University of Colorado Denver & Anschutz Campus Specific Guidelines

University Staff:

University Staff – Begin Search

University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

University Staff – Appoint a current CU employee within your own Department/Org into a different position number based on Lateral or Promotional Move

University Staff – Appoint a current CU employee from another Department/Org into a different position number based on Transfer

University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

University Staff – Update Only for current employee within Department, School, or College

University Staff – Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

Classified Staff:

Classified Staff – Begin Open Competitive Search

Classified Staff – Reallocation of current Classified Position (position number will stay the same)

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

University of Colorado Denver & Anschutz Campus Specific Guidelines

Faculty:

Faculty (1100 – 1400 Job Code Series) – Begin Search

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate who transfers to another Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate w/in your own Department/Org based on Previous Search, Lateral or Promotional move

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee or Affiliate who qualifies based on appointment with Affiliate or Previous Search

Temp & Students:

9 Month Temporary Appointments – Hire pre-identified Temp

9 Month Temporary Appointments – Begin Search

Student Worker (4100 – 4400 Job Code Series) – Hire/Rehire

Student Faculty (1500 Job Code Series) – Hire/Rehire

Other Processes:

Leave – Entering Employee Leave in HCM

Termination – Voluntary & Involuntary

University Staff – Begin Search

Table of Contents

NOTE:

If NO position information is changing BP can go directly to the ePAR NPP (Step 3).

1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Job Description/Job Ad Template

Essential Function Definitions

Second Level Guidelines

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments section:

- Talent acquisition service type requested:
  - ~ *Recruitment*
  - ~ *Full Service*
  - ~ *Consulting*
- Any other relevant details to the search

Attachments:

- Completed job description/job ad template:
  - ~ *Include the names of the Search Committee and Identify the search chair at the bottom of the template*
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

4) TAC Reviews NPP

Once review of NPP (job description) is complete, BP receives an approval e-mail from the HR-Exempt box.

5) TAC Posts

TAC posts the position

Once TAC posts in CU Careers, BP will receive an e-mail directly from the TAC

6) Search in Progress

BP (or TAC if using recruitment services) updates status and notifies candidates of status change throughout the process.

7) BP runs Reference Checks

BP initiates offline **OR** SkillSurvey reference checks with TAC **PRIOR** to making an offer

8) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

University Staff Offer Letter - LOO

9) TAC Reviews LOO

TAC reviews to make sure candidate meets MQ's

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box

DO NOT route to the employee prior to their background check being approved

10) BP Routes LOO & PMR

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

BP e-mails search summary to TAC (TAC completes if Recruitment Services)

BP updates the status of all remaining candidates (or TAC if Recruitment Services) in CU Careers

Emails PMR with signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date

SOM – Send fully executed LOO to the Dean's office

Search Summary Template

PMR – Personnel Matters Report

11) TAC Closes Search

TAC closes out search in CU Careers

12) After Recruitment is Completed:

BP Finishes ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

If **Current CU Employee**: Email HR.I-9@ucdenver.edu to check if an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

See step-by-step guides for guidance on completing the hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add/Add

13) S/C/D

School/College/ Department Approver will review and approve action once saved and submitted

New Hire Checklist

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

Talent Acquisition Search Service Options

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

University Staff – Direct Appointments based on Previous Search or Prior Employment w/ CU or Affiliate

Table of Contents

1) BP IDs Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline **OR** SkillSurvey reference checks with TAC **PRIOR** to making an offer

APPT TYPE 2: BP can check with TAC to check Personnel File

NOTE:

If NO position information is changing BP can go directly to the ePAR NPP (Step 4).

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

3) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Appointment Type Reasons:

Appointment Type 1 – Appointment based on qualified candidate being available from a **previous search** within the past 12 months (1 year from the date position was filled). Job descriptions must be similar.

Appointment Type 2 - Appointment based on current or prior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Job Description Template

Second Level Guidelines

4) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments section:

- Type of appointment (1 or 2)
- Name of person BP wish to appoint (EID if applicable)
- Job posting number and title (Type 1)
- Affiliate Name (Type 2)
- Proposed salary

Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) TAC reviews NPP

TAC reviews to make sure candidate meets MQ's & Appointment Type Requirement are met.

Once approved, BP receives an approval e-mail from the HR-Exempt Box

6) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

University Staff Offer Letter - LOO

7) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box

DO NOT route to the employee prior to their background check being approved

8) BP routes LOO & PMR

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean's office

PMR – Personnel Matters Report

9) After Appointment Type Process is Completed:

BP finishes ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

If **Current CU Employee**: Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add/Add

10) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

New Hire Checklist

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

University Staff – Appoint current CU employee **within your own department/org** into a different position number based on Lateral or Promotional Move

Table of Contents

NOTE:

Can be a Lateral or Promotional Move.

