

Hiring a Lecturer via Appointment Type

If you are hiring a lecturer that is either a qualified candidate from a previous search or a promotion/transfer/rehire of a current or former CU employee, affiliate employee, or state employee, a search is not required.

First, decide which appointment type you will be using and submit the request in an NPP:

Reason

#

Appointment Type Reasons

- 1 Qualified candidate is available from a previous search. Job descriptions must be similar. Must include previous search's Job Posting/Requisition Number, proposed salary, and a copy of the candidate's resume in your submission.
- 2 Promotional, transfer, or rehire of a current or former University of Colorado employee, affiliate employee or state employee. Provide employee name, EID# (if CU employee), proposed salary, and a copy of the employee's resume in your submission

Move onto creating the NPP request:

In this example we will be updating an existing/vacant lecturer position number.

Create ePAR Position Request

Step 1 of 4: ePAR - Position Search

Transaction Details			
PAR Action:	Position	Action:	Position Change
Request ID:	NEXT	Reason Code:	
ePAR Status:	Initial	Effective Date:	07/17/2017
		Effective Seq:	0
Document ID:	ePAR Position		
Document Instance:	0		
Document Status:	Initial / Add Entry		

Select Employee Type			
<input type="radio"/> Vacant Position	<input type="radio"/> Reactivate Position	<input checked="" type="radio"/> Update/Recruit Filled Position	<input type="radio"/> New Position

Search Criteria	
Business Unit:	<input type="text"/>
*Department:	<input type="text"/>
Position Number:	<input type="text" value="00007457"/> Lecturer
<input type="button" value="Search"/>	<input type="button" value="Clear"/>


Search Results							Personalize Find	First	1 of 1
Select	Position Number	Description	Short Description	Business Unit	Department	Job Code	Reports To		
1 <input checked="" type="checkbox"/>	00007457	Lecturer		UCD	30102	1419	00671234		


Action/Reason will be “Position Change”/ “Vacant Positions” and the effective date needs to be prior to the start date. In the comments field include type of appointment (1 or 2), name of person you wish to appoint, job posting number/title if based on previous search, and affiliate or state agency name if applicable.

Create ePAR Position Request

Step 2 of 4: ePAR - Position Action/Reason

Transaction Details			
PAR Action:	Position	Action:	Position Change
Request ID:	NEXT	Reason Code:	Vacant Position
ePAR Status:	Initial	Effective Date:	07/17/2017
		Effective Seq:	0
Document ID:		Document Instance:	0
		Document Status:	Ini

Position Details			
Position:	00007457 	Position Title:	Lecturer
Department:	30102	Dept. Title:	CLAS-Geography
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs
		Last Personnel Action:	
		Last Transaction Date:	


Action/Reason Selection	
*Action:	<input type="text" value="Position Change"/>
*Reason:	<input type="text" value="Vacant Position"/>
Old Effective Date:	11/30/2015
*Effective Date:	<input type="text" value="07/17/2017"/> 
Fiscal Year:	2018
Profile Type:	Faculty Position Profile Tmpl
Comments:	<p>In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name

Click Next to move onto Step 3. Update any outdated values in step 3 to accurately reflect the position.



Create ePAR Position Request






Step 3 of 6: ePAR Position - Change

Transaction Details			
PAR Action:	Position	Action:	Position Change
Request ID:	NEXT	Reason Code:	Vacant Position
ePAR Status:	Initial	Effective Date:	07/17/2017
		Effective Seq:	0
		Document ID:	
		Document Instance:	
		Document Status:	

Position Details			
Position:	00007457 	Position Title:	Lecturer
Department:	30102	Dept. Title:	CLAS-Geography
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs
		Last Personnel /	
		Last Transaction	

Position Data			
	Current Value		New Value
Position Title	Lecturer		<input type="text" value="Lecturer"/>
Headcount Status:	Open		Open
Current Head Count:	0 out of 1		0 out of 1
Status:	Active		<input type="text" value="Active"/>
Status Date:	04/24/2014		04/24/2014

