

Entering Student Stipend Appointments

Jump to section:

[Find a Vacant Position](#)

[Update Position Information](#)

[Update Position Funding](#)

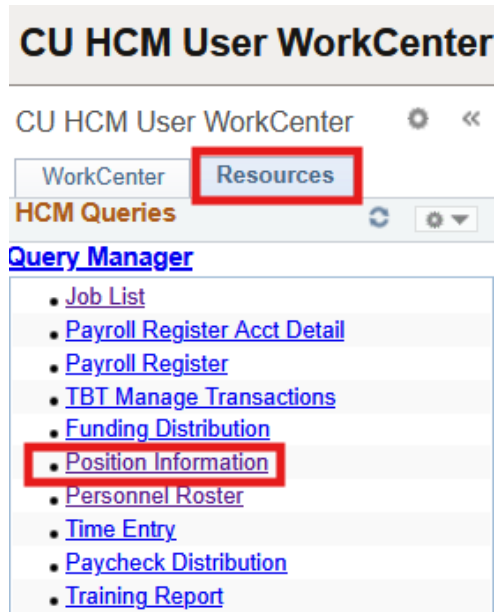
[Verify Previous CU Employment](#)

[Enter a Stipend Appointment for Brand New Student Employee](#)

[Enter Stipend Appointment for a Returning Student Employee](#)

1) **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 job code of the type of student faculty you are hiring, then check the “Vacant ONLY” box.
- i. Student Stipend Job Codes
- 3204 – Pre-Dr Trainee
- 3205 – Undergraduate Student Stipends

CUES_HCM_POSITION_INFORMATION - Position Information

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

*Eff Status Active

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
- 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
-----	--------------	----------	------------	-----------------	-------------	----------------	---------------	---------	-----------	----------	-----------	---------	---------------	-------------	----------


- Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.
- Review the following information to make sure it is correct:
 - Reports To
 - Dot-Line (should be the Dean’s position number 00350010)
 - Standard Hours

Work Location

*Reg Region  United States


*Department  CLAS-GEOGRAPHY/ENVIRNMENTL SCI

Location  North Classroom

Reports To  Chair


Supervisor Lvl


Company CU University of Colorado

Dot-Line  Dean, CLAS


Security Clearance


Salary Plan Information

Salary Admin Plan  140

Grade  140

Step

Standard Hours  4.00

Work Period  W Weekly

Mon 0.80

Tue 0.80


Wed 0.80

Thu 0.80

Fri 0.80

Sat

Sun

 USA

- If any information needs to be changed, please proceed to [Step 2: Update position information](#). If the vacant position is already set up with the information you need, proceed to [Step 3: Update position funding](#).

2) Update position information

- 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] Current Head Count 0 out of 1

Headcount Status Open

*Effective Date 08/27/2025 *Status Active

Reason [REDACTED] Action Date 08/27/2025

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

- NOTE: The effective date should be at least a few days before the appointment begin date. This will allow for changes to be made to the position if needed before the begin date without having to delete position rows.
- 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, you can make the change in one position change request. Consult with your HR liaison if any other reason codes are needed.

- The standard hours for the stipend position should be 1.

Salary Plan Information

Salary Admin Plan 320 Grade 320 Step [REDACTED]

Standard Hours 1.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0.20	0.20	0.20	0.20	0.20		

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] Current Head Count 0 out of 1

Headcount Status Open

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 #

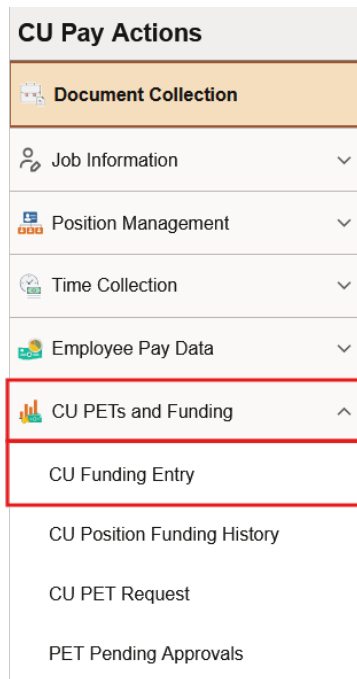
Submit

Save  Return to Search  Notify

Add Update/Display Include History

3) **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", "Position Management", "Time Collection", "Employee Pay Data", "CU PETs and Funding" (highlighted with a red box), "CU Funding Entry" (highlighted with a red box), "CU Position Funding History", "CU PET Request", and "PET Pending Approvals".


