

Entering Student Stipend Appointments

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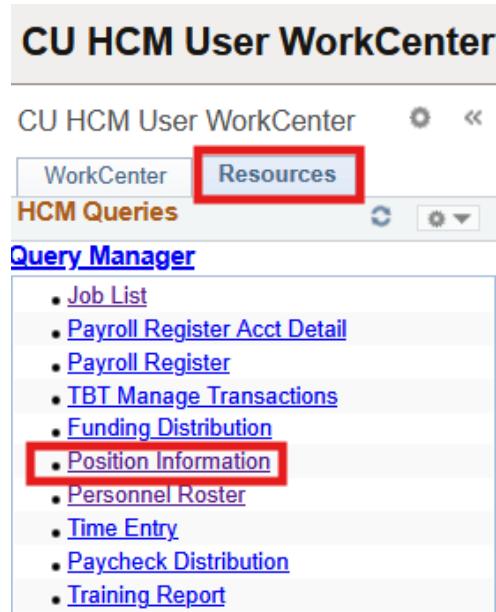
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1) **Find a vacant position number**

a. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



The screenshot shows the CU HCM User WorkCenter interface. The top navigation bar has tabs for 'WorkCenter' and 'Resources', with 'Resources' being the active tab and highlighted with a red box. Below the tabs is a 'HCM Queries' section with a 'Query Manager' link. A list of links follows, with 'Position Information' highlighted with a red box.

- [Job List](#)
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- [Payroll Register](#)
- [TBT Manage Transactions](#)
- [Funding Distribution](#)
- [Position Information](#)
- [Personnel Roster](#)
- [Time Entry](#)
- [Paycheck Distribution](#)
- [Training Report](#)

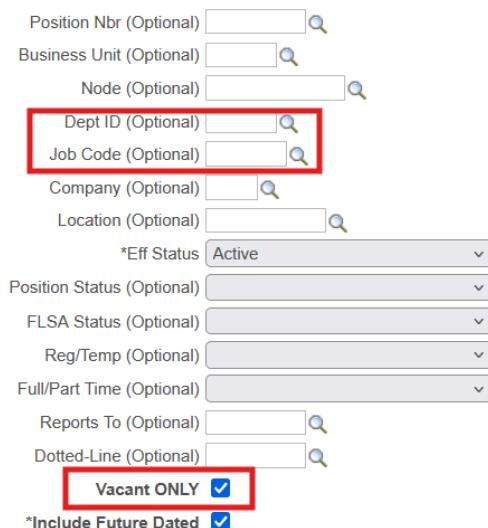
b. Enter the Department ID and the job code of the type of student faculty you are hiring, then check the “Vacant ONLY” box.

i. Student Stipend Job Codes

3204 – Pre-Dr Trainee

3205 – Undergraduate Student Stipends

CUES_HCM_POSITION_INFORMATION - Position Information



The screenshot shows the 'CUES_HCM_POSITION_INFORMATION - Position Information' search form. It includes fields for Position Nbr, Business Unit, Node, Dept ID, Job Code, Company, Location, Eff Status, Position Status, FLSA Status, Reg/Temp, Full/Part Time, Reports To, Dotted-Line, and checkboxes for Vacant ONLY and Include Future Dated. The 'Dept ID (Optional)' and 'Job Code (Optional)' fields are highlighted with red boxes. The 'Vacant ONLY' checkbox is also highlighted with a red box.

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

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

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 Company CU University of Colorado

Location North Classroom

Reports To Dot-Line Dean, CLAS

Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan <input type="text" value="140"/>	Grade <input type="text" value="140"/>	Step <input type="text"/>				
Standard Hours <input type="text" value="4.00"/>	Work Period <input type="text" value="W"/>	Weekly				
Mon <input type="text" value="0.80"/>	Tue <input type="text" value="0.80"/>	Wed <input type="text" value="0.80"/>	Thu <input type="text" value="0.80"/>	Fri <input type="text" value="0.80"/>	Sat <input type="text"/>	Sun <input type="text"/>

▶ USA

f. 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

Position Number	Find View All	First	1 of 2	Last
Headcount Status Open	Current Head Count 0 out of 1			
*Effective Date 08/27/2025	*Status Active			
Reason	Action Date 08/27/2025			
Position Status Proposed	Status Date 04/24/2015	<input type="checkbox"/> 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				
Standard Hours 1.00	Work Period W	Weekly				
Mon 0.20	Tue 0.20	Wed 0.20	Thu 0.20	Fri 0.20	Sat	Sun

Once the information has been updated, go to the “Specific Information” tab and uncheck the “Update Incumbents” box.