1) BP IDs Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline **OR** SkillSurvey reference checks with TAC **PRIOR** to making an offer

APPT TYPE 2: BP can check with TAC to check Personnel File

NOTE:

If NO position information is changing BP can go directly to the ePAR NPP (Step 4).

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

3) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Appointment Type 2:

Appointment Type 2 - Appointment based on current orprior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Job Description Template

Second Level Guidelines

4)BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

In comments section:

- Enter: Appointment Type 2
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary

Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's & Appointment Type Requirement are met.

Once approved, BP receives an approval e-mail from the HR-Exempt Box

6) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

University Staff Offer Letter - LOO

7) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box

DO NOT route to the employee prior to their background check being approved

8) BP Routes LOO & PMR

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean's office

PMR – Personnel Matters Report

9) BP Process in HCM

Lateral move without pay change:
Action: Transfer
Reason: Transfer (enter new Position Number that is in your dept.)

Navigation: CU Resources> Pay Actions Tile> Template Based Transaction

OR

9) BP Process in HCM

Promotion with pay change:
Action: Data Change
Reason: Promotion

OR

Lateral with pay change:
Action: Pay Rate Change
Reason: Base Pay – Increase in Pay

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePar Pay Actions> ePar Pay Rate Change> Add

10) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

New Hire Checklist

11) After Process is Completed:

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
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S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

University Staff – Appoint current CU employee **from another department/org** into a different position number based on Transfer

Table of Contents

NOTE:

Can be a Lateral or Promotional Move.

If Pay is changing you will do the Pay Rate Change with the Transfer transaction (all in one)

1) BP ID's Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline **OR** SkillSurvey reference checks with TAC **PRIOR** to making an offer

APPT TYPE 2: BP can check with TAC to check Personnel File

NOTE:

If NO position information is changing BP can go directly to the ePAR NPP (Step 4).

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

3) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Appointment Type 2:

Appointment Type 2 - Appointment based on current orprior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Job Description Template

Second Level Guidelines

4) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

In comments section:

- Enter: Appointment Type 2
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary

Student Worker: include/ensure the following - Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% of time does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description
- Resume
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's & Appointment Type Requirement are met.

Once approved, BP receives an approval e-mail from the HR-Exempt Box

6) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

University Staff Offer Letter - LOO

7) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box.

DO NOT route to the employee prior to their background check being approved

8) BP Routes LOO & PMR

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean's office

PMR – Personnel Matters Report

9) Transfer: BP Process in HCM

Transfer:

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.

Action: Transfer
Reason: To Another Department

Navigation: CU Resources> Pay Actions Tile> Template Based Transactions

10) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

New Hire Checklist

11) After Transfer is Completed:

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

University Staff – Update with Increase (employee remains in current position number) within Department, School, or College

Table of Contents

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Reason Code:
PRO - Promotion

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Job Description Template

Second Level Guidelines

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

In comments section:

- Update with Increase
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % of increase
- Proposed new Job Code/Title if applicable

Attachments:

- Completed job description: Highlight what has changed.
  ~ Must be substantive change in duties to justify out of cycle increase.
- Resume
- Second level funding justification if State (610/611) funded
  AMC – Attach 2nd Level email Justification with CFO/DEAN copied
  SOM ONLY *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's & Requested class is appropriate.

TAC routes for further approvals as needed

Once approved, BP receives an approval e-mail from the HR-Exempt Box

5) BP Process

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

University Staff Addendum Letter of Offer - LOO

6) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box.

DO NOT route to the employee prior to their background check being approved

7) BP Routes LOO & PMR

BP receives background check approval email then:

BP routes LOO for all appropriate signatures

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean's office

PMR – Personnel Matters Report

8) BP Process in HCM

Promotion with Pay Rate Change:
Important: Do not make changes to Position Information in the ePAR

Action: Data Change
Reason: Promotion

Enter ePAR Pay Rate Change.

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection>ePAR Pay Actions> ePAR Pay Rate Change> Add

9) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

New Hire Checklist

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

University Staff – Update Only for Current employee within Department, School, or College

Table of Contents

NOTE:

Employee will remain in current position number in own department.

Working Title may Change/No Increase in pay

Normally Job Code does NOT Change

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

IF NPP (NEW JOB DESCRIPTION) IS NEEDED

NOTE:

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC . Employee MUST provided the TAC a voluntary confirmation of FTE change.