Job Information			
	Current Value		New Value
Business Unit:	UCD Denver Campus		UCD Denver Campus
Job Code:	1419 Lecturer		<input type="text" value="1419"/>  Lecturer
Regular/Temporary:	Regular		<input type="text" value="Regular"/>
Full/Part Time:	Part-Time		<input type="text" value="Part-Time"/>
Regular Shift:	N		<input type="text" value="N"/> 

Work Information			
	Current Value		New Value
Department:	30102 CLAS-Geography		<input type="text" value="30102"/>  CLAS-Geography
Company:	CU University of Colorado		<input type="text" value="CU"/>  University of Colorado
Location:	3NC North Classroom		<input type="text" value="3NC"/>  North Classroom
Reports To:	00671234 Chair		<input type="text" value="00671234"/>  Thomas,Deborah Shaur
Appointing Authority:			<input type="text" value="00350010"/>  Dean-Pamela Jansma

Salary Plan Information			
	Current Value		New Value
Salary Admin Plan:	140 Other Faculty		140 Other Faculty
Salary Grade:	140 Other Faculty		140 Other Faculty
Percent of Time:	30.0000		<input type="text" value="22.5000"/>
FLSA Status:	Exempt		Exempt

▼ Specific Information		
	Current Value	New Value
Update Incumbents:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Include Salary Plan/Grade:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budgeted Position:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

▼ Education and Government		
	Current Value	New Value
Adds to FTE Actual Count:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

▼ CU Position Info		
	Current Value	New Value
Campus Box:		<input type="text" value="B172 UCD"/>

Click Next to move onto Step 4. Make sure you choose “Yes” for Position Summary, HR Consultant, Required Training, Background Check Types, Faculty Effort, and Degrees.

▼ Position Details			
Position:	00007457	Position Title:	Lecturer Last Personnel
Department:	30102	Dept. Title:	CLAS-Geography Last Transactio
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs

▼ Non-person Profile Descriptions	
Description:	<input type="text" value="Lecturer"/> Short Description: <input type="text" value="Lecturer"/>

Please choose Yes/No for the below Non-Person profile options that you wish to change/add/

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary button, as the box on that page must be checked

- Position Summary Yes No
 - HR Consultant Yes No
 - Required Training Yes No
 - Background Check Types Yes No
 - Additional Job Requirement Yes No
 - HR Only Yes No
 - Faculty Effort Yes No
 - Degrees Yes No
- Select All Yes Select All No

Click Next. Click “Add New Position Summary” to enter a brief summary of the position. **DO NOT** click the “feed to CU Careers?” checkbox.


Create ePAR Position Request

Step 5 of 10: ePAR NPP- Position Summary

Transaction Details

PAR Action: Position
Request ID: NEXT
ePAR Status: Initial

Position Details

Position: 00007457 
Department: 30102
Profile Type: Faculty Position Profile T
[Historical ePARs](#)

Current Position Summary


ID	Type of Review

New Position Summary


ID	Type of Review	Feed to CU Careers?	Job Summary
		<input type="checkbox"/>	

[Add New Position Summary](#)

Position Summary

Type of Review: UPDATE POS  Update an existing position/NF

Feed to CU Careers?

Job Summary: Test 

OK Cancel Apply and Add Another

Click OK and add Robert Pinter (ID 295431) as the HR Consultant.

Click OK and move onto the next page.

Verify all of the required trainings are entered- if they are not, please click “add new required training” to add them. F0001, U00063, and U00067 are the required trainings.

Effective Seq: 0

Position Details			
Position:	00007457	Position Title:	Lecturer
Department:	30102	Dept. Title:	CLAS-Geography
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs
Last Personnel			
Last Transactio			

Current Required Training	
ID	Required Training
F00001	Fiscal Code of Ethics-WEB
U00063	Information Security-WEB
U00067	Discrimination&Harassment-WEB


New Required Training	
ID	Required Training
F00001	Fiscal Code of Ethics-WEB
U00063	Information Security-WEB
U00067	DiscriminationHarassment-WEB

Add New Required Training


Move onto the next page and populate the background check type section. Criminal Background Check should be populated. Once that is complete, you can move onto the next step.

