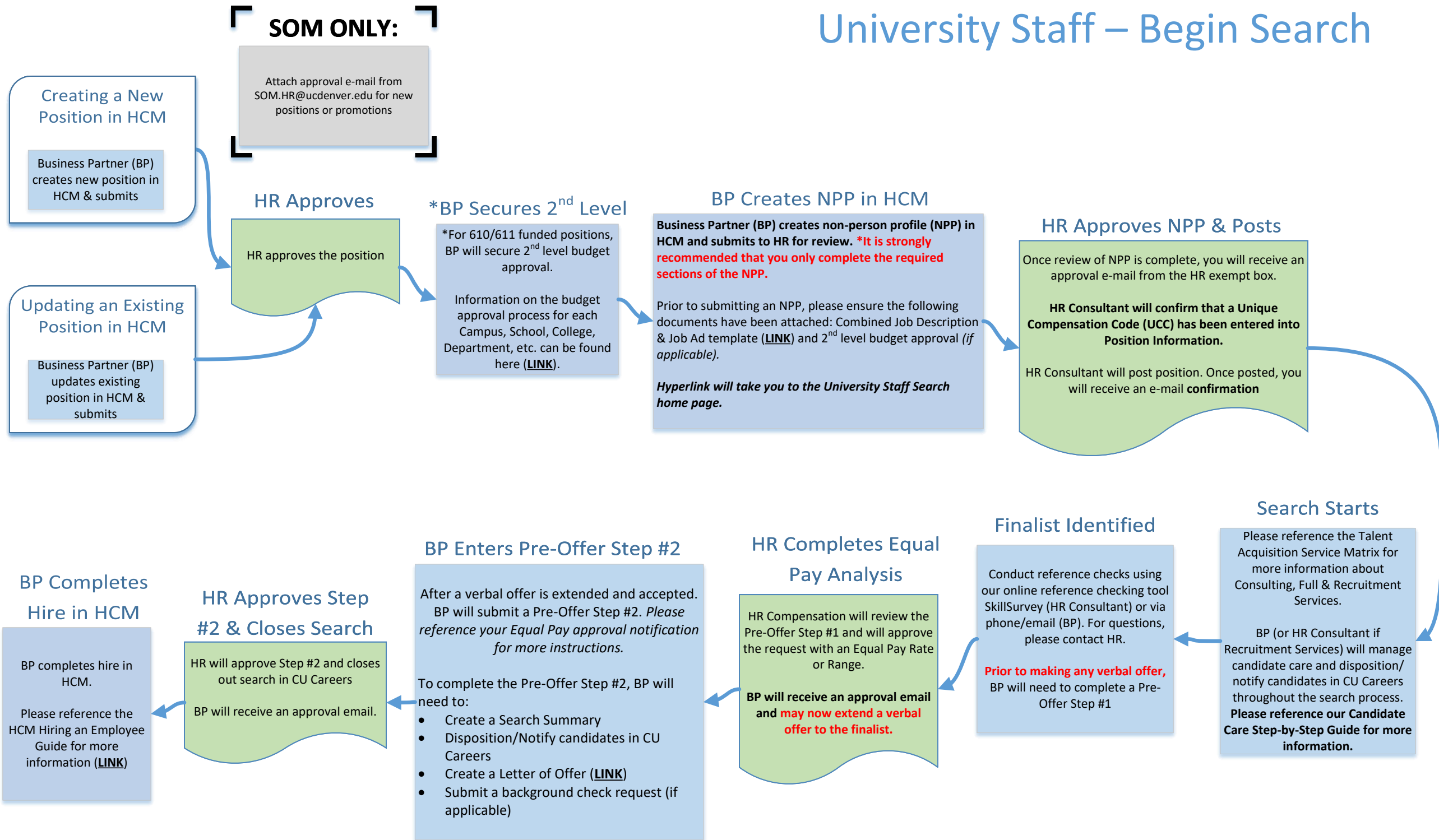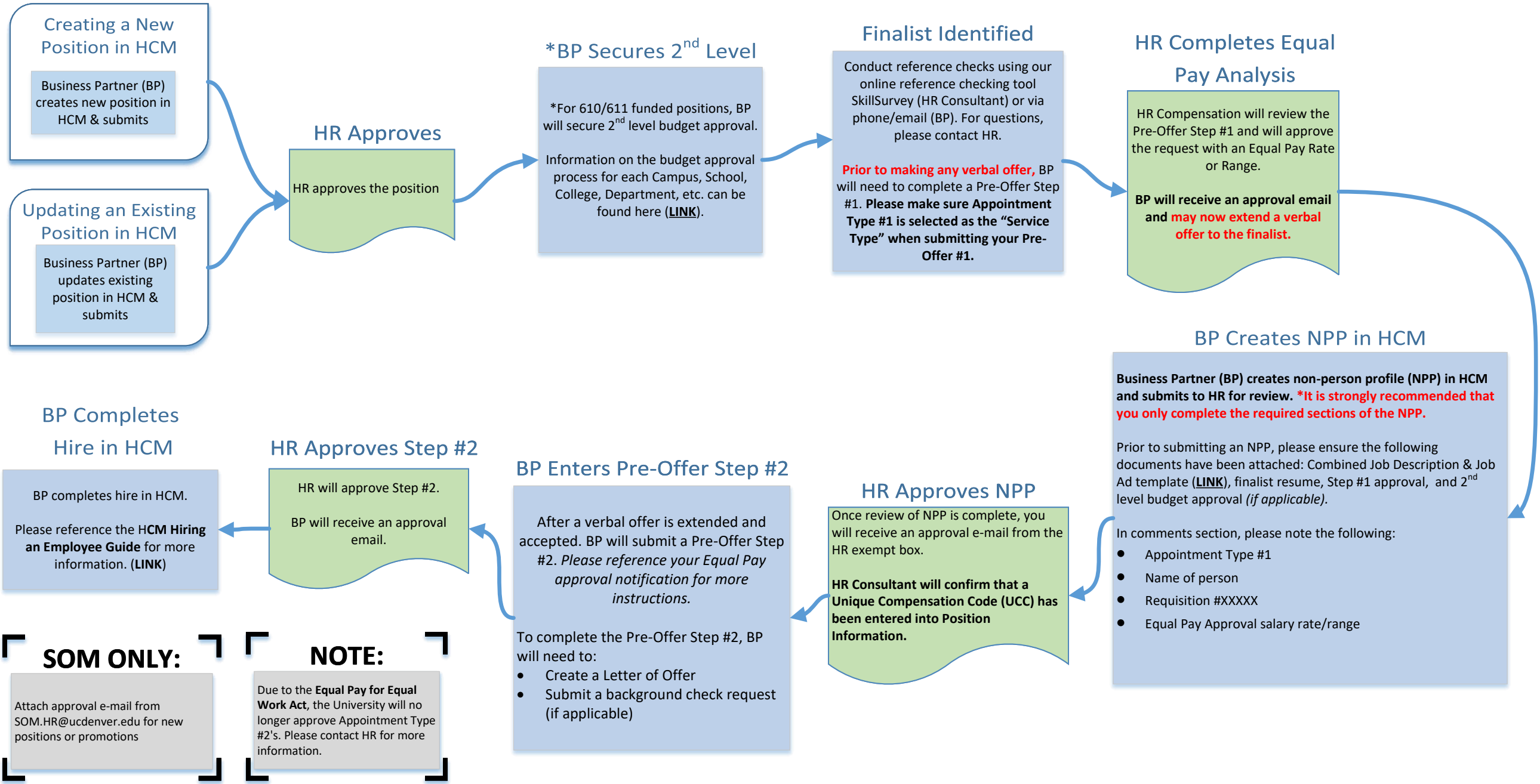# University Staff – Begin Search

