**HCM and CU Careers Helpful Tips**

*Last updated 4/25/2016*

HCM - GENERAL

* When searching for position numbers, don’t forget the leading zeros (ex. 00641099 or 00002155)
* Don’t use the HCM Workcenter for most actions, go through the full navigation of Main Menu > Smart Solutions > Document Framework > Document Collection.
* If your URL says: hr.prod.cu.edu/ps**p**….etc… that is a good sign.

If your URL says: hr.prod.cu.edu/ps**c** …etc… then your save buttons won’t work.

* If you're having issues with slowness, missing save buttons, spinning wheel, approval workflow, etc. try closing all browser windows and clearing your internet history cache.
* Searching for employees outside of your own department or campus (used to be Job List):
* Main Menu > CU HCM User Workcenter, then select the “Resources” tab and then Job List.
* Enter whatever information you have on the person you’re trying to find (EE ID, Last 4 of SSN, Last Name).
* Query will run and the results list will show you any/all who meet the search criteria. Report details include EE ID, status, name, dept ID, dept description, job code, job title, position #, % time, etc.
* If you have an EID for someone but receive a “No matching values were found” in the Job List query, chances are that the number belongs to an individual with a POI status.
* To access and view job descriptions from the old system (Jobs at CU), you can navigate to the following in HCM: Main Menu > CU People Admin Positions > CU People Admin Positions. A general dump of the data will be housed in this section even after your access to the old Jobs at CU goes away. It is not complete data, but includes most of the main fields that you might need.
	+ In this section, leading zeros are only needed when searching for 6 digit position numbers (00218010). If the position is a 4 digit number, leading zeros likely are not needed (1080).
* APPROVERS ONLY - If you can’t find an ePAR action that’s been submitted for approval, try the following navigation: Smart solutions > document framework > document collection > ePAR Position > modify
* If changes need to be made during approval processes, the final approver will need to us the “push back” button, all others in workflow can use “deny” button.
* Helpful [Campus Specific Guidelines](http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/HCM-CUCareers-CampusSpecificGuidelines.pdf) are posted on the HR website.

HCM - NON-PERSON PROFILE (NPP)

* A current list of HCM populated job competencies can be found at - <https://www.cu.edu/sites/default/files/Job-Competencies-List.xlsx>
* A list of functional attributes and essential functions is available on the HR website at - <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>
* Under the “Select Employee Type” section in the ePAR Position Request main screen, both the “Vacant Position” and “Update/Recruit Filled Position” radio buttons will allow a position to feed to CU Careers. If you can’t find your position number when one radio button is selected, try selecting the other radio button and searching again. Regardless of which radio button is selected at the beginning, if you want the NPP to feed to CU Careers for recruitment or direct hire workflow, just be sure that you check the box that says “Feed to CU Careers” in the Job Summary section.
* Reports to field is mandatory in the NPP. If you try to approve without it, you will get an error message and your action won’t feed.
* The reports to position number must be encumbered or you will get an error message upon approval.
* As it was in PeopleSoft/HRMS, the reports to field has to be a University employee. If the supervisor is a UPI, Children’s, Denver Health, etc. employee, someone else will need to be designated as the supervisor for NPP purposes, and then the actual supervision can be different off-line.
* For now, leave the “Appointing Authority” field blank under Work Information to eliminate getting a Target Seq. ID error upon approval.
* Z DUTIES - If you can’t find an applicable duty statement or competency when populating the NPP, search the letter Z in the content ID field and some blank z options are available for you to use (Z-DUTY 1 – General Duty Statement 1, etc.). You can then copy and paste duty statement examples into the description section.
* QUALS – You will need to insert the position’s “Competencies/Knowledge, Skills and Abilities (KSAs)” in the Minimum Qualifications section of the NPP. You can choose “Minimum Qualifications” from the list of options and enter the KSAs in the details/description field. Then choose another qualification from the list that’s closest to the actual qualifications of the position and specify in the details/description section what the min quals actually are. And then for overflow of qualifications (maybe conditions of employment, etc. that didn’t fit in the other fields), you can search the letter Z in the content item ID field and you use the “Z-MINQUAL – General Min Qual” for more space.
* Percent of time and standard hours must match or the transaction will error out.

HIRING EMPLOYEES RECRUITED THROUGH JOBS AT CU

* For searches where everything was completed in Jobs at CU, and the background check and offer letter have already been completed, you may manually enter the hire via the ePAR Hire action. Otherwise, the preferred method is to enter a NPP in HCM, feed to CU Careers, complete the Direct Hire workflow to gather personal data and run background check, complete the offer, and then feed back to HCM – this will then also kick off onboarding.
* When entering/approving an ePAR Hire action, make sure you select a preferred phone and a preferred email. If a preferred phone is not selected a popup will remind you to select it, but there is no reminder for the email. If a phone and email are designated as preferred, the action will error out at the approval stage.

CU CAREERS

* For classified searches, search committee members will not be added to the search committee section, and therefore they will not have access to the posting, until after the minimum qualification review is complete.
* Hiring authorities who are not the direct supervisor of the position will need to be added as a search committee member at the time of referral –OR– the business partner or HR consultant will need to share the finalists’ application materials via PDF using the Share Information icon in the requisition.
* Non-CU employees cannot be added as search committee members. Candidate application materials must be shared with the non-CU employee using the Share Information icon in the requisition.
* HR Consultants can post jobs for free to their personal LinkedIn page using the LinkedIn Social Status option in Broadbean, located in the Posting and Sourcing section of the requisition.
* SORTING - If you no longer want to see applications for candidate’s whom you have already moved into a not selected status, us the sorting function: open the requisition, click on “Candidates” under the Quick Filters section on the left side bar, click on the check box next to “In selection process” and that will refresh your list to show you only active applications.