If a voluntary change in FTE an addendum LOO is required – Work with TAC to complete the process

***NOTE** – If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.*

***FLSA (Eligibility for Overtime) Changes** – Talk to TAC to review*

Job Description Template

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

In comments section:

- Update Only
- Name of employee
- Employee ID number (EID)

Attachments:

- Completed job description
- Resume (When applicable)

If description review does not result in change to job code or pay, Central HR will review and no additional action is required in HCM

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4) TAC Reviews NPP

Once approved, BP receives an approval e-mail from the HR-Exempt Box

University Staff Addendum Offer Letter - LOO

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

Table of Contents

NOTE:

Requesting change in job code

Pay may change

Classified position number must be abolished by central HR

Employee will be moved into different university staff position number

1) BP Contacts TAC

BP Contacts their TAC .

TAC reviews the Job Description to verify it meets the Exemption Criteria (professional level duties **OR** alternate funding).
NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.

TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).

Per University Policy, TAC will work directly with employee to confirm election.

2) Employee Reviews & Confirms

Employee reviews & confirms that they are electing exemption

Employee emails TAC confirming their election

3) BP Start: Create New

BP creates a new University Staff position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

4) HR OPS Approves

Central HR OPS approves the position.

BP receives a system generated email.

Job Description Template

Second Level Guidelines

5)BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

NOTE:

Complete all required fields or pages as indicated in the HR Guide for University Staff NPP Creation or you will receive an error message

In comments field include:

- Classified employee electing exemption
- Name of employee
- Employee ID number (EID)
- Current and Proposed salary/proposed % increase (if applicable)
- Current Classified position number

Attachments:

- Email from employee confirming election
- Resume
- Completed job description
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's

Once approved, BP receives an approval e-mail from the HR-Exempt Box

TAC sends proper Electing Exemption LOO Template

NOTE:

NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps

7) BP Process

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

Electing Exemption Letter of Offer - LOO

8) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO copying PMR Box.

DO NOT route to the employee prior to their background check being approved

9) BP Routes LOO & PMR

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.

SOM – Send fully executed LOO to the Dean's office

PMR – Personnel Matters Report

10) BP Process in HCM

ePAR Pay Rate Change:

Action: Data Change
Reason: To University Staff

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePar Pay Actions> ePar Pay Rate Change> Add

11) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP let's TAC know.

TAC Abolishes the old Classified Position Number

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Classified Staff – Begin Open Competitive Search

Table of Contents

1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

NOTE:

If your position is 100% Alternate funded (any speedtype other than 610/611) please follow the University Staff Begin Search Process

2) HR Approves

HR OPS routes to TAC

TAC reviews/approves the position

BP receives a system generated email.

Classified PDQ Template

Second Level Guidelines

Charge Checklist

Essential Function Definitions

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

Attachments:

- Completed PDQ
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

NOTE:

Complete all required fields or pages as indicated in the HR Guide for Classified Staff NPP Creation or you will receive an error message

4) TAC Reviews PDQ

TAC will review PDQ and may send to a panel for review, if needed.

5) TAC Posts

Once approved, BP receives an approval e-mail from TAC and position information will feed to CU Careers

TAC creates posting and e-mails draft posting link to BP and hiring authority for review

TAC posts the position

6) TAC Reviews & Interviews Candidates

TAC reviews MQ's

TAC (and Search Committee if using one) Reviews PQ's and runs initial interviews

TAC ensures status for candidates is kept up-to-date and that candidates are notified of status throughout the process

7) Refer Candidates

TAC emails referral list to hiring authority for final interviews

8) Finalist Selected

Hiring Authority must interview all referred candidates

Hiring Authority selects final candidate to be hired

9) BP runs Reference Checks

BP initiates reference checks offline **OR** SkillSurvey reference checks with TAC **PRIOR** to making an offer.

10) S/C/D Process

Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)

BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

Classified Letter of Offer - LOO

11) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO

DO NOT route to the employee prior to their background check being approved

12) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures (include the candidates signature)

13) After Recruitment is Completed:

BP Enteres ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

Submit an I-9 through HireRight within 3 business days of the date of hire

See step-by-step guide for guidance on completing the hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

SOM has a specific process: please contact your TAC for guidance.

14) BP Sends Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

15) TAC Approves Hire

TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM

TAC adds Probation Row and/or updates Service Dates if needed.

New Hire Checklist

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Classified Staff – Reallocation of a current classified position (Position number will stay the same)

Table of Contents

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR Approves

HR OPS Routes to TAC

TAC reviews/approves the position

BP receives a system generated email.