Specific Information

Description	Specific Information	Budget and Incumbents	CU Position Data	CU Position Compensation
Position Number	Find View All	First	1 of 2	Last
Headcount Status Open	Current Head Count 0 out of 1			
Effective Date 08/27/2025		Status Active		
Max Head Count 1	Incumbents <input type="checkbox"/> Update Incumbents			
Mail Drop ID	<input type="checkbox"/> Include Salary Plan/Grade			
Work Phone	<input type="checkbox"/> Force Update for Title Changes			
Health Certificate	<input checked="" type="checkbox"/> Budgeted Position			
Signature Authority	<input type="checkbox"/> Confidential Position			
<input type="checkbox"/> Job Sharing Permitted				
<input type="checkbox"/> 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 tab interface. The 'Campus Box' field contains a magnifying glass icon, which is highlighted with a red box and an arrow pointing to it. Other fields visible include 'Position Number' (redacted), 'Headcount Status' (Filled), 'Current Head Count' (1), and 'Effective Date' (08/02/2025).

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

Look Up dialog box for Campus Box selection. The 'Department ID' field is highlighted with a red box. The 'Look Up' button is also highlighted with a red box. Other fields include 'Campus Box', 'Description', 'Department Description', 'Location Code', and 'Location Description', each with a dropdown menu and a magnifying glass icon.

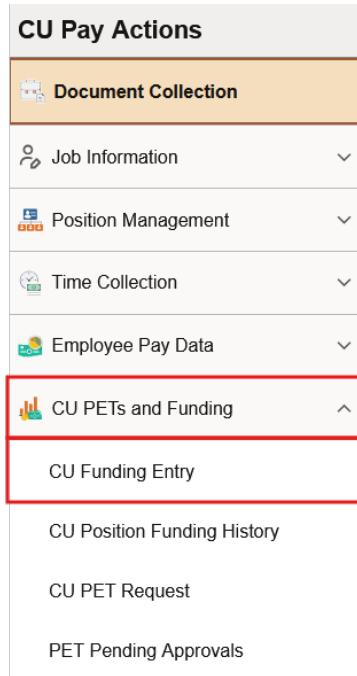
e. After the Campus Box has been selected click “Save” and “Submit”.

CU Position Data tab interface. The 'Campus Box' field contains a magnifying glass icon. The 'Save' and 'Submit' buttons are highlighted with red boxes. Other fields include 'Position Number' (redacted), 'Headcount Status' (Open), 'Current Head Count' (0), and 'Effective Date' (08/27/2025).

Bottom navigation bar buttons: Save, Return to Search, Notify, Add, Update/Display, Include History. The 'Save' button is highlighted with a red box.

3) **Update position funding**

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



- b. Click “Add a New Value”.

The image shows the 'CU Funding Entry' search interface. It includes fields for 'Recent Searches' and 'Saved Searches', a search bar with 'Search by: HRGL Request # begins with' and a text input field, and a checkbox for 'Include History'. At the top right, there is a button labeled 'Add a New Value' with a red box around it.

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"/>	<input type="button" value=""/>
Effective Date	<input type="text"/>	<input type="button" value=""/>
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

ERNCN	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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Comment

Comments

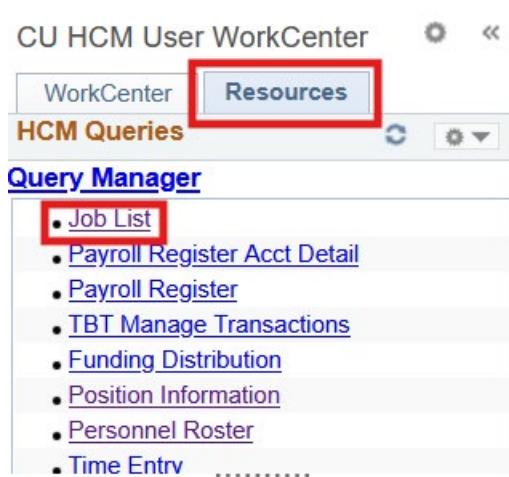
Comment	DateTime Created	Added by User
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachments

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

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.