- b. Click “Add a New Value”.

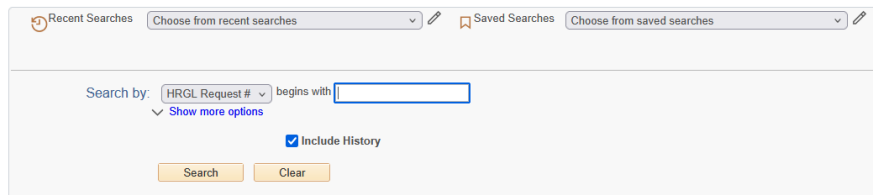
CU Funding Entry

Find an Existing Value

▼ Search Criteria

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

 Add a New Value



The search interface includes two tabs: "Recent Searches" and "Saved Searches". Each tab has a dropdown menu to "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". To the right of the search bar is a text input field. Below the search bar, there is a link "Show more options" and a checkbox "Include History" which is checked. At the bottom, there are two buttons: "Search" and "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. Example: 01/01/XXXX)

Funding Entry

Position Number	<input type="text"/>
Effective Date	<input type="text"/>
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

ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Charfield Descr	Budget Amount	Percent of Distribution
1	<input type="text"/>		<input type="text"/>	<input type="text"/>						<input type="text"/>		Charfield Descr	<input type="text"/>	<input type="text"/>

Comments

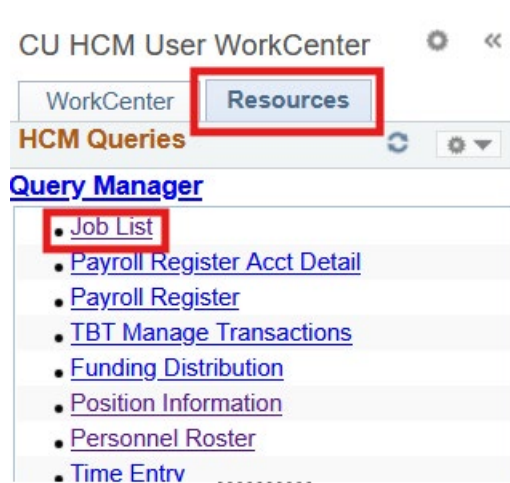
Comment	DateTime Created	Added by User

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update DateTime
1	<input type="text"/>	<input type="button" value="Add Attachment"/>		

4) **Verify if the student has been previously employed with CU**

- a. Go to the HCM WorkCenter, then click the Resources tab and then click the “Job List” query to search if they have previous employment with CU. You can search with First and Last name, and/or Social Security Number.



- b. You can also verify using the Transaction Launch Page by entering First and Last Name, Social Security Number and Date of Birth.