Classified PDQ Template

Second Level Guidelines

Essential Function Definitions

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments field include:
- Requesting Classified staff reallocation
- Proposed title
- Proposed Salary
- Summary of changes

Attachments:
- Completed PDQ - Include:
  - *~ Duties added/from what position(s)*
  - *~ Duties removed. Where are duties being assigned?*
- Second level funding justification if State (610/611) funded
  - **AMC** – Attach 2nd Level email Justification with CFO/DEAN copied
  - ***SOM ONLY*** *- Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP*

NOTE:

Complete all required fields or pages as indicated in the HR Guide for Classified Staff NPP Creation or you will receive an error message

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4) TAC Reviews PDQ

TAC will review PDQ and may send to a panel for review, if needed.

TAC emails application instructions to BP & incumbent

5) Reallocation Process Runs

BP Posts Reallocation notice in department for 5 Business Days

TAC Posts Reallocation notice in HR Offices for 5 Business Days

Incumbent must send their application to TAC Consultant within time frame for their reallocation

6) TAC Reviews

TAC receives and reviews the application.

TAC reviews MQs

7) TAC Sends LOO

TAC Approves the NPP

TAC sends Reallocation LOO Template and HCM instructions to BP, CC'ing the Supervisor

8) S/C/D Process

Appointing Authority makes Verbal offer: (making it clear the offer is contingent on passing the background check)

Initiate Background check (Online Request Form, HR will determine if needed)

BP uses the Reallocation LOO template and submits a draft to their TAC to review.

Background Check Link (Online Request Form)

LOO – Reallocation Letter of Offer Template

9) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.

TAC reviews and approves LOO

DO NOT route to the employee prior to their background check being approved

10) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures

11) After Recruitment is Completed:

BP enters and submits ePAR PAY RATE CHANGE in HCM

Action: Data Change
Reason: Promotion

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Pay Rate Change>Expert Add

12) BP Sends Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

SOM has a specific process – please contact your TAC for guidance.

13) TAC Reviews &

TAC will review and approve action once BP saves and submits HIRE/REHIRE in HCM

TAC adds Probation Row and/or updates Service Dates if needed.

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

Table of Contents

NOTE:

If Duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR Approves

HR OPS Routes to TAC

TAC reviews

TAC consults with BP if needed

TAC approves the position

BP receives a system generated email.

IF TAC says NPP is needed

3a) BP Creates an NPP with an ePAR

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments field include:
- Update Only

Attachments:
- Completed PDQ - Include:
  - *~ Duties added/from what position(s)*
  - *~ Duties removed. Where are duties being assigned?*

NOTE:

Complete all required fields or pages as indicated in the HR Guide for Classified Staff NPP Creation or you will receive an error message

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

5a) TAC Approves

TAC Approves and Fills out and Sends Classified Addendum LOO Template

NOTE:

For Standard Hours/FTE Changes & Reports to Changes – *Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.*

FTE Changes – *Talk to TAC. Employee **MUST** provide the TAC a voluntary confirmation of FTE change.*

If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

***NOTE** – If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.*

***FLSA (Eligibility for Overtime) Changes** – Talk to TAC to review*

Classified PDQ Template

Essential Function Definitions

3b) TAC Sends FTE Change LOO

TAC will send BP the proper LOO template AFTER they have confirmed with the employee

4b) BP Routes LOO

BP routes LOO for all appropriate signatures

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
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HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

TAC Department Assignments

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Faculty (1100 – 1400 Job Code Series) – Begin Search

Table of Contents

1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) School/College Approves

School/College Approver will review.

BP receives a system generated email.

Second Level Guidelines

Essential Function Definitions

3) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
Robert Pinter – HR.Faculty-Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Sean Clark – HR.PRA@ucdenver.edu

NOTE- Ensure you check the "Feed to CU Careers box"

NOTE:

Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

Attachments:
- Completed job description OR fill out Step 3 Position Summary of the NPP

Submit any 610/611 funding 2nd Level Justifications to the following:
- ***Denver*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu
- ***SOM*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
- ***Exceptions:*** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4) S/C Review

School/College Approver will review.

SOM ONLY:

Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP. Then NPP feeds to CU Careers.

5) HR OPS Approves

HR OPS Reviews and does final approval.

HR OPS will create the draft requisition and send an email with the requisition number and steps to edit the requisition.

6) BP Creates Posting

BP edits draft posting and sends back to HR OPS for review.

BP ensures search chair and at least 3 search committee members are identified

7) HR OPS Reviews & Posts

HR OPS will review draft posting and then post the position to CU Careers. HR OPS will send the posting link to the BP.

8) BP Runs Search

BP updates status and notifies candidates of status change throughout the process.

9) BP runs Reference Checks

BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer

10) When Search is Complete

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check for Finalist ONLY (Online Request Form or CU Careers, HR will determine if needed)

BP creates an offer in CU Careers and adds -Robert Pinter or Sean Clark ONLY as Approver for offer

BP emails search summary to HR OPS Consultant:
Faculty/Post-Docs – HR.Faculty-Request@ucdenver.edu
PRA's Sr. PRAs, Research Associates – HR.PRA@ucdenver.edu

BP selects the proper LOO template from the HR or School/ College website and fills out a draft.

