

Hiring Hourly Student Employees

Jump to section:

[Find a Vacant Position](#)

[Update Position Information](#)

[Update Position Funding](#)

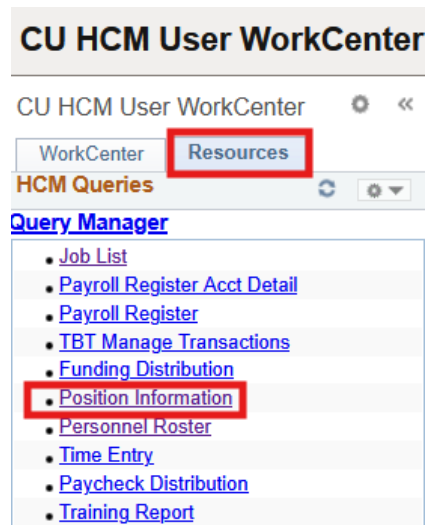
[Verify Previous CU Employment](#)

[Hiring a Brand New Student Employee](#)

[Hiring a Returning Student Employee](#)

1) **Find a vacant position number**

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



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

i. Hourly Student Job Codes

4101 – 4106 Student Assistant Series (Work Study eligible)

4301 – Non-CU Student

1504 – Grader

1505 – Graduate Research Assistant

1507 – Undergraduate Research Assistant

1502 – Graduate Assistant

CUES_HCM_POSITION_INFORMATION - Position Information

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

*Eff Status

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

Vacant ONLY ☒

*Include Future Dated ☒

- c. A list of all vacant positions with this job code will populate
- NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the “Action Date” column to see when a position number was last worked on.

Row	Position Nbr	Eff Date	Eff Status	Position Status	Status Date	Business Title	Business Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Action Reason	Action Date	Location
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- Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.
- Review the following information to make sure it is correct:
 - Reports To
 - Dot-Line (should be the Dean’s position number 00350010)
 - Standard Hours

Work Location

*Reg Region United States

*Department CLAS-GEOGRAPHY/ENVIRNMENTL SCI

Location North Classroom

Reports To Chair

Supervisor Lvl

Company CU University of Colorado

Dot-Line Dean, CLAS

Security Clearance

Salary Plan Information

Salary Admin Plan

Grade

Step

Standard Hours

Work Period Weekly

Mon 0.80

Tue 0.80

Wed 0.80

Thu 0.80

Fri 0.80

Sat

Sun

USA

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

2) **Update position information**

- a. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code.

Position Information Find | View All First 1 of 2 Last

Position Number [REDACTED]
Headcount Status Open
Current Head Count 0 out of 1
*Effective Date 08/27/2025
Reason [REDACTED]
*Status Active
Action Date 08/27/2025
Position Status Proposed
Status Date 04/24/2015
Key Position

- i. NOTE: The effective date should be at least a few days before the appointment begin date. This will allow for changes to be made to the position if needed before the begin date without having to delete position rows.
 - ii. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, you can make the change in one position change request. Consult with your HR liaison if any other reason codes are needed.
- b. Make any necessary position changes. Once the information has been updated, go to the “Specific Information” tab and uncheck the “Update Incumbents” box.

Description **Specific Information** Budget and Incumbents CU Position Data CU Position Compensation

Position Number [REDACTED]
Headcount Status Open
Current Head Count 0 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date 08/27/2025
Status Active

Max Head Count 1
Mail Drop ID
Work Phone
Health Certificate
Signature Authority

Incumbents
☐ Update Incumbents
☐ Include Salary Plan/Grade
☐ Force Update for Title Changes
☒ Budgeted Position
☐ Confidential Position
☐ Job Sharing Permitted
☐ Available for Telework

Education and Government

- c. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.