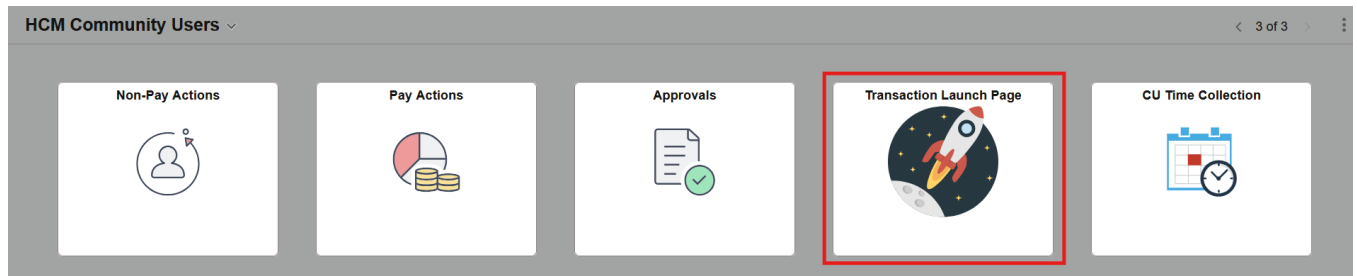
Transaction Launch Page

The screenshot shows the 'Search Criteria' form on the Transaction Launch Page. The form contains several input fields: 'Empl ID', 'Empl Record', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'National ID', 'National ID Last 4', 'Department', and a '* Search Option' dropdown menu. At the bottom, there are 'Search' and 'Clear All' buttons. A red rectangular box highlights the 'First Name', 'Last Name', 'Date of Birth', and 'National ID' fields, indicating the required information for verification.

- c. If the candidate has not been previously employed by CU, complete [Step 5: Enter Stipend Appointment for a Brand New Student Employee](#). If the candidate has been previously employed with CU complete [Step 7: Enter a Stipend Appointment for a Returning Student Employee](#).

5) Enter Stipend Appointment for a Brand-New Student Employee

- a. Open the Transaction Launch Page tile in HCM Community Users page.



- b. Enter the First and Last Name then select “Hire/Rehire/Additional Job” for the Search Option, then click “Search”.

Transaction Launch Page

Search Criteria

Empl ID

Empl Record

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

***Search Option**

- c. Check the “Add a Person” box then click “Submit”.

No HCM matching values found

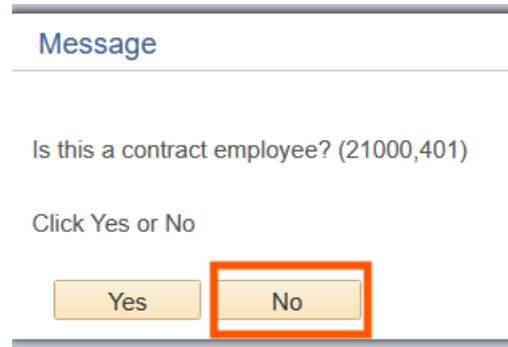
HCM Data

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

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs	Date of Birth	Termination Date
<input type="checkbox"/>															

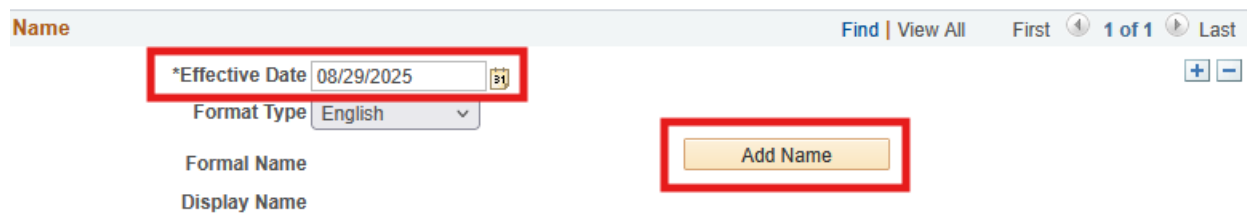
☐ Add a Person

- d. A box will pop up asking if it is a contract employee. Select “No”.



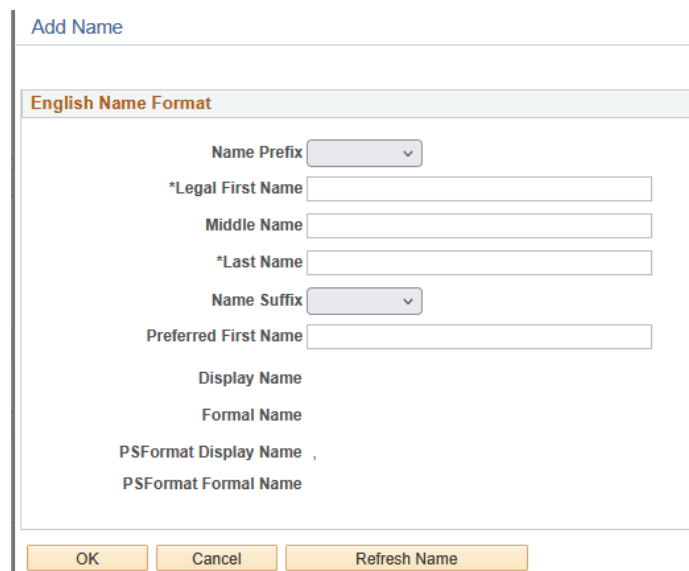
A message dialog box with the title "Message". The text inside asks "Is this a contract employee? (21000,401)". Below the text, it says "Click Yes or No". There are two buttons: "Yes" and "No". The "No" button is highlighted with a red rectangle.