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

Creating a New Position in HCM

Business Partner (BP) creates new position in HCM & submits

Updating an Existing Position in HCM

Business Partner (BP) updates existing position in HCM & submits

HR Approves

HR approves the position

*BP Secures 2nd Level

*For 610/611 funded positions, BP will secure 2nd level budget approval.

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (**LINK**).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Combined Job Description & Job Ad template (**LINK**) and 2nd level budget approval (*if applicable*).

Hyperlink will take you to the University Staff Search home page.

HR Approves NPP & Posts

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

HR Consultant will post position. Once posted, you will receive an e-mail **confirmation**

Search Starts

Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.

BP (or HR Consultant if Recruitment Services) will manage candidate care and disposition/ notify candidates in CU Careers throughout the search process. **Please reference our Candidate Care Step-by-Step Guide for more information.**

Finalist Identified

Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1

HR Completes Equal Pay Analysis

HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted. BP will submit a Pre-Offer Step #2. *Please reference your Equal Pay approval notification for more instructions.*

To complete the Pre-Offer Step #2, BP will need to:
- Create a Search Summary
- Disposition/Notify candidates in CU Careers
- Create a Letter of Offer (**LINK**)
- Submit a background check request (if applicable)

HR Approves Step #2 & Closes Search

HR will approve Step #2 and closes out search in CU Careers

BP will receive an approval email.

BP Completes Hire in HCM

BP completes hire in HCM.

Please reference the HCM Hiring an Employee Guide for more information (**LINK**)

University Staff –Appointment Type 1

Creating a New Position in HCM

Business Partner (BP) creates new position in HCM & submits

Updating an Existing Position in HCM

Business Partner (BP) updates existing position in HCM & submits

HR Approves

HR approves the position

*BP Secures 2nd Level

*For 610/611 funded positions, BP will secure 2nd level budget approval.

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (**LINK**).

Finalist Identified

Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1. **Please make sure Appointment Type #1 is selected as the "Service Type" when submitting your Pre-Offer #1.**

HR Completes Equal Pay Analysis

HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Combined Job Description & Job Ad template (**LINK**), finalist resume, Step #1 approval, and 2nd level budget approval *(if applicable)*.

In comments section, please note the following:

- Appointment Type #1
- Name of person
- Requisition #XXXXX
- Equal Pay Approval salary rate/range

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted. BP will submit a Pre-Offer Step #2. *Please reference your Equal Pay approval notification for more instructions.*

To complete the Pre-Offer Step #2, BP will need to:

- Create a Letter of Offer
- Submit a background check request (if applicable)

HR Approves Step #2

HR will approve Step #2.

BP will receive an approval email.

BP Completes Hire in HCM

BP completes hire in HCM.

Please reference the H**CM Hiring an Employee Guide** for more information. (**LINK**)

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

NOTE:

Due to the **Equal Pay for Equal Work Act**, the University will no longer approve Appointment Type #2's. Please contact HR for more information.

Univ Staff - Update w/ Increase (Promotion, No Posting)

NOTE:

Employee will remain in the same position number, but will move to a new job code.

Updating an Existing Position in HCM

Business Partner (BP) updates existing position in HCM & submits

*__Downtown Campus__: If your unit prefers is to update Position Information later in the process, please move to the next applicable step

HR Approves

HR approves the position

*BP Secures 2nd Level

*For 610/611 funded positions, BP will secure 2nd level budget approval.