DENVER – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary. etc.)

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

11) HR OPS Closes Search

HR OPS reviews offer and MQs and sends approval email

HR OPS consultant closes out search in CU Careers

HR OPS Designates position as filled in CU Careers

12) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures within school (include the candidates signature)

13) BP Process - PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.

SOM – Sends PMR to Deans Office

Faculty Hire Resources (PMR)

14) After Recruitment is Completed:

BP finishes ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

Submit an I-9 through HireRight within 3 business days of the date of hire

School/College Approver will review and approve hiring action once saved and submitted

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

15) S/C Review

School/College Approver will review & approve.

New Hire Checklist

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint current CU employee or Affiliate **who transfers to another department/org** based on Previous Search, Lateral or Promotional move

Table of Contents

NOTE:

Employee will move to a different position number in receiving department

1) BP ID's Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

3) School/College Approves

School/College Approver will review.

BP receives a system generated email.

Appointment Type 2:

Appointment Type 2 - Appointment based on current orprior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Second Level Guidelines

Essential Function Definitions

4) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
Robert Pinter – HR.Faculty-Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Sean Clark – HR.PRA@ucdenver.edu

In comments field include:

- Type of appointment (2)
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary for all PRA job codes

Student Worker: Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description OR fill out Step 3 Position Summary of the NPP
- Resume ***(HR will review MQ's at this point as well)***

Submit any 610/611 funding 2nd Level Justifications to the following:

- ***Denver*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu
- ***SOM*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
- ***Exceptions:*** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

NOTE:

Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

5) S/C Review

School/College Approver will review.

SOM ONLY:

Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

6) HR OPS Reviews NPP

HR OPS Reviews and does final approval.

7) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check for Finalist ONLY (Online Request Fom, HR will determine if needed)

BP creates an offer in CU Careers and adds -Robert Pinter or Sean Clark ONLY as Approver for offer

BP selects the proper LOO template from the HR or School website and fills out a draft.

DENVER – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary, etc.)

Background Check Link (Online Request Form)

Creating an Offer in CU Careers

8) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures within school (include the candidates signature)

9) BP Process - PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.

SOM – Sends PMR to Deans Office

Faculty Hire Resources (PMR)

10) BP Initiates Transfer Process

Transfer:

- Receiving department initiates & approves transfer
- Employee receives an email documenting items to take care of prior to leaving their current department.

Action: Transfer
Reason: To Another Department

Navigation: CU Resources> Pay Actions Tile> Template Based Transactions

11) S/C Approves

School/College Approver will review and approve action once saved and submitted

New Hire Checklist

13) After Transfer is Completed:

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
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Employee will move to a different position number in receiving department

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BP identifies candidate they want to hire

BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

3) School/College Approves

School/College Approver will review.

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See next box for student worker eligibility requirements.

Second Level Guidelines

Essential Function Definitions

4) BP Creates an ePAR Non-Person Profile(NPP)

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Faculty/Post-Docs:
Robert Pinter – HR.Faculty-Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Sean Clark – HR.PRA@ucdenver.edu

NOTE:

Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

In comments field include:

- Type of appointment (2)
- Name of person BP wish to appoint
- Employee ID number (EID)
- Proposed salary for all PRA job codes

Student Worker: Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description OR fill out Step 3 Position Summary of the NPP
- Resume ***(HR will review MQ's at this point as well)***

Submit any 610/611 funding 2nd Level Justifications to the following:

- ***Denver*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu
- ***SOM*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
- ***Exceptions:*** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) S/C Review

School/College Approver will review.

SOM ONLY:

Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

6) HR OPS Reviews NPP

HR OPS Reviews and does final approval.

7) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)

BP creates an offer in CU Careers and adds -Robert Pinter or Sean Clark ONLY as Approver for offer

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DENVER – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary. etc.)

Background Check Link (Online Request Form)

Creating an Offer in CU Careers

8) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures in school (include the candidates signature)

9) BP Process - PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.

SOM – Sends PMR to Deans Office

Faculty Hire Resources (PMR)

10) BP Process in HCM

Promotion with pay change:
Action: Data Change
Reason: Promotion
OR
Lateral with pay change:
Action: Pay Rate Change
Reason: Base Pay – Increase in Pay

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePar Pay Actions> ePar Pay Rate Change> Add

OR

10)BP Process in HCM

Lateral move without pay change:
Action: Transfer
Reason: Transfer (enter new Position Number that is in your dept.)

