

Creating a Lecturer Job Posting for CU Careers

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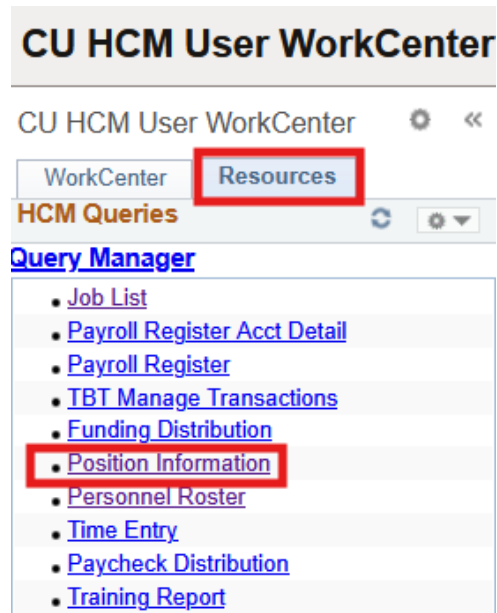
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- 1) Contact your HR Liaison to obtain the most current job description template and work with them to ensure that the job description meets the requirements for the job posting.
- 2) **Find a vacant position number**
 - a. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



- - b. Enter the Department ID and the lecturer job code 1419, then check the “Vacant ONLY” box.

CUES_HCM_POSITION_INFORMATION - Position Information

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional) 1419

Company (Optional)

Location (Optional)

*Eff Status

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

☒ Vacant ONLY

*Include Future Dated ☒

- c. A list of all vacant positions with this job code will populate
- i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the “Action Date” column to see when a position number was last worked on.

Row	Position Nbr	Eff Date	Eff Status	Position Status	Status Date	Business Title	Business Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Action Reason	Action Date	Location
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- d. Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.
- e. Review the following information to make sure it is correct:
 - i. Reports To
 - ii. Dot-Line (should be the Dean’s position number 00350010)
 - iii. Standard Hours

Work Location

*Reg Region United States

*Department CLAS-GEOGRAPHY/ENVIRNMENTL SCI

Location North Classroom

Reports To Chair

Dot-Line Dean, CLAS

Supervisor Lvl

Company CU University of Colorado

Security Clearance

Salary Plan Information

Salary Admin Plan Grade Step

Standard Hours Work Period Weekly

Mon 0.80 Tue 0.80 Wed 0.80 Thu 0.80 Fri 0.80 Sat Sun

USA

- f. If any information needs to be changed, please proceed to Step 3: [Update position information](#). If the vacant position is already set up with the information you need, proceed to Step 4: [Update position funding](#).

3) Update position information

- a. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code.

Position Information Find | View All First 1 of 2 Last

Position Number [REDACTED]

Headcount Status Open Current Head Count 0 out of 1

*Effective Date 08/27/2025 *Status Active

Reason [REDACTED] Action Date 08/27/2025

Position Status Proposed Status Date 04/24/2015 ☐ Key Position

- i. NOTE: You can use the current date for the effective date.
 - ii. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. Consult with your HR liaison if any other reason codes are needed.
- b. Make the necessary updates to the position. Once the information has been updated, go to the “Specific Information” tab and uncheck the “Update Incumbents” box.

Description **Specific Information** Budget and Incumbents CU Position Data CU Position Compensation

Position Number [REDACTED]

Headcount Status Open Current Head Count 0 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date 08/27/2025 Status Active

Max Head Count 1

Mail Drop ID [REDACTED]

Work Phone [REDACTED]

Health Certificate [REDACTED]

Signature Authority [REDACTED]

Incumbents

☐ Update Incumbents

☐ Include Salary Plan/Grade

☐ Force Update for Title Changes

☒ Budgeted Position

☐ Confidential Position

☐ Job Sharing Permitted

☐ Available for Telework

► Education and Government

- c. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.


CU Position Data

Position Number [Redacted]

Headcount Status Filled Current Head Count 1

Position Information


Effective Date 08/02/2025

Campus Box [Redacted]  HRGL Request #


- d. Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.