- e. Use the Personal Information Worksheet to complete the Biographical Details and Contact Information tabs.
- f. In the Name section, the effective date should be the beginning of the contract. Click “Add a Name” then enter the employee’s name.



The "Name" section of the Personal Information Worksheet. It includes a search bar with "Find | View All" and navigation buttons "First", "1 of 1", and "Last". Below the search bar, there is a red rectangle around the "*Effective Date" field, which contains "08/29/2025". Below the date field is a "Format Type" dropdown menu set to "English". To the right of the date field is a red rectangle around the "Add Name" button. Below the date field, there are labels for "Formal Name" and "Display Name".

- g. Enter the employee’s name then click “OK”.



The "Add Name" dialog box. It has a title bar "Add Name". Below the title bar is a section titled "English Name Format". Inside this section, there are several fields: "Name Prefix" (dropdown), "*Legal First Name" (text), "Middle Name" (text), "*Last Name" (text), "Name Suffix" (dropdown), and "Preferred First Name" (text). Below these fields are labels for "Display Name", "Formal Name", "PSFormat Display Name", and "PSFormat Formal Name". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Refresh Name".

- h. Complete the Biographic Information section.
- i. NOTE: Select “USA” for the Regulatory Region to enter the Sex and Gender Identity.

Biographic Information

Date of Birth Years 0 Months 0

Birth Country United States

Birth State

Birth Location ☐ Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date

Gender and Orientation Details

Regulatory Region United States

*Sex U/X

Gender Identity

*Highest Education Level Not Indicated

*Marital Status Unknown As of

Language Code

Alternate ID

☐ Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID		
<input type="text"/>	<input type="text"/> Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

- i. Go to the “Contact Information” tab to move forward. Click the “Add Address Detail” link to add an address. A phone number and email should also be entered.

Biographical Details **Contact Information** Regional CU Personal Data CU Personal Data I9

Empl ID NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home	08/29/2025	A	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- j. Move on to the “CU Personal Data” tab. Information does not need to be added to the Regional and CU Personal Data tabs. Click “OK”.

Biographical Details | Contact Information | Regional | CU Personal Data | **CU Personal Data I9**

Person ID NEW

Find | View All First 1 of 1 Last

Effective Date 08/29/2025 U.S. Citizen or Legal Permanent Resident ☐ Yes ☐ No ☐ Unknown

I-9 Completion Date I-9 Expiration Date

I-9 Verifier Emplid

OK Cancel

- k. Enter the Job Effective Date as the beginning of the contract appointment. Then the Reason Code will be “New Hire”. Click “Continue”.
- i. NOTE: Stipend appointments should have an effective date that is the first of the month.

*Job Effective Date 09/15/2025

Action Hire

*Reason Code New Hire

Continue Cancel

- l. Enter the Position Number in the Work Location – Position Data section.

Work Location - Position Data

Position Number **[REDACTED]** Position Title Pre Dr Trainee

- m. Enter the Pay Group as “SPD”, the Employee Type as “Salaried”, the Compensation Frequency as “Monthly”, then enter the salary amount for the contract in the Compensation Rate box.