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (__LINK__).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (__LINK__), resume, and 2nd level budget approval *(if applicable).*

In comments section, please note the following:

- Update w/ Increase (Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

HR Reviews

HR Reviews NPP and confirms that a competitive search is not required per **University Equal Pay for Equal Work Technical Guidance (__LINK__).**

HR submits promotion request for Equal Pay Assessment.

HR will provide email confirmation that a request has been submitted to BP.

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

BP Enters Pay Rate Change

***If you have not updated Position Information, please update this now and submit for approval. This must be approved prior to entering a Pay Rate Change.**

BP enters a Template Based Transaction (TBT) Pay Rate Change.

Please reference the **HCM Pay Rate Change Guide** for more information. (__LINK__).

*Follow steps specific to the promotion process.

Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

HR Approves Letter of Offer

HR will review and approve the Addendum Letter of Offer via email.

HR will notify BP if a criminal background check or sex offender registry check is required.

BP Creates Addendum Letter

BP will share the approved range with the Supervisor and a verbal offer can be made.

BP will draft an **Addendum Letter of Offer (__LINK__)** and email a copy to HR.

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.
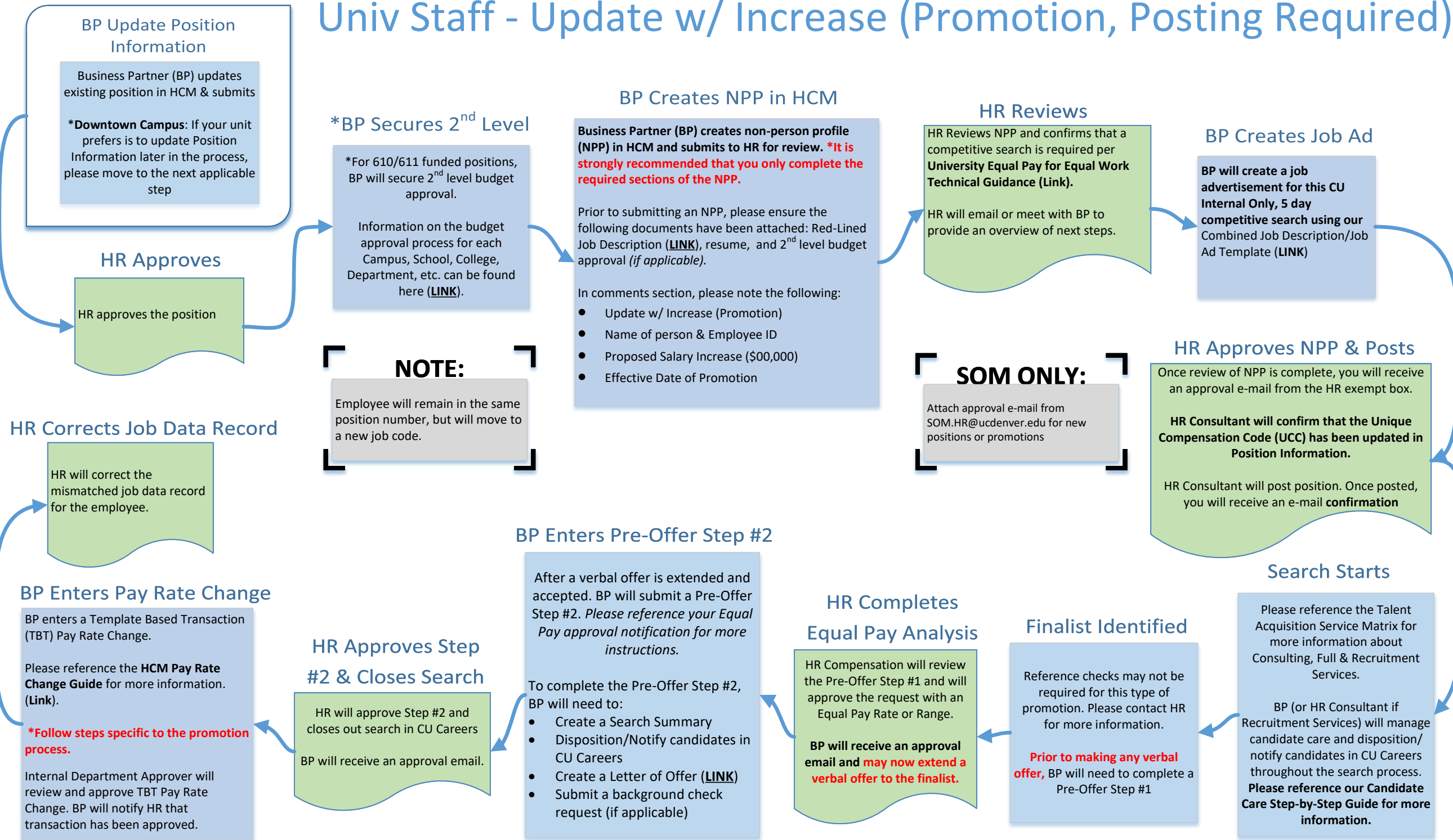
HR Completes Equal Pay Analysis

HR Compensation will review and will approve the request with an Equal Pay Rate or Range.

BP will receive an email update from HR.

HR Corrects Job Data Record

HR will correct the mismatched job data record for the employee.