Navigation: CU Resources> Pay Actions Tile> Template Based Transaction

11) S/C Approves

School/College Approver will review and approve action once saved and submitted

New Hire Checklist

12) After Process is Completed:

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile
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HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint **non-CU employee or affiliate** who qualifies based on appointment with Affiliate or previous search

Table of Contents

1) BP ID's Candidate & Runs Reference Checks

BP identifies candidate they want to hire

BP identifies the appointment type they want to use

BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer

2) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

2) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

3) School/College Approves

School/College Approver will review.

BP receives a system generated email.

Appointment Type Reasons:

Appointment Type 1 – Appointment based on qualified candidate being available from a **previous search.**

Appointment Type 2 - Appointment based on current or prior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of their termination date. Job descriptions must be similar. Includes Student Worker appointments.

See next box for student worker eligibility requirements.

Second Level Guidelines

Essential Function Definitions

Performing a Direct Hire Without Posting

4) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

Faculty/Post-Docs:
Robert Pinter – HR.Faculty-Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
Sean Clark – HR.PRA@ucdenver.edu

In comments field include:

- Type of appointment (Type1 or 2)
- Name of person BP wish to appoint (Type 1 & 2)
- Employee ID number (EID) (Type 2)
- Proposed salary for all PRA job codes (Type 1 & 2)
- Requisition Number (Type 1)

NOTE:

Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

Student Worker: Include name of student worker and ensure he or she meets the following criteria:

- Has worked for any CU as a student for at least a semester (% does not matter)
- Meets all minimum qualifications for the position
- Job is related to duties performed as a student worker
- Must have graduated

Attachments:

- Completed job description OR fill out Step 3 Position Summary of the NPP
- Resume ***(HR will review MQ's at this point as well)***

Submit any 610/611 funding 2nd Level Justifications to the following:

- ***Denver*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu
- ***SOM*** – Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu
- ***Exceptions:*** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

5) S/C Review

School/College Approver will review.

SOM ONLY:

Cheryl Welch will review and approve NPP. Central HR will then review and approve NPP. Then NPP feeds to CU Careers.

6) HR OPS Reviews NPP

HR OPS Reviews and does final approval.

7) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)

BP creates an offer in CU Careers and adds -Robert Pinter or Sean Clark ONLY as Approver for offer

BP selects the proper LOO template from the HR or School website and fills out a draft.

DENVER – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary. etc.)

Background Check Link (Online Request Form)

Creating an Offer in CU Careers

8) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures in school (include the candidates signature)

9) BP Process - PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu
This should be 7 days prior to the 1st or 15th prior to the candidates start date.

SOM – Sends PMR to Deans Office

Faculty Hire Resources (PMR)

10) After Appointment Process is Completed:

Action flows back into HCM if Appointment Type 1

Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

School/College Approver will review and approve hiring action once saved and submitted

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

9 Month Temporary Appointments – Hire pre-identified Temp

Table of Contents

1) BP Submits Temp Questionnaire & Approval

Temporary Questionnaire and Approval Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. *(HR will determine what job code is appropriate and will provide the proper letter of offer template)*

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)

University Staff/Exempt Questionnaire

Classified Questionnaire

Background Check Link (Online Request Form)

2) HR OPS Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

3) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

3) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

4) BP Process

BP Emails Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

5) HR OPS Approves

HR OPS approves the position

6) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

7) HR OPS Approves

HR OPS reviews the draft LOO and sends approval email

8) BP Creates an NPP with an ePAR

Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR forapproval

Select and complete all fields in the non- person profile (NPP)

Select **Robert Pinter** as HR consultant

Leave HR only page blank

Email **ePAR Number** to HR.NewTemp@ucdenver.edu

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

9) HR OPS Reviews

HR OPS Reviews & approves NPP

10) BP HCM Process

NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

11) After Process is Completed:

Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

HCM HIRE:
Submit ePAR HIRE with signed copy of LOO sent to HR.NewTemp@ucdenver.edu

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

12) HR OPS Approves Hire

Once the signed LOO is sent back to HR OPS they will review and approve the HIRE Transaction

New Hire Checklist

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
HR OPS – Central HR Operations Team
TAC – Talent Acquisition Consultant
PDQ – Position Description Questionnaire
S/C/D – School/College/Department
LOO – Letter of Offer
MQ – Minimum Qualifications
PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

9 Month Temporary Appointments – Begin Search

Table of Contents

1) BP Submits Temp Questionnaire & Approval

Temporary Questionnaire and Approval Submit temporary questionnaire and brief job description to HR.NewTemp@ucdenver.edu for review. *(HR will determine what job code is appropriate and will provide the proper letter of offer template)*

University Staff/Exempt Questionnaire

Classified Questionnaire

2) HR OPS Reviews

HR OPS reviews the questionnaire and determines the Job Code.