Campus Box begins with [Redacted]

Description begins with [Redacted]

Department ID begins with [Redacted] 

Department Description begins with [Redacted]

Location Code begins with [Redacted] 

Location Description begins with [Redacted]

Look Up Clear Cancel Basic Lookup

- e. After the Campus Box has been selected click “Save” and “Submit”.


CU Position Data

Position Number [Redacted]

Headcount Status Open Current Head Count 0 out of 1

Position Information

Effective Date 08/27/2025 Status Active

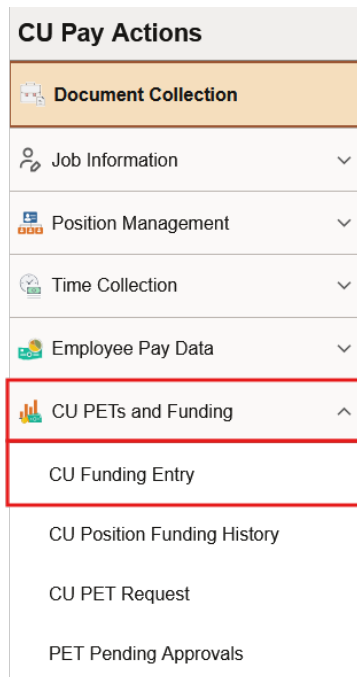
Campus Box [Redacted]  HRGL Request #

Submit

Save Return to Search Notify Add Update/Display Include History

4) **Update position funding**

- a. Go to the “Pay Actions” tile, then click “CU PETs and Funding”, then “CU Funding Entry”.



The image shows a vertical menu titled "CU Pay Actions". It contains several items, each with an icon and a dropdown arrow. The items are: "Document Collection" (orange background), "Job Information" (person icon), "Position Management" (building icon), "Time Collection" (clock icon), "Employee Pay Data" (dollar sign icon), "CU PETs and Funding" (bar chart icon, highlighted with a red box), "CU Funding Entry" (text, highlighted with a red box), "CU Position Funding History", "CU PET Request", and "PET Pending Approvals".

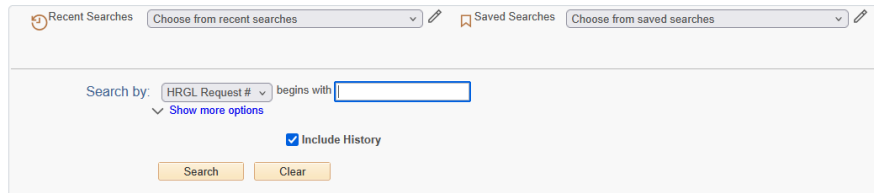
- b. Click “Add a New Value”.

CU Funding Entry

Find an Existing Value

Search Criteria

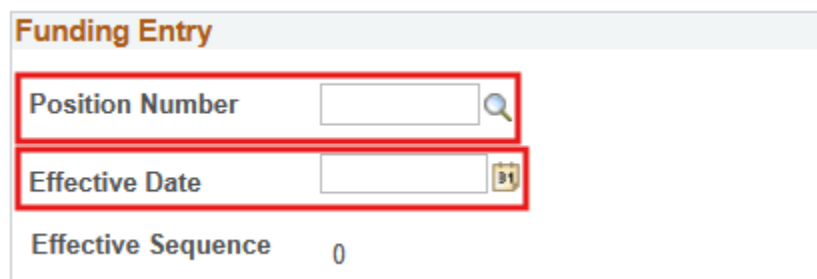
Enter any information you have and click Search. Leave fields blank for a list of all values.



The image shows a search interface with two tabs: "Recent Searches" and "Saved Searches". Each tab has a dropdown menu labeled "Choose from recent searches" and "Choose from saved searches" respectively. Below the tabs, there is a search bar with the text "Search by: HRGL Request # begins with" and a text input field. There is a link "Show more options" below the search bar. A checkbox labeled "Include History" is checked. At the bottom, there are "Search" and "Clear" buttons.

Add a New Value

- c. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the first of the month the appointment will begin in.)



The image shows a form titled "Funding Entry". It has three main fields: "Position Number" with a text input and a magnifying glass icon, "Effective Date" with a text input and a calendar icon, and "Effective Sequence" with a text input containing the value "0". The "Position Number" and "Effective Date" fields are highlighted with red boxes.