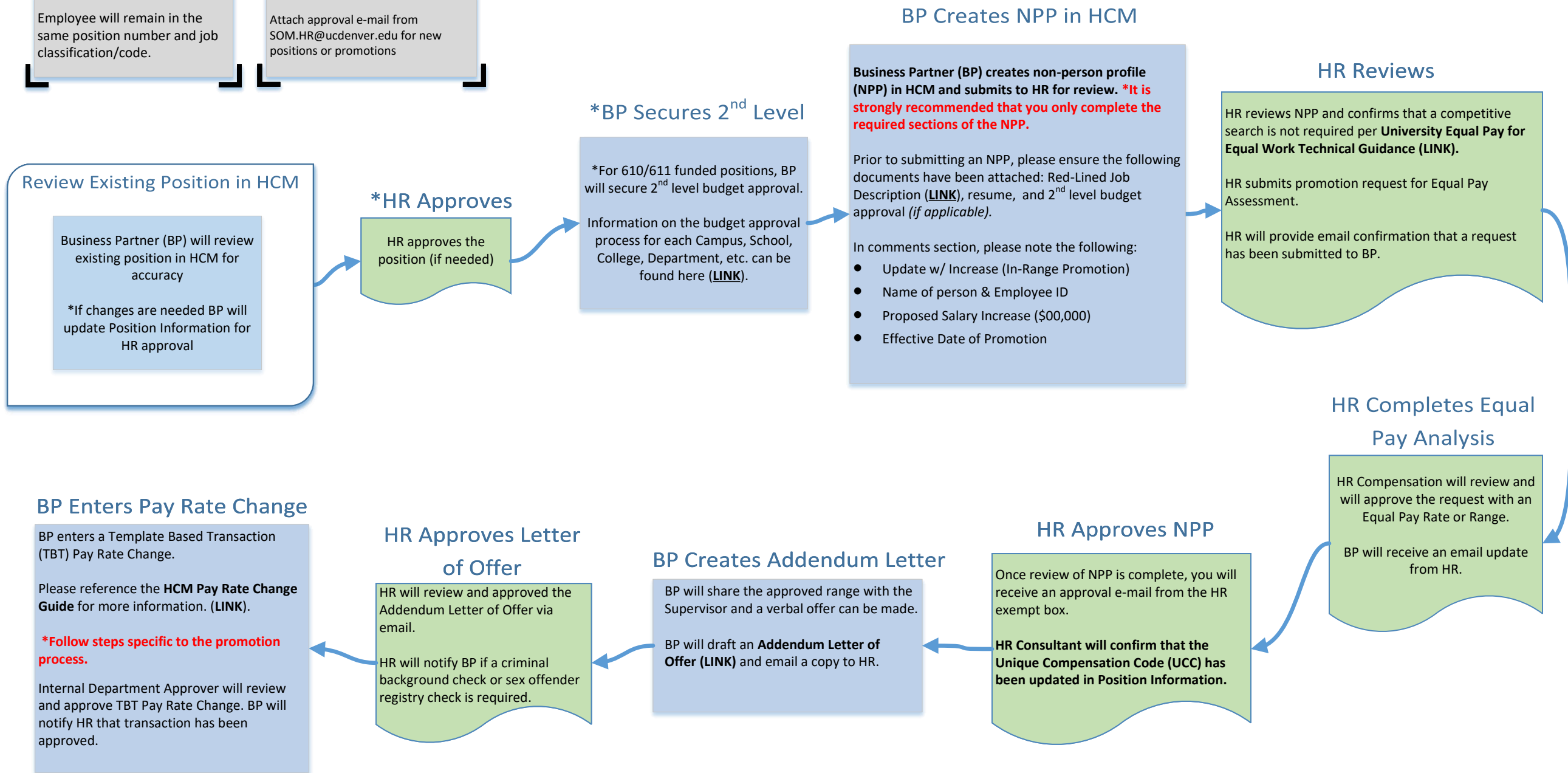# Univ Staff - Update w/ Increase (Promotion, Posting Required)

BP Update Position Information

Business Partner (BP) updates existing position in HCM & submits

*Downtown Campus: If your unit prefers is to update Position Information later in the process, please move to the next applicable step

HR Approves

HR approves the position

*BP Secures 2nd Level

*For 610/611 funded positions, BP will secure 2nd level budget approval.

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (**LINK**).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (**LINK**), resume, and 2nd level budget approval *(if applicable).*

In comments section, please note the following:
- Update w/ Increase (Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

HR Reviews

HR Reviews NPP and confirms that a competitive search is required per **University Equal Pay for Equal Work Technical Guidance (Link).**

HR will email or meet with BP to provide an overview of next steps.

BP Creates Job Ad

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (**LINK**)

NOTE:
Employee will remain in the same position number, but will move to a new job code.

SOM ONLY:
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

HR Approves NPP & Posts

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

HR Consultant will post position. Once posted, you will receive an e-mail **confirmation**

HR Corrects Job Data Record

HR will correct the mismatched job data record for the employee.

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted. BP will submit a Pre-Offer Step #2. *Please reference your Equal Pay approval notification for more instructions.*

To complete the Pre-Offer Step #2, BP will need to:
- Create a Search Summary
- Disposition/Notify candidates in CU Careers
- Create a Letter of Offer (**LINK**)
- Submit a background check request (if applicable)

HR Completes Equal Pay Analysis

HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

Finalist Identified

Reference checks may not be required for this type of promotion. Please contact HR for more information.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1

Search Starts

Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.

BP (or HR Consultant if Recruitment Services) will manage candidate care and disposition/notify candidates in CU Careers throughout the search process. **Please reference our Candidate Care Step-by-Step Guide for more information.**

BP Enters Pay Rate Change

BP enters a Template Based Transaction (TBT) Pay Rate Change.

Please reference the **HCM Pay Rate Change Guide** for more information. (**Link**).