CU Position Data

Position Number [Redacted]

Headcount Status Filled Current Head Count 1

Effective Date 08/02/2025

Campus Box [Empty] HRGL Request # [Empty]

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

Campus Box begins with [Empty]

Description begins with [Empty]

Department ID begins with [Empty]

Department Description begins with [Empty]

Location Code begins with [Empty]

Location Description begins with [Empty]

Look Up Clear Cancel Basic Lookup

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

CU Position Data

Position Number [Redacted]

Headcount Status Open Current Head Count 0 out of 1

Effective Date 08/27/2025 Status Active

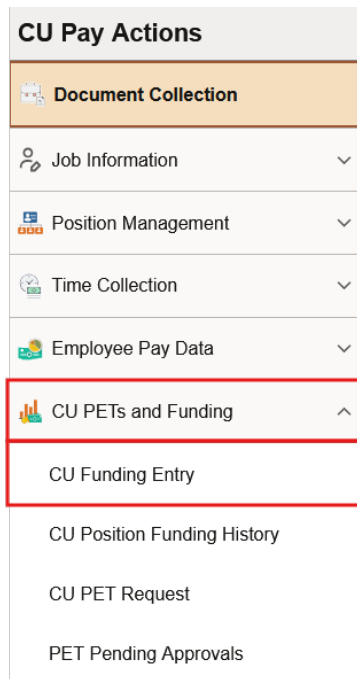
Campus Box [Empty] HRGL Request # [Empty]

Submit

Save Return to Search Notify

3) **Update position funding**

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



- b. Click “Add a New Value”.

CU Funding Entry

Find an Existing Value

▼ Search Criteria

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

⊕ Add a New Value

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: HRGL Request # begins with

▼ Show more options

☒ Include History

Search Clear

- c. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the beginning of the current pay period or the begin date of the appointment if it is in the middle of a pay period.)

Funding Entry

Position Number

Effective Date

Effective Sequence 0

- d. Enter the Speedtype, Funding End Date if the appointment has an end date, and Percent of Distribution. (NOTE: The end date should be the pay period end date of when the appointment will end.) Then click “Save/Submit”.

New Distribution Data

ERNCID	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Charfield Descr	Budget Amount	Percent of Distribution
1														

[Add Comment](#)

Comments

Comment	DateTime Created	Added by User

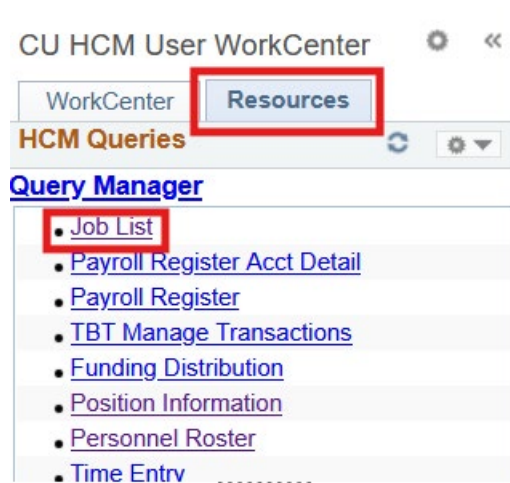
Attachments

Attached File	Description	Add Attachment	Attached By	Last Update DateTime
1		Add Attachment		

[Save](#) [Save / Submit](#)