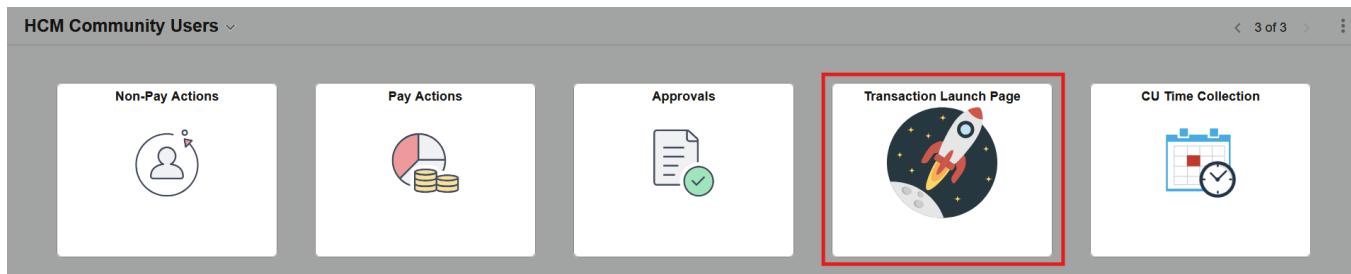
b. You can also verify using the Transaction Launch Page by entering First and Last Name, Social Security Number and Date of Birth.

The screenshot shows the Transaction Launch Page. The 'Search Criteria' section contains several input fields: 'Empl ID' (with a blue box around it), 'Empl Record', 'First Name' (highlighted with a red box), 'Last Name' (highlighted with a red box), 'Date of Birth' (highlighted with a red box), 'National ID', 'National ID Last 4', 'Department', and a dropdown menu for 'Search Option'. At the bottom are 'Search' and 'Clear All' buttons.

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.



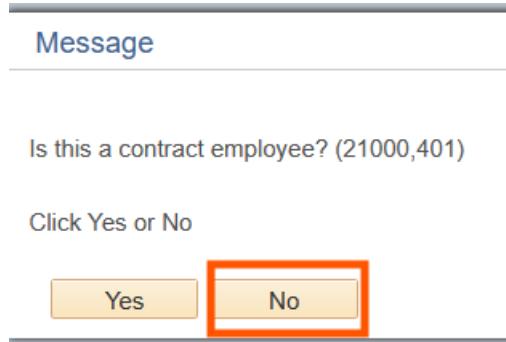
b. Enter the First and Last Name then select “Hire/Rehire/Additional Job” for the Search Option, then click “Search”.

A screenshot of the "Transaction Launch Page" search criteria form. The form is titled "Search Criteria". It contains the following fields: "Empl ID" (text box), "Empl Record" (text box), "First Name" (text box containing "JANE") and "Last Name" (text box containing "DOE") which are both highlighted with a red box, "Date of Birth" (text box with a calendar icon), "National ID" (text box), "National ID Last 4" (text box), "Department" (text box), and an "*Search Option" dropdown menu (highlighted with a red box) set to "Hire/Rehire/Additional Job". At the bottom of the form are two buttons: "Search" and "Clear All".

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

A screenshot of the "HCM Data" search results page. The page title is "No HCM matching values found". It features a table with columns: "Select", "Template Action", "Empl ID", "Empl Record", "Name", "Status", "National ID Last 4", "Effective Date", "Unit", "Dept ID", "Department Name", "Job Code", "Job Title", "Stnd Hrs", "Date of Birth", and "Termination Date". Below the table is a "Clear HCM Selection" button. At the bottom of the page are two buttons: "Add a Person" (highlighted with a red box) and "Submit" (highlighted with a red box).

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



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” the enter the employee’s name.

