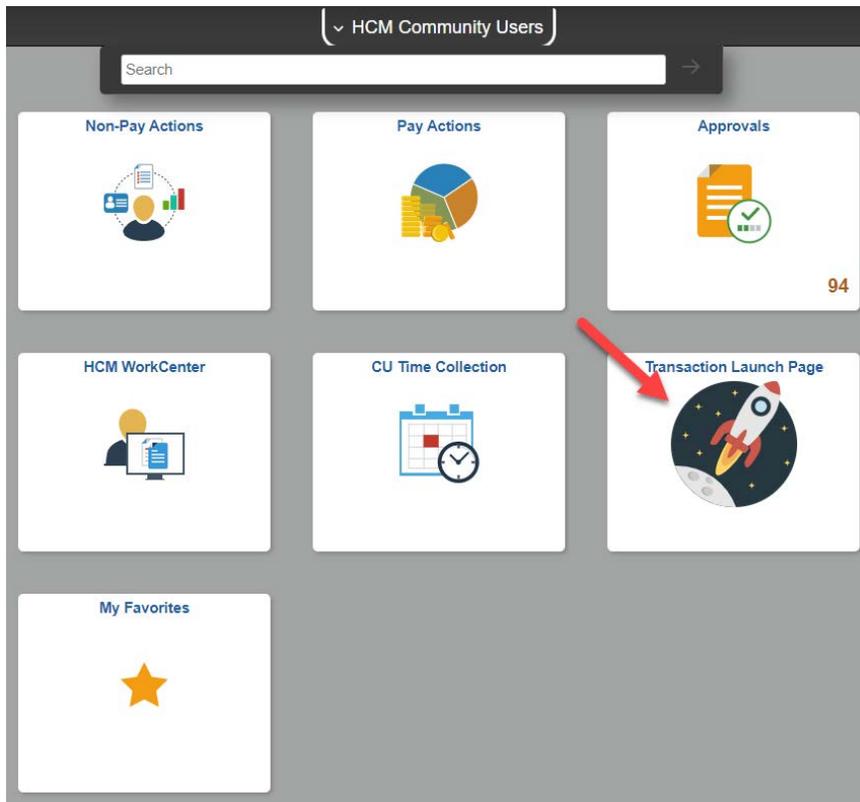# Hiring a new Lecturer, GPTI or TA

Click on the Transaction Launch Page in HCM.

Enter Empl ID or Name. Select Search Option **Hire/Rehire/Additional Job**. Click Search.

Select Add a Person, or if the person is already in HCM, select a record to either rehire if available or add an additional job. Click Submit.

Enter the Biographical Details, Contact Information, and Regional Information.

Once entered, on the CU Personal Data I9 page, click OK.

From here, follow the **Reappointing on a Contract** guide starting on page 2. Instead of Data Change, Reappointment, the Action/Reason Code will be Hire, New Hire.