*Follow steps specific to the promotion process.

Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

HR Approves Step #2 & Closes Search

HR will approve Step #2 and closes out search in CU Careers

BP will receive an approval email.

Univ Staff - Update w/ Increase (In-Range Adjustment, No Posting)

NOTE:
Employee will remain in the same position number and job classification/code.

SOM ONLY:
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

Review Existing Position in HCM

Business Partner (BP) will review existing position in HCM for accuracy

*If changes are needed BP will update Position Information for HR approval

*HR Approves

HR approves the position (if needed)

*BP Secures 2nd Level

*For 610/611 funded positions, BP will secure 2nd level budget approval.

Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (**LINK**).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (**LINK**), resume, and 2nd level budget approval *(if applicable)*.

In comments section, please note the following:

- Update w/ Increase (In-Range Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

HR Reviews

HR reviews NPP and confirms that a competitive search is not required per **University Equal Pay for Equal Work Technical Guidance (LINK).**

HR submits promotion request for Equal Pay Assessment.

HR will provide email confirmation that a request has been submitted to BP.

HR Completes Equal Pay Analysis

HR Compensation will review and will approve the request with an Equal Pay Rate or Range.

BP will receive an email update from HR.

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.

BP Creates Addendum Letter

BP will share the approved range with the Supervisor and a verbal offer can be made.

BP will draft an **Addendum Letter of Offer (LINK)** and email a copy to HR.

HR Approves Letter of Offer

HR will review and approved the Addendum Letter of Offer via email.

HR will notify BP if a criminal background check or sex offender registry check is required.

BP Enters Pay Rate Change

BP enters a Template Based Transaction (TBT) Pay Rate Change.

Please reference the **HCM Pay Rate Change Guide** for more information. (**LINK**).

*Follow steps specific to the promotion process.

Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

University Staff – Update Only

NOTE:

Employee will remain in current position number. No change in job code or compensation.

SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

Review Existing Position in HCM

Business Partner (BP) will review existing position in HCM for accuracy

*If changes are needed BP will update Position Information for HR approval

HR Approves

HR approves the position (if needed).

BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. *It is strongly recommended that you only complete the required sections of the NPP.

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description (**LINK**).

In comments section, please note the following:

- Update Only
- Name of person & Employee ID

HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

Student Worker (4100-4400 Job Code Series)– Hire/Rehire

1) BP Start: Create New

BP creates a new position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) S/C/D Internal Process

BP Follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed

3) BP Handshake Posting Process

BP uses Career Center Handshake system to post student worker positions

If Posting position to run a search

3a) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

Once Search Process is complete:

3) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

If Hiring/Rehiring a student worker without Posting

4) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form)

BP uses LOO Templates found in the Student Handbook

For 4101 – 4202 Job Codes: BP ensures they are using the **appropriate hourly rate for the job code** found in the handbook

NOTE:

Note: if position has been approved for work-study, it needs to reflect that in HCM.

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both "Work Study Eligible Job" and "Active WS Job".

Student Hourly Handbook

Work-Study Student Handbook
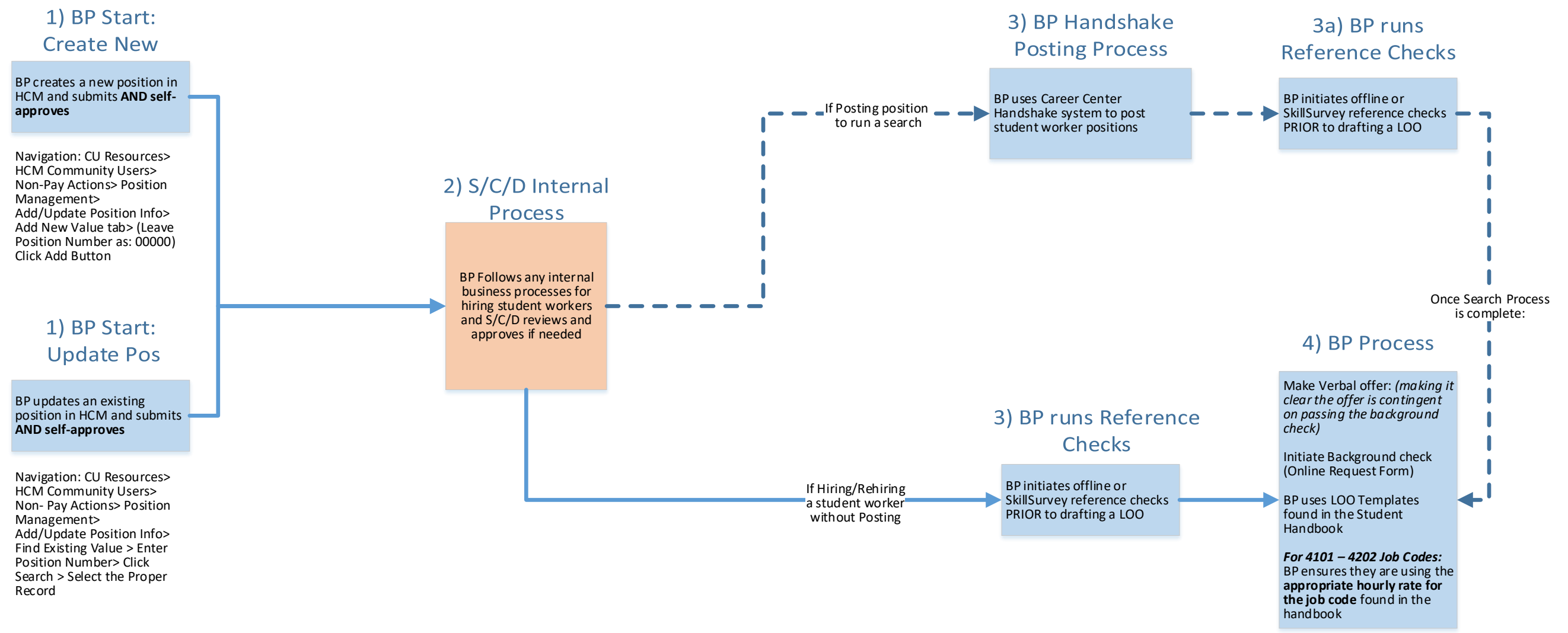
5) After Process:

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Updated as of 03/21/2022

Student Faculty (1500 Job Code Series)– Hire/Rehire

1) BP Start: Create New

BP creates a new position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) S/C/D Internal Process

BP Follows any internal business processes for hiring student faculty and S/C/D reviews and approves if needed

Student Hourly Employment Handbook

3) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

4) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form)

BP uses LOO Templates found in the Student Handbook

Background Check Link (Online Request Form)

5) After Process:

CLAS: Program Assistants must ad-hoc Dean's office as ad hoc approver for student hires in the 1500 series

After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Updated as of 03/21/2022

9 Month Temporary Appointments – Hire a Pre-Identified Temp

1) BP Submits Temp Questionnaire & Approval

Temporary Questionnaire and Approval – Submit online temporary questionnaire form for review *(HR will determine what job code is appropriate and will provide the proper letter of offer template).*

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

Initiate Background check (Online Request Form or CU Careers, HR Will determine if needed)

Temporary Employee Questionnaire

Background Check Link (Online Request Form)

2) HR Ops Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

3) BP Start: Create New

BP Creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users > Non-Pay Actions > Position Management > Add/update Position Info > Add New Value Tab > (Leave Position Number as 00000) Click Add Button

3) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources>HCM Community Users> Non-Pay Actions> Position Management>Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

4) BP Process

BP Emails Position number to HR.NewTemp@ucdenver.edu for approval.

5) HR Ops Approves

HR Ops approves the position.

6) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

Classified Temp LOO

Exempt/Professional Temp LOO

Alternate Funding Temp LOO

Research Temp LOO

7) HR Ops Approves

HR OPS reviews the draft LOO and sends approval email.

8) Complete Hire

Route LOO for signatures. Once the LOO is signed, return it to HR.newtemp@ucdenver.edu.

Complete I9 and Background Check

Send TBT number to HRnewtemp@ucdenver.edu for review and approval.

Key:

NPP –Non-Person Profile
BP –Business Partner (person initiating action)
HCM –Human Capital Management
HR OPS –Central HR Operations Team
TAC –Talent Acquisition Consultant
PDQ –Position Description Questionnaire
S/C/D –School/College/Department
LOO –Letter of Offer
MQ –Minimum Qualifications
PQ –Preferred Qualifications
PMR –Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Updated as of 03/21/2022

9 Month Temporary Appointments – Begin Search

1) BP Submits Temp Questionnaire & Approval

Temporary Questionnaire and Approval – Submit online temporary questionnaire form for review *(HR will determine what job code is appropriate and will provide the proper letter of offer template).*

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

Initiate Background check (Online Request Form or CU Careers, HR Will determine if needed)

Temporary Employee Questionnaire

2) HR Ops Reviews

HR OPS reviews the questionnaire and determines the Job Code.

3) BP Start: Create New

BP Creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users > Non-Pay Actions > Position Management > Add/update Position Info > Add New Value Tab > (Leave Position Number as 00000) Click Add Button

3) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources>HCM Community Users> Non-Pay Actions> Position Management>Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

4) BP Process

BP Emails Position number to HR.NewTemp@ucdenver.edu for approval.

5) HR Ops Approves

HR Ops approves the position.

6) BP Creates an NPP with an ePAR

Once Position Information is Approved – BP creates the NPP in HCM for temporary position and submits to HR for approval.

Select and complete all fields in the non-person profile (NPP).

Select **Valerie Vickers** as HR Consultant

Leave HR only page blank.

Note: Ensure you check the "feed to CU Careers" box.

Email **ePAR numbe**r to HR.NewTemp@ucdenver.edu.

Navigation: CU Resources > HCM Community Users> Pay Actions > ePAR Non-Person Profile > Click Add

7) HR Ops Approves

HR OPS reviews draft and does final approval.

HR OPS will create a draft requisition and email the draft link to BP to edit.

12) BP HCM Process

Initiate Background Check (Online Request Form or CU Careers, HR will determine if needed).

When ready to hire:

1) Complete offer matrix in CU Careers and select **Valerie Vickers** as approver.

OR

2) Enter a TBT HIRE Action in HCM.

BP emails search summary AND offer letter to HR.NewTemp@ucdenver.edu.

NOTE – Department may need to update ePAR NPP before submitting an TBT HIRE.

Background Check Link (Online Request Form)

11) BP Process:

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

Classified Temp LOO

Exempt/Professional Temp LOO

Alternate Funding Temp LOO

Research Temp LOO

10) BP Runs Search and Reference Checks

BP ensures status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer.

BP finishes the unanswered questionnaire questions from Step 1.

9) HR Ops Posts to CU Careers

HR OPS will review the edits and once approved post it to CU Careers and email the BP the link to the posting.

8) BP CU Careers Process

BP edits posting in CU Careers.

Submit posting edits back to HR Ops.