- d. Enter the Speedtype, Funding End Date, and Percent of Distribution. (NOTE: The end date should be the last day of the month that the appointment ends in. Example 05/31/XXXX). Then click “Save/Submit”.

New Distribution Data														Personalize	Find	View All	1 of 1	Last
ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution				
1												Chartfield Descr						

[Add Comment](#)

Comments

Personalize | Find | View All | 1 of 1 | Last

Comment	DateTime Created	Added by User

Attachments

Personalize | Find | 1 of 1 | Last

Attached File	Description	Add Attachment	Attached By	Last Update DateTime
1		Add Attachment		

[Save](#) [Save / Submit](#)

5) Submit the NPP

This step moves the job description into CU Careers as a job posting.

- a. Go to the “Pay Actions” tile and in the “Document Collection” section click “Add” under the “ePAR Non-Person Profile (NPP)” section.

CU Pay Actions

Document Collection

Job Information

Position Management

Time Collection

Smart ePAR Pay Actions

ePAR Additional Pay
Add One Time Pay or Recurring pay to Employee
Add Modify
Inquiry

ePAR Non-Person Profile (NPP)
Add Update
Add Modify
Inquiry

b. Step 1 of 8: ePAR – Position Search

Enter the Position Number then click “Search”. Once your position shows up, click “Next”.

Search Criteria

Business Unit: []

Department: []

Position Number: 1419 Lecturer

Search Clear

Search Results

Select	Position Number	Description	Short Description	Business Unit	Department	Job Code	Reports To
1 <input checked="" type="checkbox"/>	1419	Lecturer		UCD		1419	

Next

c. Step 2 of 8: ePAR Position Action/Reason

Select “Vacant Position” as the Reason and then enter the current date as the Effective Date. Then click “Next”.

Action/Reason Selection

*Action: Position Change

*Reason: Vacant Position

Old Effective Date: 08/11/2025

*Effective Date: 08/27/2025

Fiscal Year: 2026

Profile Type: Faculty Position Profile Tmpl

Comments:

Previous Next

d. Step 3 out of 5: ePAR Position -Change

Review the position information on this screen. It will populate the position information. Click “Next”.

e. Step 4 of 8: ePAR NPP – Questionnaire

Select “Yes” for Position Summary, Required Training, and Background Check Types, then click “Next”.


Please choose Yes/No for the below Non-Person profile options that you wish to change/add/delete

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary button, as the box on that page must be checked on for the feed to occur.



Position Summary	<input checked="" type="radio"/> Yes <input type="radio"/> No
HR Consultant	<input type="radio"/> Yes <input type="radio"/> No
Required Training	<input checked="" type="radio"/> Yes <input type="radio"/> No
Background Check Types	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Job Requirement	<input type="radio"/> Yes <input checked="" type="radio"/> No
HR Only	<input type="radio"/> Yes <input checked="" type="radio"/> No
Faculty Effort	<input type="radio"/> Yes <input checked="" type="radio"/> No
Degrees	<input type="radio"/> Yes <input checked="" type="radio"/> No

f. Step 5 of 8: ePAR NPP – Position Summary


If there is already information populated in the New Position Summary section, click the Trash Can icon to delete it and then click “Add New Position Summary”.

▼ Current Position Summary			
ID	Type of Review	Feed to CU Careers?	Job Summary
		<input type="checkbox"/>	
New Position Summary			
ID	Type of Review	Feed to CU Careers?	Job Summary
		<input type="checkbox"/>	
			
Add New Position Summary			

Enter VACANT as the Type of Review, check the “Feed to CU Careers?” box, and type “See attached” in the Job Summary box. Then click “OK”.

Type of Review:	<input type="text" value="VACANT"/>  Vacant Position
Feed to CU Careers?	<input checked="" type="checkbox"/>
Job Summary:	<input type="text" value="See attached"/> 
<div><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/></div>	

If Paige Coakley is not the name listed in the “New HR Consultants” section, click the Trash Can icon to delete the name, then click “Add New HR Consultants”.

