Creating a Lecturer Job Posting for CU Careers

Jump to section:

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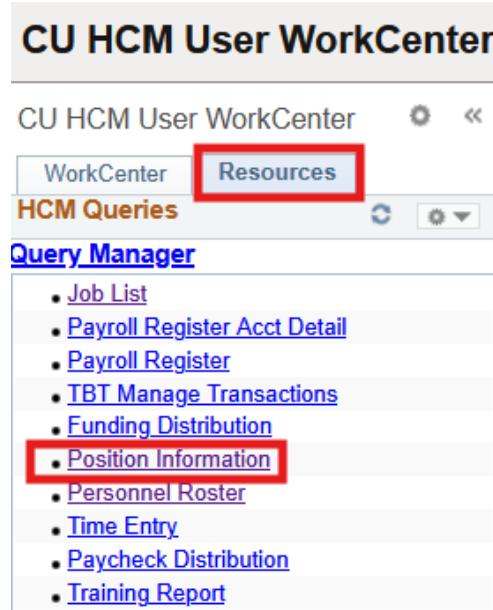
    b. Enter the Department ID and the lecturer job code 1419, then check the "Vacant ONLY" box.

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

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 USA   United States

*Department ▮▮▮▮   CLAS-GEOGRAPHY/ENVIRNMENTL SCI   Company CU   University of Colorado

Location 3NC   North Classroom

Reports To ▮▮▮▮   Chair   Dot-Line 00350010   Dean, CLAS

Supervisor Lvl   Security Clearance

Salary Plan Information

Salary Admin Plan 140   Grade 140   Step

Standard Hours 4.00   Work Period W   Weekly

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

▶ 🇺🇸 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.

   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.

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

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

e. After the Campus Box has been selected click "Save" and "Submit".

4) **Update position funding**
    a. Go to the "Pay Actions" tile, then click "CU PETs and Funding", then "CU Funding Entry".
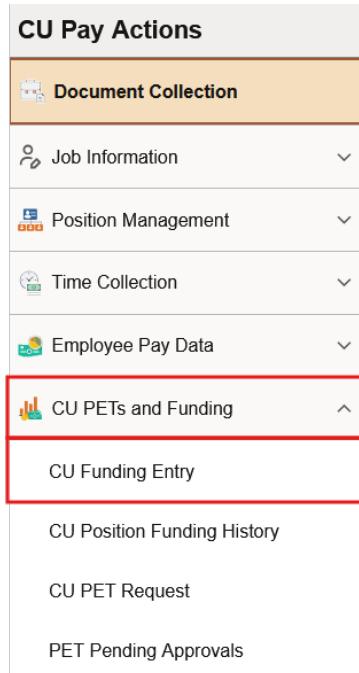
    CU Pay Actions

    🗂 Document Collection

    👤 Job Information ⌄

    📇 Position Management ⌄

    🕑 Time Collection ⌄

    💰 Employee Pay Data ⌄

    📊 CU PETs and Funding ⌃

    CU Funding Entry

    CU Position Funding History

    CU PET Request

    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.

    ⊕ Add a New Value

    🕑 Recent Searches | Choose from recent searches ⌄ ✏ | 🔖 Saved Searches | Choose from saved searches ⌄ ✏

    Search by: HRGL Request # ⌄ begins with |_____|
    ⌄ Show more options
    ☑ Include History

    Search   Clear

    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.)

    Funding Entry

    Position Number |_____| 🔍

    Effective Date |_____| 📅

    Effective Sequence 0

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 | ☐ | ☷   First ⊕ 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 | ☐ | ☷   First ⊕ 1 of 1 ⊕ Last

Comment	DateTime Created	Added by User	
			☐ −

▼ **Attachments**

Personalize | Find | ☐ | ☷   First ⊕ 1 of 1 ⊕ Last

	Attached File	Description	Add Attachment	Attached By	Last Update Date/Time	
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.