Key:

NPP –Non-Person Profile
BP –Business Partner (person initiating action)
HCM –Human Capital Management
HR OPS –Central HR Operations Team
TAC –Talent Acquisition Consultant
PDQ –Position Description Questionnaire
S/C/D –School/College/Department
LOO –Letter of Offer
MQ –Minimum Qualifications
PQ –Preferred Qualifications
PMR –Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Nearing the 9 Months?

BP Enters a Termination Row to feed over to Job Data

15) HR Ops Approves Hire

Once the signed LOO is sent back to HR Ops, they will review and approve the HIRE Transaction.

14) After Recruitment is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page.

CU CAREERS HIRE: Department must provide a signed copy of the LOO sent to HR.NewTemp@ucdenver.edu.

Submit an I-9 through HireRight within 3 business days of the date of hire.

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile

13) BP Routes LOO

BP receives background check approval email then:

BP routes LOO for all appropriate signatures (include the candidate's signature).

Updated as of 03/21/2022

Faculty – (1100- 1400 Job Code Series)- Begin Search

1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> NonPay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) School/College approve

School/College approver will review

BP receives system generated email

Second level

Essential Functions Definitions

3) BP creates an ePAR Non-Person Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
HR.Faculty-Request@ucdenver.edu

PRAs, Sr. PRAs, Research Associates:
HR.PRA@ucdenver.edu

NOTE
- Salary Rate/Range must be listed per Equal Pay for Equal Work Act.
- Ensure you check the "Feed to CU Careers box"

Attachments:
Completed job description
Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:
  Denver – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu
  SOM – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
  Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance

NOTE: Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4) School/College Review

School/College approver will review

SOM ONLY:
Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP. Then NPP feeds to CU Careers.

5) HR OPS Approves

HR OPS Reviews and does final approval. HR OPS will create the draft requisition and send an email with the requisition number and steps to edit the requisition.

6) BP Creates Posting

BP edits draft posting and sends back to HR OPS for review.

BP ensures search chair and at least 3 search committee members are identified

7) HR Ops Reviews and Posts

HR OPS will review draft posting and then post the position to CU Careers. HR OPS will send the posting link to the BP.

8) BP runs search

BP updates status and notifies candidates of status change throughout the process.

9) BP runs reference checks

BP initiates offline OR SkillSurvey reference checks with HR OPS consultant (via emailing hr.faculty-request@ucdenver.edu) **PRIOR** to making an offer

10) When Search is Complete

Make Verbal offer: (making it clear the offer is contingent on passing the background check)

Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)

BP creates an offer in CU Careers and adds -HR Faculty consultant as Approver for offer
BP, dispositions candidates correctly, emails search summary and to HR OPS Consultant:

Faculty/Post-Docs – HR.Faculty-Request@ucdenver.edu

BP selects the proper LOO template from the HR or School/College website and fills out a draft.

DENVER – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary Etc...)

Background Check Link (Online Request Form)

11) HR OPS Closes Search

HR OPS reviews offer and MQs and sends approval email
HR OPS consultant closes out search in CU Careers
HR OPS Designates position as filled in CU Careers

12) BP Routes LOO

BP receives background check approval email
then:
BP routes LOO for all appropriate signatures within school (include the candidates signature)

13) BP Process- PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu

This should be 7 days prior to the 1st or 15th prior to the candidates start date.
SOM – Sends PMR to Deans Office

14) After Recruitment is Completed

BP finishes HIRE/REHIRE in the Transaction Launch Page

Submit an I-9 through HireRight within 3 business days of the date of hire

School/College Approver will review and approve hiring action once saved and submitted

Navigation: CU Resources> HCM Community Users> Transaction Launch Page

15) School/College Review

School/College approver will review

Key:

NPP –Non-Person Profile
BP –Business Partner (person initiating action)
HCM –Human Capital Management
HR OPS –Central HR Operations Team
TAC –Talent Acquisition Consultant
PDQ –Position Description Questionnaire
S/C/D –School/College/Department
LOO –Letter of Offer
MQ –Minimum Qualifications
PQ –Preferred Qualifications
PMR –Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access- Link
BP Reason Code Guide for Position Information

Updated as of 03/16/2022

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Promote current CU employees in your current department (Career Progression Promotion)

NOTE:

Career Progression Promotion are natural progression promotions. There should be no Job Series change. Refer to EWEPA document (link)

3) BP creates an ePAR Non-Person Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
HR.Faculty-Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
HR.PRA@ucdenver.edu

In comments field include:
- First and last name
- Employee ID number (EID)
- Proposed salary
- Current position, new position

Attachments
- New job description
- Current Resume
- 2nd level approval (if applicable

Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:
    Denver – Send e-mail Justification to:
    HR.2ndlevel@ucdenver.edu
    SOM – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
    Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to
HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

NOTE:
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> NonPay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) School/College approve

School/College approver will review

BP receives system generated email

Second level guide

Essential Functions definitions

4) School/College Review

School/College approver will review

SOM ONLY:
Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP.