▼ Current HR Consultants	
ID	HR Consultant
New HR Consultants	
ID	HR Consultant
	
Add New HR Consultants	

Enter 381303 into the HR Consultant Box to add Paige Coakley. Then click “OK”.

HR Consultants

HR Consultant:  Paige Coakley

g. Step 6 of 8: ePAR NPP – Required Training

Confirm the required training IDs are listed in the New Required Training section: F00001, U00063, and U00067. If they are not listed, delete any other listed training with the Trash Can icon, then click “Add New Required Training”.

New Required Training	
ID	Required Training
F00001	Fiscal Code of Ethics-WEB
U00063	Information Security-WEB
U00067	DiscrimMisconduct-UCD-WEB

Enter the Training ID into the Required Training box, then click “Apply and Add Another.” Once you have added your last Training ID, then you can click “OK”.

Required Training

Required Training: 

Click “Next”.

h. Step 7 of 8: ePAR NPP – Additional Information

Confirm the required Criminal Background Check is listed in the “New Background Check Types” section. If a different Background Check Type is listed, delete it using the Trash Can icon, then click “Add New Background Check Types”.

New Background Check Types	
ID	Background Check Type
CRIMINAL	Criminal Background Check

Type Criminal into the Background Check Type box, then click “OK”.

Background Check Type: 

Click “Next”.

- i. Step 8 of 8: ePAR New Department Budget Table – POSITION
Click the Paperclip icon in the top left corner to attach the Job Description.




Click the Paperclip icon again to attach the Job Description. Then click “OK”.

File Attachments

☒ OK ☐ Cancel

Header Level

☐ Attachment: 

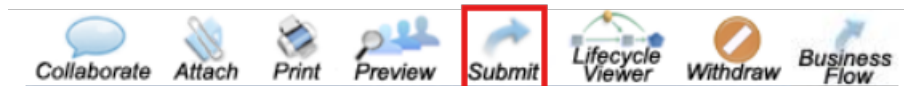
The Paperclip icon will have a sheet of paper in it once your attachment has saved.



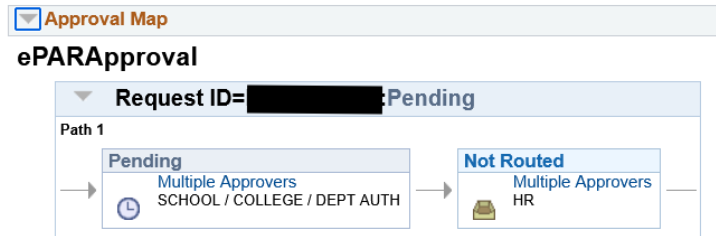
Click the Floppy Disk icon to save.



Click “OK”. Then click the blue Arrow icon to submit your NPP.



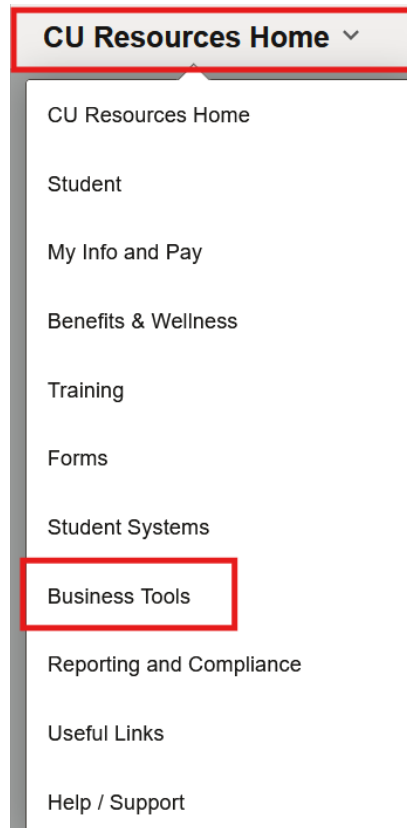
Click “OK”.



- j. Copy the Request ID and email your HR liaison the ID and let them know that an NPP has been submitted for review and approval.
- k. Once the NPP has been approved by your HR liaison, it will need to be approved by Central HR. Once the NPP has been approved by Central HR, you will be notified that the posting has been drafted in CU Careers.