   b. Step 1 of 8: ePAR – Position Search
   Enter the Position Number then click "Search". Once your position shows up, click "Next".
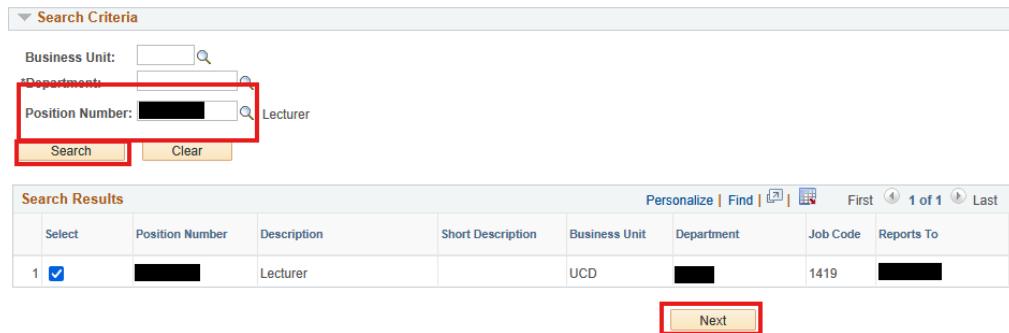
   c. Step 2 of 8: ePAR Position Action/Reason
   Select "Vacant Position" as the Reason and then enter the current date as the Effective Date. Then click "Next".
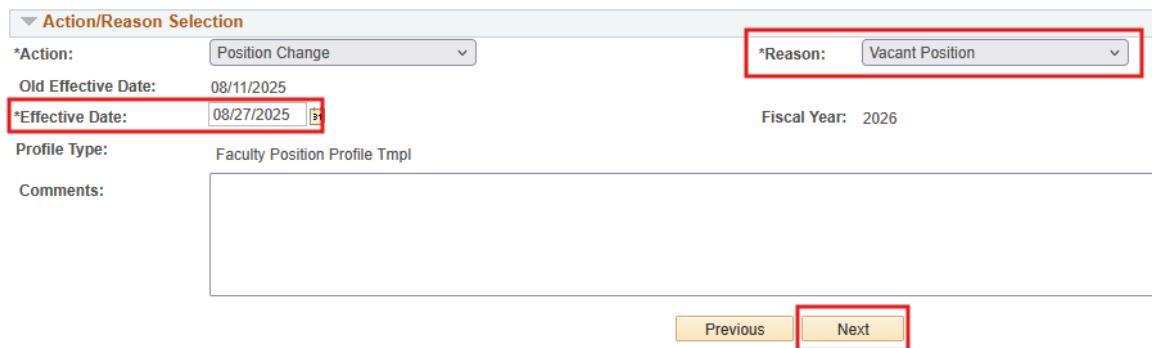
   d. Step 3 out of 5: ePAR Position -Change
   Review the position information on this screen. It will populate the position information. Click "Next".

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	⦿ Yes ◯ No
HR Consultant	⦿ Yes ◯ No
Required Training	⦿ Yes ◯ No
Background Check Types	⦿ Yes ◯ No
Additional Job Requirement	◯ Yes ⦿ No
HR Only	◯ Yes ⦿ No
Faculty Effort	◯ Yes ⦿ No
Degrees	◯ Yes ⦿ 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
		☐	

New Position Summary

ID	Type of Review	Feed to CU Careers?	Job Summary	
		☐		🗑

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:	VACANT 🔍 Vacant Position
Feed to CU Careers?	☑
Job Summary:	See attached

OK	Cancel	Apply and Add Another

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: 381303   🔍 Paige Coakley

| OK | Cancel | Apply and Add Another |

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	🗑

Add New Required Training

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: 🔍

| OK | Cancel | Apply and Add Another |

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	🗑

Add New Background Check Types

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

Background Check Type: CRIMINAL 🔍

OK   Cancel   Apply and Add Another

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.

Save   Collaborate   Attach

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

File Attachments

OK   Cancel

Header Level
Add   Delete

☐   Attachment: 📎

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

Attach

Click the Floppy Disk icon to save.

Save   Collaborate   Attach

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

Collaborate   Attach   Print   Preview   Submit   Lifecycle Viewer   Withdraw   Business Flow
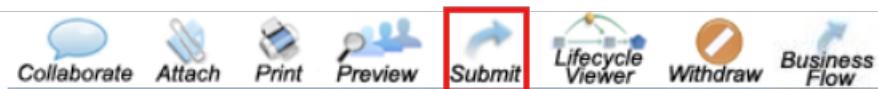
Click "OK".
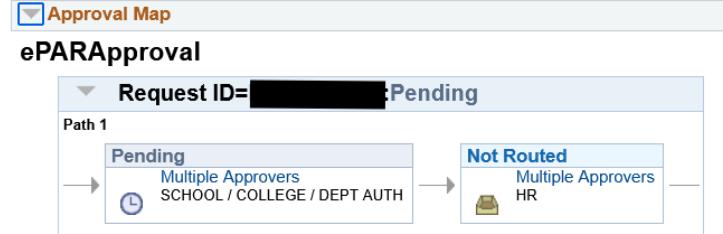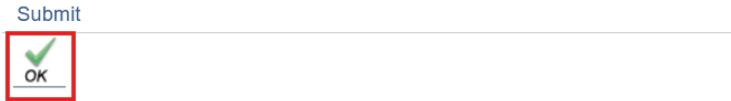
j. Copy the Request ID and email your HR liaison the ID and let them know that an NPP has been submitted for review and approval.