5) HR OPS Approves

HR OPS Reviews and does final approval. HR OPS will send an email with the approval

10) After Process is complete

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

9) School/College Review

School/College approver will review and approve action once saved and submitted

8) BP Process in HCM

promotion with pay change: Action: Data Change Reason: Promotion
OR
Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay

Navigation: CU Resources> HCM Community Users> Transaction Launch Page> *Search Option = Job Change

7) BP Process- PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu

This should be 7 days prior to the 1st or 15th prior to the candidates start date.
SOM – Sends PMR to Deans Office

6) BP Routes LOO

BP receives background check approval email then:
BP routes LOO for all appropriate signatures within school (include the candidates signature)

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee who qualifies based on previous search

NOTE:
Previous search must match appointed position. Refer to EWEPA document for most up to date guidance (link)

1) BP IDs Candidate and run reference checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> NonPay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

3) School/College approve

School/College approver will review

BP receives system generated email

Second level guide

Essential Functions definitions

4) BP creates an ePAR Non-Person Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
HR.Faculty-Request@ucdenver.edu

PRAs, Sr. PRAs, Research Associates:
HR.PRA@ucdenver.edu

In comments field include:
- Appointment Type
- First and last name
- Employee ID number (EID) (If applicable)
- Proposed salary
- Req number
- Start Date
Attachments
- Job description
- Resume (HR will review MQ's at this point as well)
- 2nd level approval (if applicable)

Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:
   Denver – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu
   SOM – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
   Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to
HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance

NOTE:
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) School/College Review

School/College approver will review

SOM ONLY:
Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP.

6) HR OPS Approves

HR OPS Reviews and does final approval.

9) After appointment process is complete

Action flows back into HCM if Appointment Type 1

Finish HIRE/REHIRE in the Transaction Launch Page

School/College Approver will review and approve hiring action once saved and submitted

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file Submit an I-9 through HireRight within 3 business days of the date of hire

- Faculty Hire Resources (LOO, Search Summary. etc.)
-
   - Background check request

8) BP Process- PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu

This should be 7 days prior to the 1st or 15th prior to the candidates start date.
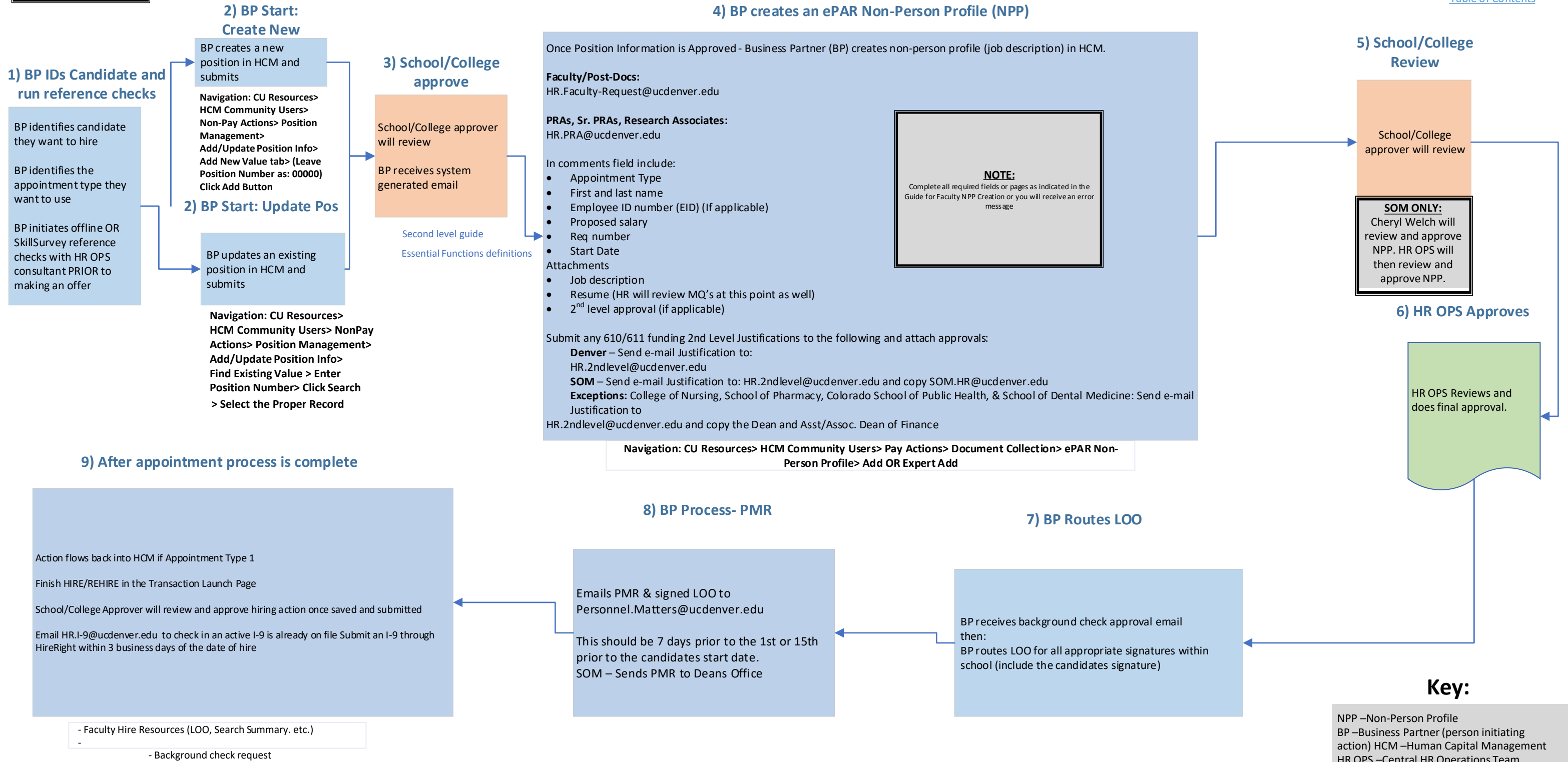SOM – Sends PMR to Deans Office

7) BP Routes LOO

BP receives background check approval email then:
BP routes LOO for all appropriate signatures within school (include the candidates signature)

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
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