6) **Edit the CU Careers posting**

- a. Click “CU Resources” in the top left corner of your UCDAccess login, then click “Business Tools”.



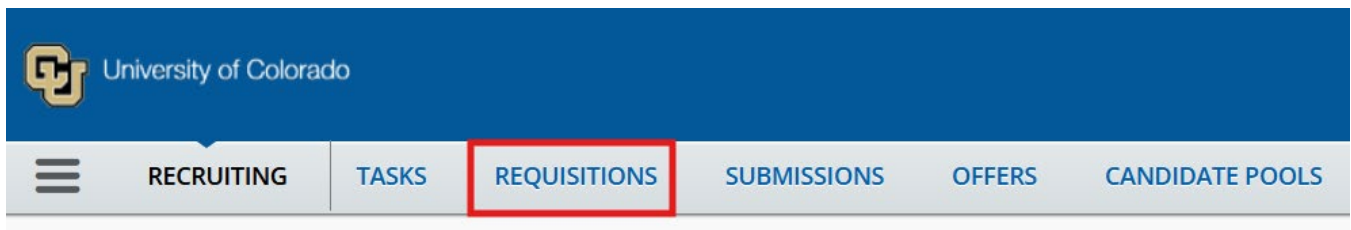
- b. Click the “CU Careers – Recruiting” tile.



- c. Click “Recruiting” in the top left corner.



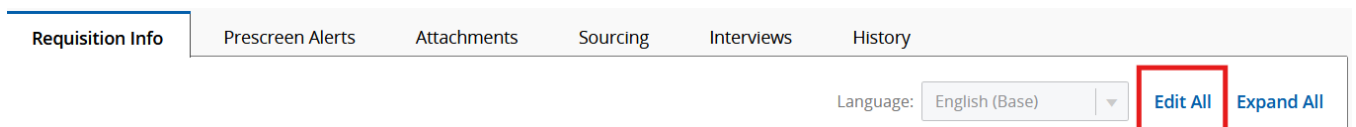
- d. Click “Requisitions”.



- e. Click the link to your Lecturer posting.

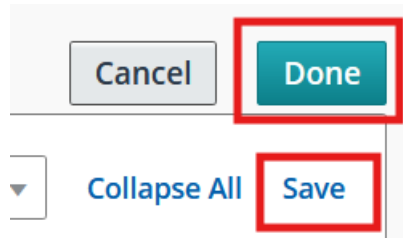
<input type="checkbox"/>	0	Lecturer		Faculty
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- f. Click “Edit All” and review each section to ensure that the information is accurate. Make any corrections to any incorrect information.

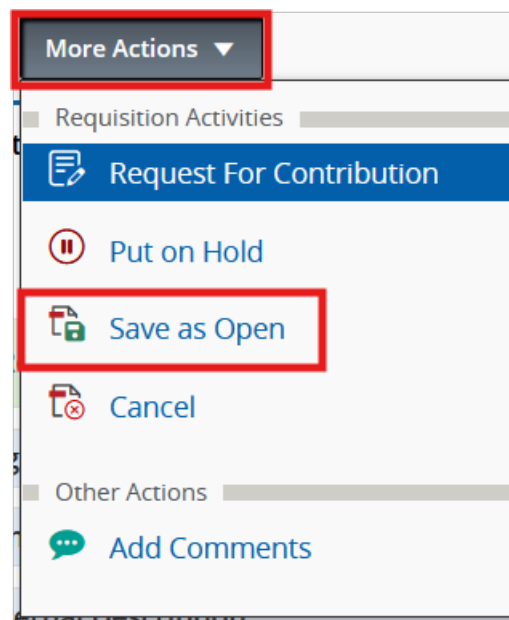


- i. You can also refer to [CU Careers: Working with Requisitions](#) for additional details on editing requisitions.

- g. Once the corrections have been made, click “Save” and then “Done”.



- h. Click “More Actions”, then “Save as Open”.



- i. Email Paige.Coakley-Sugihara@ucdenver.edu to let her know that the posting has been saved as open and ready for her to officially post. Once she posts the position, you will receive a link that applicants can apply to.