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".
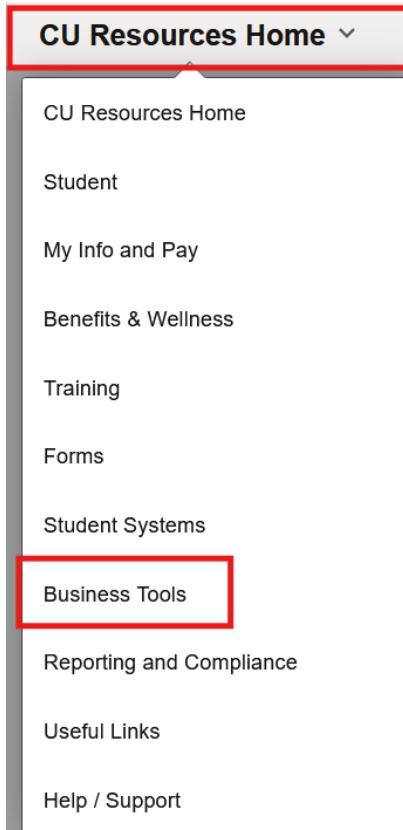
b. Click the "CU Careers – Recruiting" tile.

c. Click "Recruiting" in the top left corner.


d. Click "Requisitions".
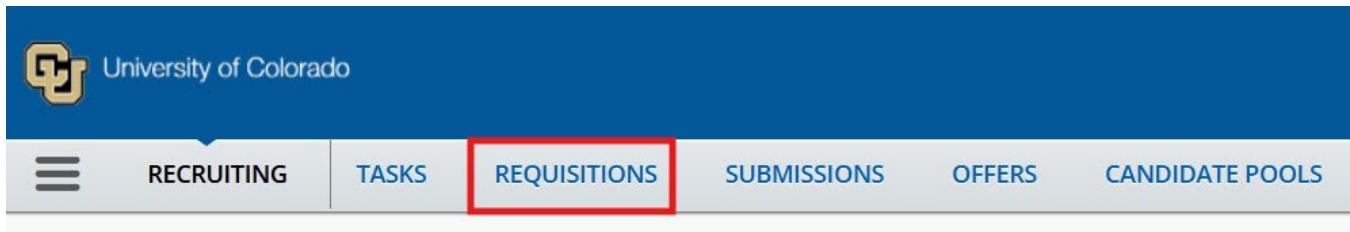

e. Click the link to your Lecturer posting.

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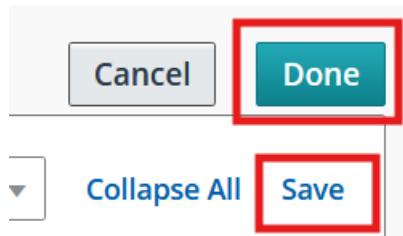
h. Click "More Actions", then "Save as Open".
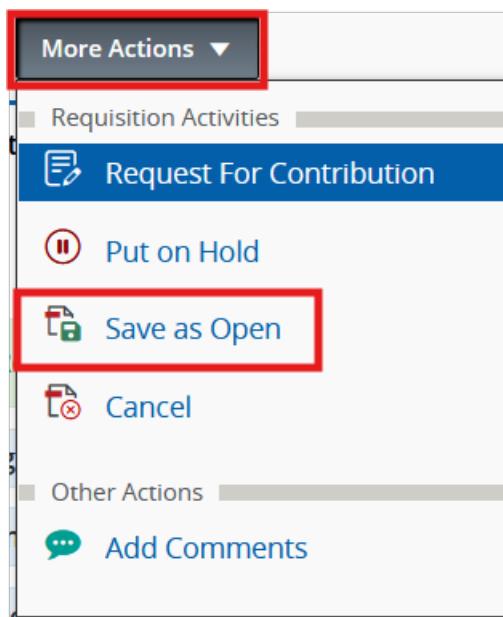
i. Email Paige.Coakley-Sugihara@ucdenver.edu to let her know that the posting has been saved as open and ready for her to officially post. Once she posts the position, you will receive a link that applicants can apply to.