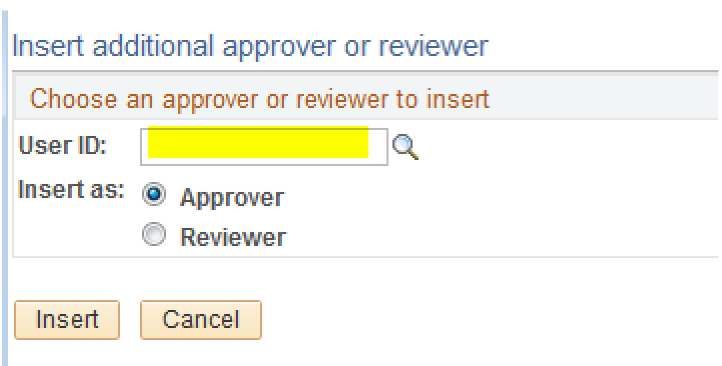
This will take you back to your transaction. It now needs to be submitted. **Before submitting, you must add an Ad Hoc Approver**. Click on the Preview button:



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



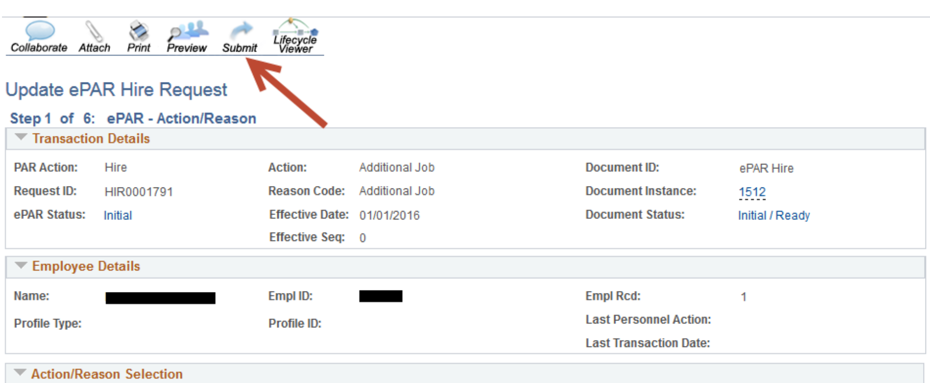
This box will appear. Enter the User ID for the CLAS Dean's Office HR Rep assigned to your department. Please email clas.payroll@ucdenver.edu if you do not know who your rep is. Your transaction will not get approved until it goes to the correct person:



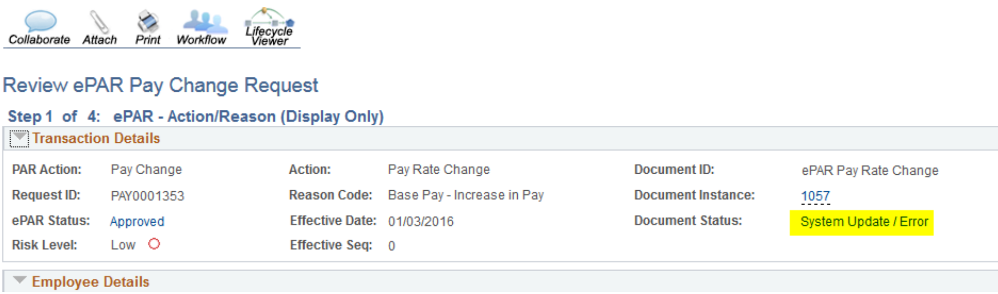
Carri Boothe's User ID is WILL004352
Lindsie Haggerty's User ID is HAGG000010
Megan Jorgensen's User ID is JORG000001

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:

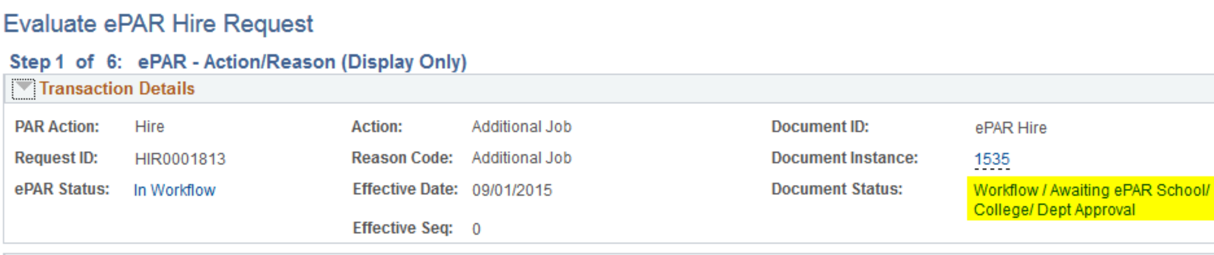


If you see an error message like the one above, your transaction was NOT routed for approval.

If you click the System Update / Error link, it will take you do 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:



Once your transaction has been successfully submitted, email the letter of offer to 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.