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

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



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

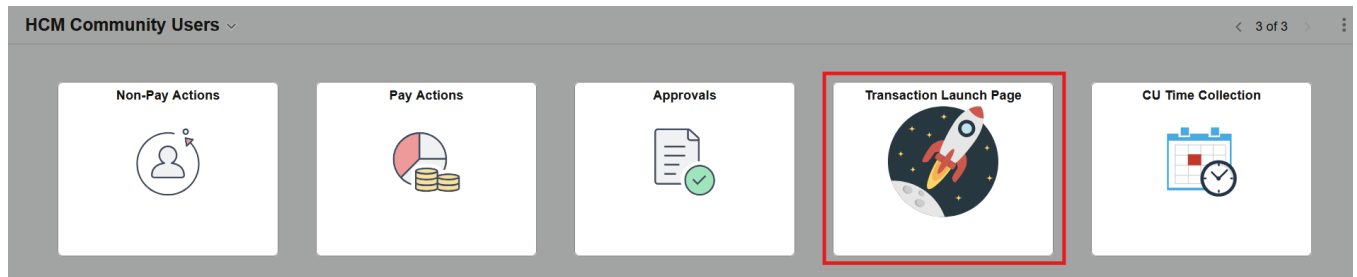
Transaction Launch Page

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

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

5) **Hire a Brand-New Student Employee**

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



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

Transaction Launch Page

Search Criteria

Empl ID

Empl Record

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

***Search Option**

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

No HCM matching values found

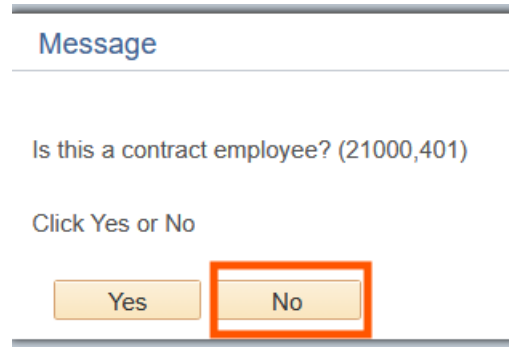
HCM Data

[Personalize](#) | [Find](#) | [View All](#) | | | First **1 of 1** Last

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs	Date of Birth	Termination Date
☐															

☐ **Add a Person**

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



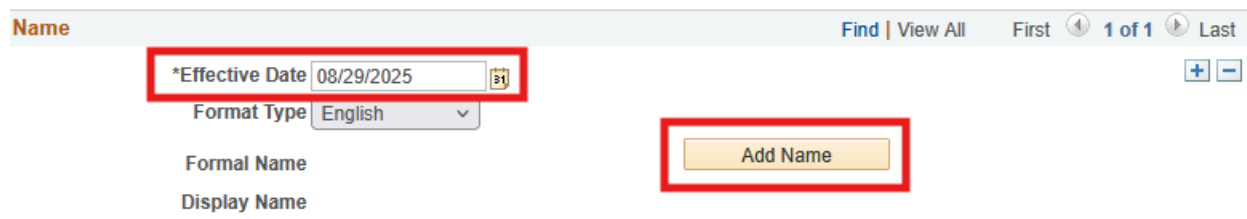
Message

Is this a contract employee? (21000,401)

Click Yes or No

Yes No

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



Name

Find | View All First 1 of 1 Last

*Effective Date 08/29/2025

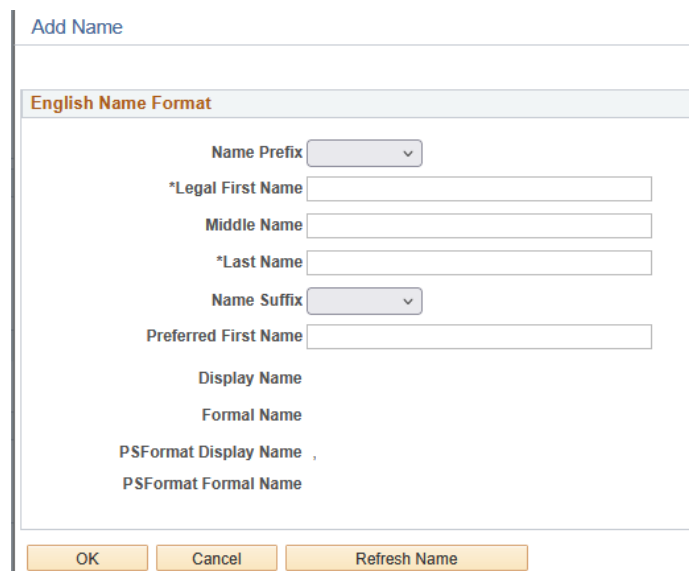
Format Type English

Formal Name

Display Name

Add Name

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



Add Name

English Name Format

Name Prefix

*Legal First Name

Middle Name

*Last Name

Name Suffix

Preferred First Name

Display Name

Formal Name

PSFormat Display Name

PSFormat Formal Name

OK Cancel Refresh Name

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

Biographic Information

Date of Birth Years 0 Months 0

Birth Country United States

Birth State

Birth Location ☐ Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date

Gender and Orientation Details

Regulatory Region United States

*Sex U/X

Gender Identity

*Highest Education Level Not Indicated

*Marital Status Unknown As of

Language Code

Alternate ID

☐ Full-Time Student

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

*Country	*National ID Type	National ID	Primary ID		
	Social Security Number		☒		

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

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

Empl ID NEW

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

Address Type	As Of Date	Status	Address		
Home	08/29/2025	A			

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

*Phone Type	Telephone	Extension	Preferred		

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

*Email Type	*Email Address	Preferred		

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

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

Person ID NEW

Find | View All First 1 of 1 Last

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

I-9 Completion Date I-9 Expiration Date

I-9 Verifier Emplid

OK Cancel

- k. Enter the Job Effective Date as the beginning of the appointment. Then the Reason Code will be “New Hire”. Click “Continue”.