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

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	USA United States		
Birth State			
Birth Location	<input type="checkbox"/> Waive Data Protection		
Biographical History			
Find View All First 1 of 1 Last + -			
*Effective Date 08/29/2025			
Gender and Orientation Details			
Regulatory Region	USA United States		
*Sex	U/X		
Gender Identity			
*Highest Education Level	Not Indicated		
*Marital Status	Unknown		
Language Code			
Alternate ID			
<input type="checkbox"/> Full-Time Student			
▼ National ID			
Personalize Find View All + - First 1 of 1 Last + -			
*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

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 I
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		Add Address Detail + -			
Phone Information				Personalize Find View All + - First 1 of 1 Last			
*Phone Type	Telephone	Extension	Preferred				
				+ -			
Email Addresses				Personalize Find View All + - First 1 of 1 Last			
*Email Type	*Email Address	Preferred					
				+ -			

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

Effective Date 08/29/2025

I-9 Completion Date I-9 Expiration Date

I-9 Verifier Emplid

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

U.S. Citizen or Legal Permanent Resident Yes No Unknown

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	Pre Dr Trainee
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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 <input type="text" value="SPD"/>	Employee Type <input type="text" value="Salaried"/>
Tax Location Code <input type="text" value="DENVER"/>	
Job Compensation - Payroll Currency and Frequency	
Compensation <input type="text" value="Monthly - Salary"/>	
Frequency	
Job Compensation - Pay Components	
Comp Rate Code <input type="text" value="BASEM - Base Monthly"/>	Compensation Rate <input type="text" value="2399.000000"/>
Compensation <input type="text" value="Monthly - Salary"/>	Frequency

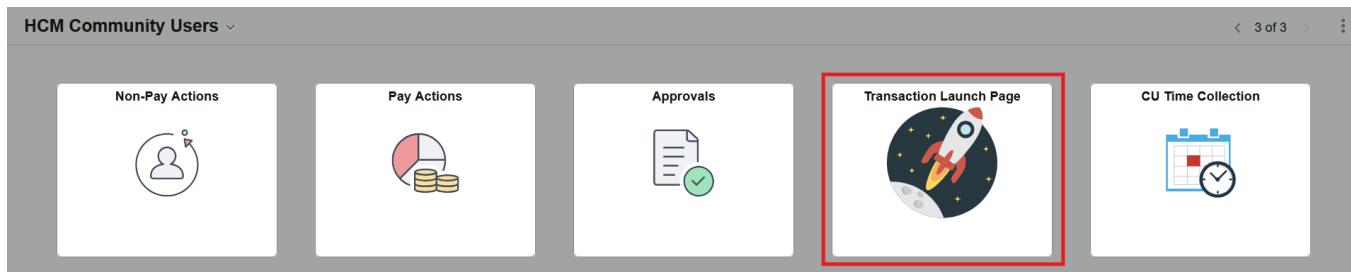
n. Enter the Job Expected End Date as the last day of the month the stipend will end in. This will ensure that the appointment is terminated, and the stipend won’t continue to be paid past the end date.

Employment - Additional Data	
Appointment End Date <input type="text"/>	<input type="button" value="31"/>
(Not Used for Auto Term)	
Work Location - Expected Job End Date	
Expected Job End Date <input type="text" value="08/31/2026"/>	
(Used for Auto Term)	

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

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



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

Transaction Launch Page

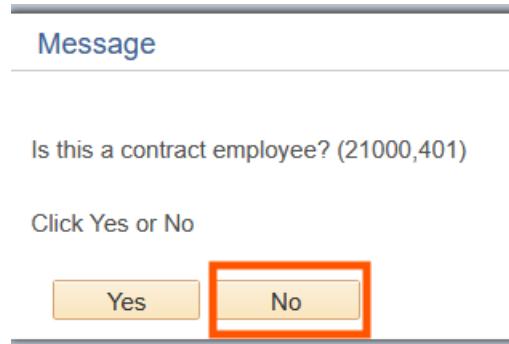
Search Criteria

Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
First Name	<input type="text" value="JANE"/>
Last Name	<input type="text" value="DOE"/>
Date of Birth	<input type="text"/>
National ID	<input type="text"/>
National ID Last 4	<input type="text"/>
Department	<input type="text"/>
*Search Option	<input type="button" value="Hire/Rehire/Additional Job"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

- 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<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”.



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

Continue Cancel

The 'Reason Code' dropdown and the 'Continue' button are highlighted with red boxes.

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

Work Location - Position Data

Position Number	██████████	Position Title	Pre Dr Trainee
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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 Frequency	2399.000000

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

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.