HR OPS provides LOO Template

3) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

3) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

4) BP Process

BP Emails Position number to HR.NewTemp@ucdenver.edu they are working with to approve.

5) HR OPS Approves

HR OPS approves the position

6) BP Creates an NPP with an ePAR

Once Position Information is Approved - BP creates the NPP in HCM for temporary position and submits to HR for approval

Select and complete all fields in the non- person profile (NPP)

Select **Robert Pinter** as HR consultant

Leave HR only page blank

NOTE- Ensure you check the "Feed to CU Careers box"

Email **ePAR Number** to HR.NewTemp@ucdenver.edu

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

7) HR OPS Approves

HR OPS Reviews and does final approval.

HR OPS will create a draft requisition and email the draft link to BP to edit.

8) BP CU Careers Process

BP edit posting in CU Careers.

Submit posting edits back to HR OPS.

9) HR OPS Posts to CU Careers

HR OPS will review the edits and once approved post it to CU Careers and email the BP the link to the posting

10) BP Runs Search & Reference Checks

BP ensures status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified:
BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer

BP finishes the unanswered questionnaire questions from Step 1

11) BP Process

BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

University Staff/Exempt Temp LOO Template

Classified Temp LOO Template

12) BP HCM Process

Initiate Background check (Online Request Form or CU Careers, HR will determine if needed)

When ready to hire:
1) Complete offer matrix in CU Careers and select **Robert Pinter** as approver.

OR

2) Enter an ePAR HIRE Action in HCM

BP emails ***search summary*** AND ***offer letter*** to HR.NewTemp@ucdenver.edu

NOTE – dept may need to update ePAR NPP before submitting an ePAR HIRE.

Background Check Link (Online Request Form)

Run a Background Check in CU Careers

13) BP Routes LOO

BP receives background check approval email

then:

BP routes LOO for all appropriate signatures (include the candidates signature)

14) After Recruitment is Completed:

Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

CU CAREERS HIRE:
Dept MUST provide a signed copy of the LOO sent to HR.NewTemp@ucdenver.edu

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

15) HR OPS Approves Hire

Once the signed LOO is sent back to HR OPS they will review and approve the HIRE Transaction

New Hire Checklist

Nearing the 9 Months?

BP enters a Termination Row to the Temps Job Data

Key:

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Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Student Worker (4100-4400 Job Code Series)– Hire/Rehire

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NOTE:

Note: if position has been approved for work-study, it needs to reflect that in HCM.

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both "Work Study Eligible Job" and "Active WS Job".

1) BP Start: Create New

BP creates a new position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

1) BP Start: Update Pos

BP updates an existing position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

2) S/C/D Internal Process

BP Follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed

If Posting position to run a search

3) BP Handshake Posting Process

BP uses Career Center Handshake system to post student worker positions

3a) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

Once Search Process is complete:

If Hiring/Rehiring a student worker without Posting

3) BP runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

4) BP Process

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form)

BP uses LOO Templates found in the Student Handbook

For 4101 – 4202 Job Codes: BP ensures they are using the **appropriate hourly rate for the job code** found in the handbook

Background Check Link (Online Request Form)

5) After Process:

Finish ePAR HIRE/REHIRE in HCM (click this box for Step-by-Step)

If REHIRE - Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Hire>Expert Add

Key:

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PQ – Preferred Qualifications
PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Student Faculty (1500 Job Code Series)– Hire/Rehire