*Job Effective Date 09/15/2025

Action Hire

*Reason Code New Hire

Continue Cancel

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

Work Location - Position Data

Position Number **[REDACTED]** Position Title Student Asst III

- m. Enter the Pay Group as “STU” for Student Assistants, Graders, or Graduate Assistant, OR “STG” for Research Assistants, the Employee Type as “Hourly”, the Compensation Frequency as “Hourly”, then enter the salary amount for the contract in the Compensation Rate box.

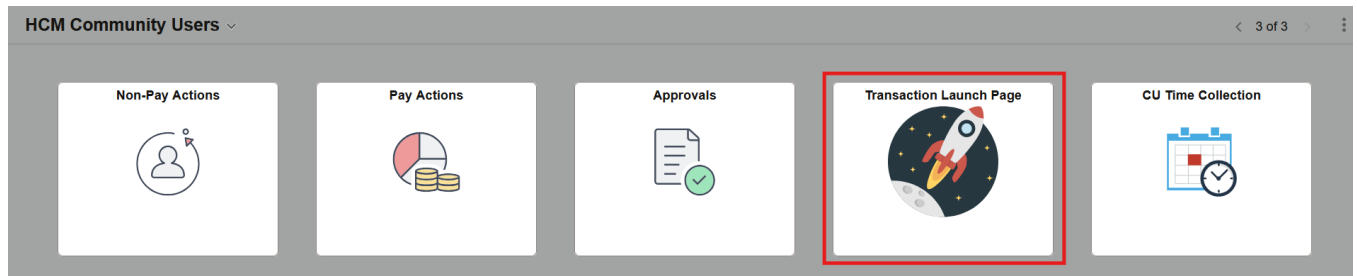
Job - Payroll Information		
Pay Group	STU	
Employee Type	Hourly	
Tax Location Code		DENVER
Job Compensation - Payroll Currency and Frequency		
Compensation Frequency	Hourly	
Job Compensation - Pay Components		
Comp Rate Code	BASEH - Base Hourly	
Compensation Rate	19.000000	
Compensation Frequency	Hourly	

- n. Hourly student appointments will auto-approve with the exception of Research Assistant appointments. Email a copy of the Research Assistant offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.

You are also welcome to contact your HR liaison to review your completed hourly appointment to confirm the details are correct.

6) Rehiring a Returning Student Employee

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



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

Transaction Launch Page

Search Criteria

Empl ID	
Empl Record	
First Name	JANE
Last Name	DOE
Date of Birth	31
National ID	
National ID Last 4	
Department	
*Search Option	Hire/Rehire/Additional Job
Search Clear All	

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

HCM Data													Personalize	Find	View All	First
Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs			
☐	New Employment Instance		NEW													
☒	Rehire		0		Terminated		09/27/2025	UCD		CLAS-LIBERAL ARTS & SCIENCES	4103	Student Asst III	20.00			

☐ Add a Person

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

Message

Is this a contract employee? (21000,401)

Click Yes or No

- e. Enter the Job Effective Date as the beginning of the appointment. Then the Reason Code will be “Rehire” or “Additional Job” depending on current employment. Click “Continue”.

*Job Effective Date:

Action: Hire

*Reason Code:

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

Work Location - Position Data	
Position Number:	Position Title: Pre Dr Trainee

- g. Enter the Pay Group as “STU” for Student Assistants, Graders, or Graduate Assistant, OR “STG” for Research Assistants, the Employee Type as “Hourly”, the Compensation Frequency as “Hourly”, then enter the salary amount for the contract in the Compensation Rate box.

Job - Payroll Information	
Pay Group STU	Employee Type Hourly
Tax Location Code DENVER	
Job Compensation - Payroll Currency and Frequency	
Compensation Frequency Hourly	
Job Compensation - Pay Components	
Comp Rate Code BASEH - Base Hourly	Compensation Rate 19.000000
Compensation Frequency Hourly	

- h. Hourly student appointments will auto-approve with the exception of Research Assistant appointments. Email a copy of the Research Assistant offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.

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