Step 7 of 10: ePAR NPP- Additional Information

Transaction Details			
PAR Action:	Position	Action:	Position Change
Request ID:	NEXT	Reason Code:	Vacant Position
ePAR Status:	Initial	Effective Date:	07/17/2017
		Effective Seq:	0
		Document ID:	
		Document Instance:	
		Document Status:	

Position Details			
Position:	00007457 	Position Title:	Lecturer
Department:	30102	Dept. Title:	CLAS-Geography
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs
		Last Personne	
		Last Transacti	

Current Background Check Types	
ID	Background Check Type
CRIMINAL	Criminal Background Check

New Background Check Types	
ID	Background Check Type
CRIMINAL	Criminal Background Check 

[Add New Background Check Types](#)

[Previous](#) [Next](#)


Next, populate Faculty Effort

Step 8 of 10: ePAR NPP- Faculty Effort

Transaction Details

PAR Action: Position Ac
Request ID: NEXT Re
ePAR Status: Initial Ef
Ef

Position Details

Position: 00007457 
Department: 30102
Profile Type: Faculty Position Profile Tmpl
Historical ePARs

Current Faculty Effort

ID	Faculty Effort


New Faculty Effort


ID	Faculty Effort	Rating Model	Descrip

Add New Faculty Effort


Previous Next

Faculty Effort

Faculty Effort:  Teaching

Rating Model:  Faculty Perf Rating - 5

Proficiency Level: 4 - Exceeding Expectation: ▾

Description of Work: 

OK Cancel Apply and Add Another

Click OK and move onto the next step.

Click “Add New Degrees” to populate your minimum and preferred degree requirements.

Update ePAR Position Request

Step 8 of 9: ePAR NPP- Education Switch View:

Transaction Details

PAR Action:	Position	Action:	
Request ID:	POS0272104	Reason Code:	
ePAR Status:	Initial	Effective Date:	
		Effective Date:	

Position Details

Position:	00007457	Position Title:	
Department:	30102	Department:	
Profile Type:	Faculty Position Profile Tmpl	Profile Type:	
	Historical ePARs		

Current Degrees

ID	Degree	Required?	Preferred?
		<input type="checkbox"/>	<input type="checkbox"/>

New Degrees

ID	Degree	Required?	Preferred?
		<input type="checkbox"/>	<input type="checkbox"/>

[Add New Degrees](#)

Education Degrees

Degree: Master's Lvl Deg (unspec)

Required

Preferred

Field of Study:

Click OK and move onto the next step.

Review the position funding and update if needed.



Create ePAR Position Request

Step 10 of 10: ePAR New Department Budget Table - POSITION

Transaction Details

PAR Action:	Position	Action:	Position Change	Document ID:	ePAR
Request ID:	NEXT	Reason Code:	Vacant Position	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/17/2017	Document Status:	Initial /
		Effective Seq:	0		

Position Details

Position:	00007457	Position Title:	Lecturer	Last Personnel Action:	
Department:	30102	Dept. Title:	CLAS-Geography	Last Transaction Date:	
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs		

Current Position Funding

Personalize Find									
Department	Project	Project End Date	Speedtype	Description	Product	Fund Code	Program Code	Distribution %	
1	30102		61030492	Geography Part Time	1100	10	22579	100.000	

New Funding Same as Current Funding?