Job - Payroll Information	
Pay Group	SPD
Employee Type	Salaried
Tax Location Code	DENVER
Job Compensation - Payroll Currency and Frequency	
Compensation Frequency	Monthly - Salary
Job Compensation - Pay Components	
Comp Rate Code	BASEM - Base Monthly
Compensation Rate	2399.000000
Compensation Frequency	Monthly - Salary

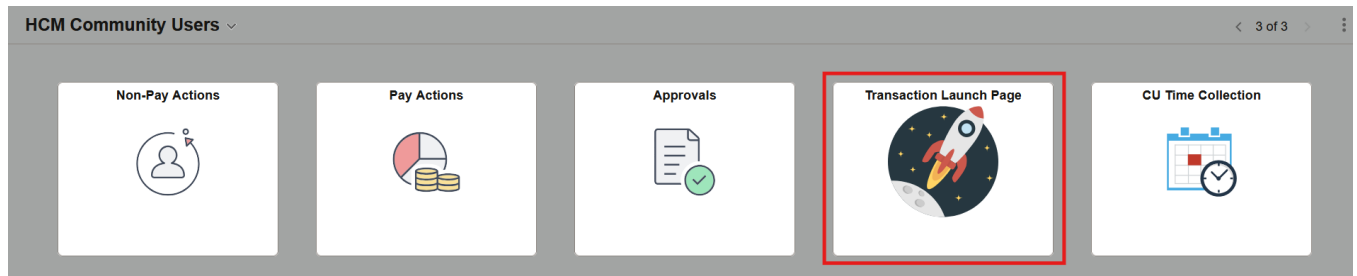
- n. Enter the Job Expected End Date as the last day of the month the stipend will end in. This will ensure that the appointment is terminated, and the stipend won't continue to be paid past the end date.

Employment - Additional Data	
Appointment End Date (Not Used for Auto Term)	
Work Location - Expected Job End Date	
Expected Job End Date (Used for Auto Term)	08/31/2026

- o. Email a copy of the offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.

6) Enter a Stipend Appointment for a Returning Student Employee

- a. Open the Transaction Launch Page tile in HCM Community Users page.



- b. Enter the First and Last Name then select “Hire/Rehire/Additional Job” for the Search Option, then click “Search”.

Transaction Launch Page

Search Criteria

Empl ID

Empl Record

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

***Search Option**

- c. Check the box next to the record you want to rehire then click “Submit”. NOTE: Select the lowest record number to rehire into.

HCM Data											Personalize Find View All				First	1 of 1	Last
Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs	Date of Birth	Termination Date		
<input type="checkbox"/>	Rehire				Terminated		05/11/2024	UCD			1419	Lecturer	18.00		05/10/2024		
<input type="button" value="Clear HCM Selection"/>																	
<input type="checkbox"/> Add a Person																	
<input type="button" value="Submit"/>																	

- d. A box will pop up asking if it is a contract employee. Select “No”.


Message

Is this a contract employee? (21000,401)

Click Yes or No

- e. Enter the Job Effective Date as the beginning of the contract appointment. Then the Reason Code will be “New Hire”. Click “Continue”.
- i. NOTE: Stipend appointments should have an effective date that is the first of the month

*Employment Record Number 0 (Lecturer) ▼

*Job Effective Date 08/11/2025 

Action Rehire

*Reason Code Rehire ▼

- f. Enter the Position Number in the Work Location – Position Data section

Work Location - Position Data

Position Number

Position Title Pre Dr Trainee

- g. Enter the Pay Group as “SPD”, the Employee Type as “Salaried”, the Compensation Frequency as “Monthly”, then enter the salary amount for the contract in the Compensation Rate box. Then click “Save and Submit for Approval”.

Job - Payroll Information	
Pay Group SPD	Employee Type Salaried
Tax Location Code DENVER	
Job Compensation - Payroll Currency and Frequency	
Compensation Frequency Monthly - Salary	
Job Compensation - Pay Components	
Comp Rate Code BASEM - Base Monthly	Compensation Rate 2399.000000
Compensation Frequency Monthly - Salary	

- h. Enter the Job Expected End Date as the last day of the month the stipend will end in. This will ensure that the appointment is terminated, and the stipend won't continue to be paid past the end date.

Employment - Additional Data	
Appointment End Date (Not Used for Auto Term)	
Work Location - Expected Job End Date	
Expected Job End Date (Used for Auto Term)	08/31/2026

- i. Email a copy of the offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.