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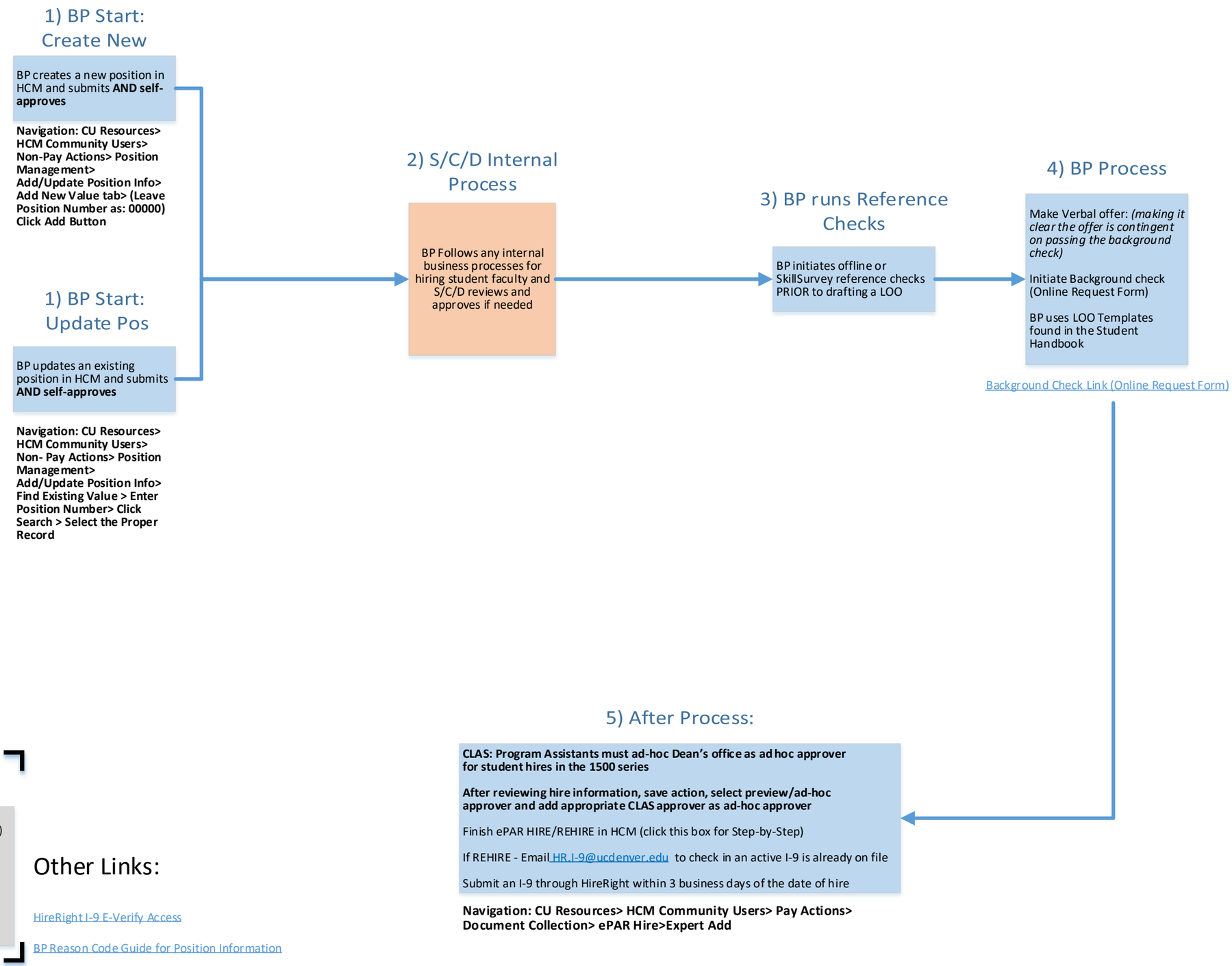

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PMR – Personnel Matters Report

Other Links:

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information

Leave - Entering Employee Leave in HCM

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BP Enters Leave in HCM

BP enters leave in HCM – **Include a comment about the entry:**

Ex: Maternity Leave, FML Paperwork Submitted, Transitioning from paid to unpaid FML, return from Maternity Leave, etc.

BP forwards relevant copies of paperwork in a separate email to EPD team (medical certifications, MOU, etc) – ***Do Not Attach to ePAR***

Leave actions that are automatically approved include short work break

All other actions will be reviewed and approved by the Employee Performance and Development Team

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Document Collection> ePAR Leave> Add

EPD Reviews & Approves

All other actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave

Additional guidance will be provided once established

Other Links:

Central HR Leave Resources

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave

Termination – Voluntary & Involuntary

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Voluntary Termination

BP Process

Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> ePAR Separation>Add

Involuntary Termination

BP Process

Business Partner enters termination in HCM

Choose appropriate Reason Code –

- **Cause** (Routes for approval)
- **Death** (Auto - Approves)
- **Disability Retirement** (Routes for approval)
- **ES – Other** (DO NOT USE)
- **End of Appointment** (Routes for approval)
- **Exhaustion of Leave** (Routes for approval)
- **Job Abandonment** (Routes for approval)
- **Layoff** (Routes for approval)
- **Not Eligible for Rehire** (Routes for approval)
- **Other – Comment Required** (Routes for approval)
- **ProbationaryRej-Classified** (Routes for approval)
- **Resignation** (Auto – Approves)
- **Retirement** (Auto – Approves)

University Staff and Faculty – Involuntary Termination must be submitted on a Personnel Matters Report (PMR)

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> ePAR Separation>Add

EPD Reviews & Approves

Actions will be reviewed and approved by the Employee Performance and Development team

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave

Key:

NPP – Non-Person Profile
BP – Business Partner (person initiating action)
HCM – Human Capital Management
EPD – Employee Performance & Development
MOU – Memorandum of Understanding
S/C/D – School/College/Department
FML – Family Medical Leave