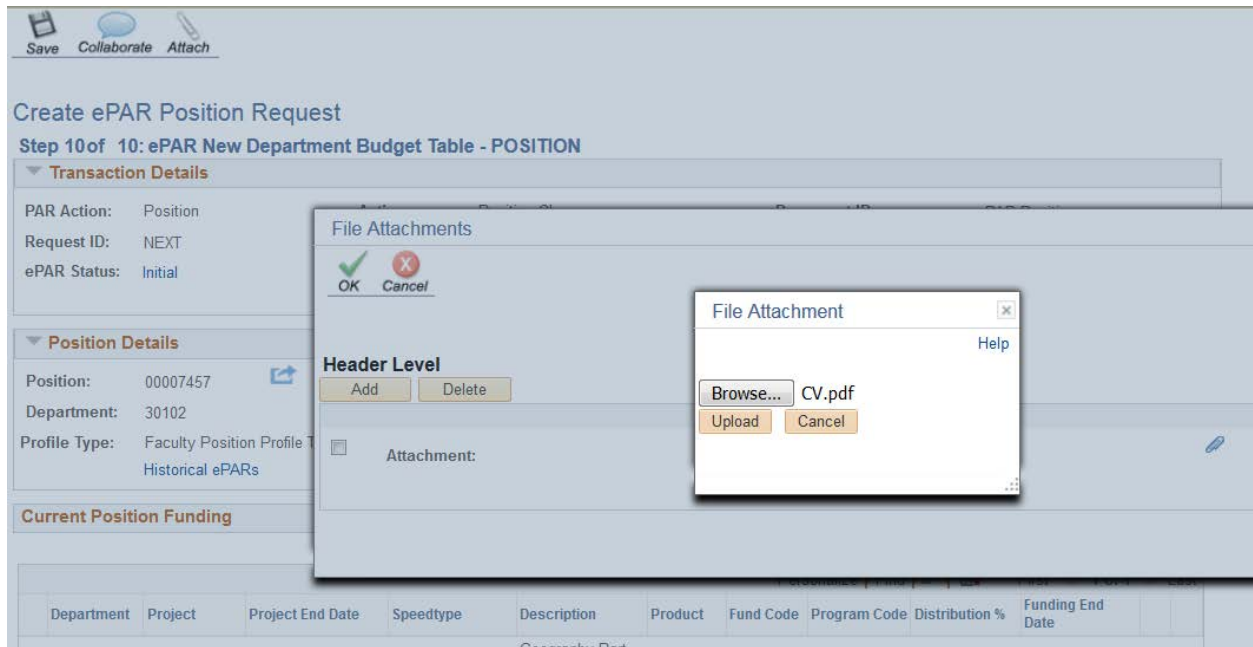
New Position Funding

Position Number: 00007457 Lecturer Amt Pct

Lastly, click the "attach" button in the top left corner to attach the CV of the employee.



Browse and upload the employee's CV



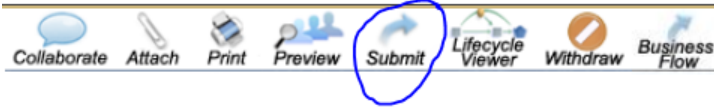
Click "Save" in the top left corner. An ePAR number will be generated. Click OK to return to the transaction.

ePAR POS0272104 has been saved successfully

Click OK to return to the transaction

OK

Click "Submit" from the options listed across the top to submit to Central HR for approval. Email the NPP the ePAR number to HR.Faculty-Request@ucdenver.edu letting them know it is ready for approval.



Update ePAR Position Request

Step 1 of 9: ePAR - Position Action/Reason

Switch View:

Transaction Details

PAR Action:	Position	Action:	Position Change	Document ID:	eF
Request ID:	POS0272104	Reason Code:	Vacant Position	Document Instance:	28
ePAR Status:	Initial	Effective Date:	07/17/2017	Document Status:	Ini
		Effective Seq:	0		

Position Details

Position:	00007457	Position Title:	Lecturer	Last Personnel Action:	
Department:	30102	Dept. Title:	CLAS-Geography	Last Transaction Date:	
Profile Type:	Faculty Position Profile Tmpl Historical ePARs	Profile ID:	00007457 Pending ePARs		

Action/Reason Selection

*Action:	<input type="text" value="Position Change"/>	*Reason:	<input type="text" value="Vacant Position"/>
Old Effective Date:	11/30/2015	Fiscal Year:	2018
*Effective Date:	<input type="text" value="07/17/2017"/>		
Profile Type:	Faculty Position Profile Tmpl		
Comments:	<p>In comments field include:</p> <ul style="list-style-type: none"> • Type of appointment (1 or 2) • Name of person you wish to appoint • Job posting number and title if based on previous search • Affiliate or State Agency Name 		