Hiring a Lecturer from a Search

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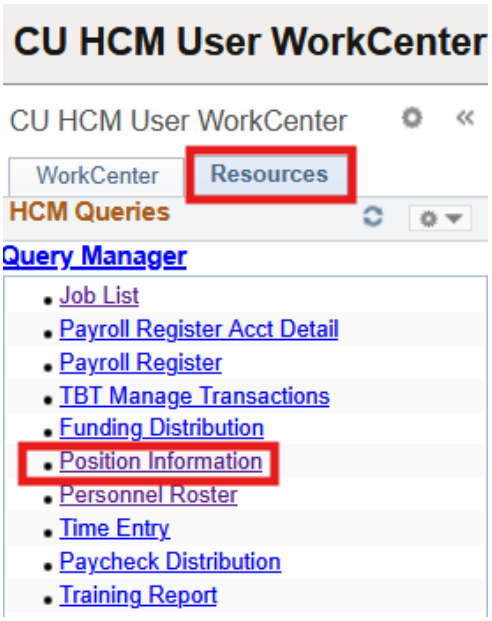
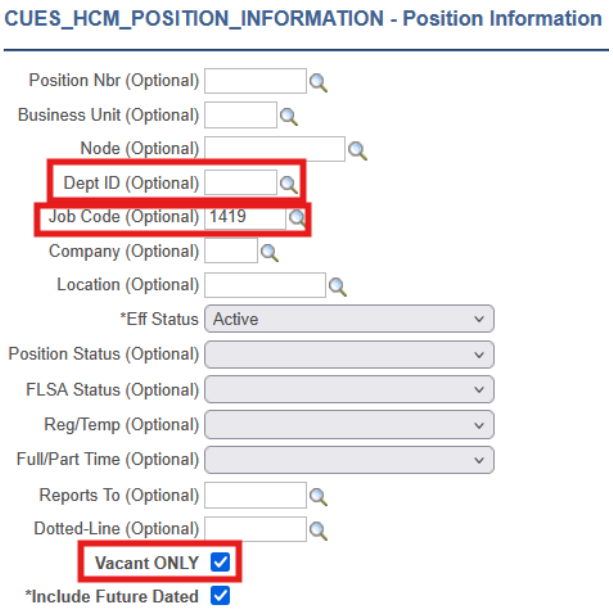
Hire a Previous Employee into Lecturer Position

1) **Find a vacant position number**
   a. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



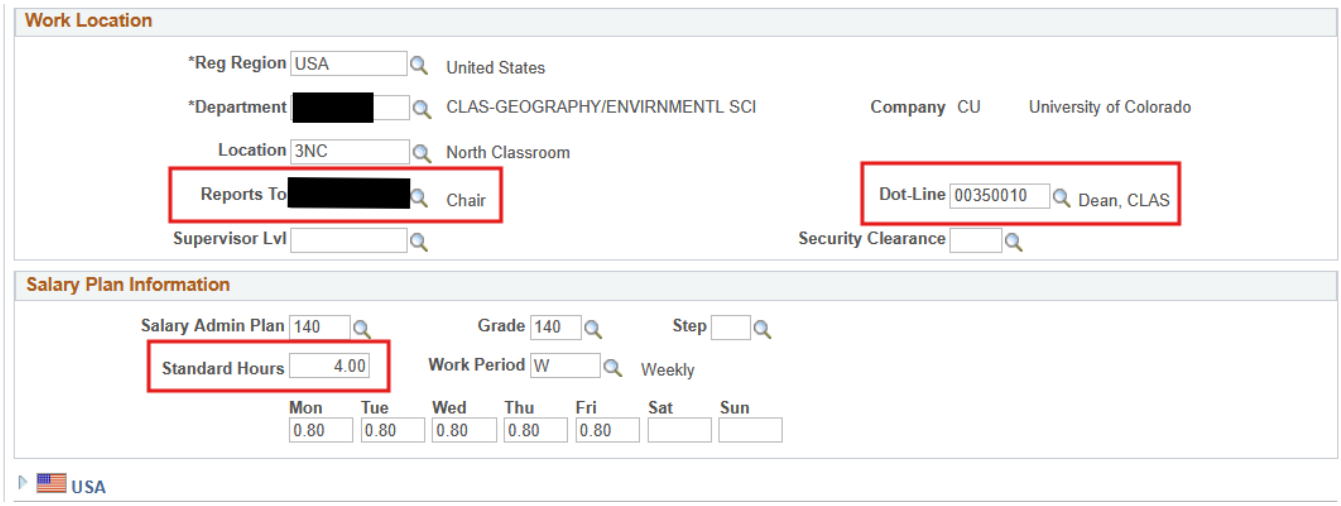
   b. Enter the Department ID and the lecturer job code 1419, then check the “Vacant ONLY” box.



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



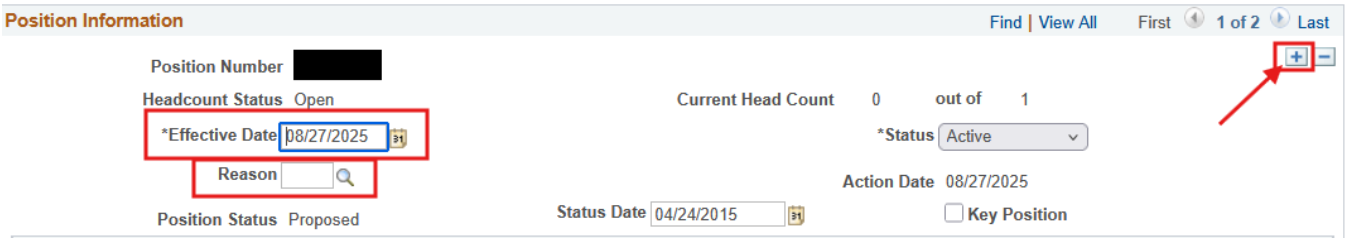
d. Click the position number that you want to use and the "Add/Update Position Info" page will open in a new tab.
e. Review the following information to make sure it is correct:
    i. Reports To
    ii. Dot-Line (should be the Dean's position number 00350010)
    iii. Standard Hours



f. If any information needs to be changed, please proceed to Step 2: Update position information. If the vacant position is already set up with the information you need, proceed to Step 3: Update position funding.

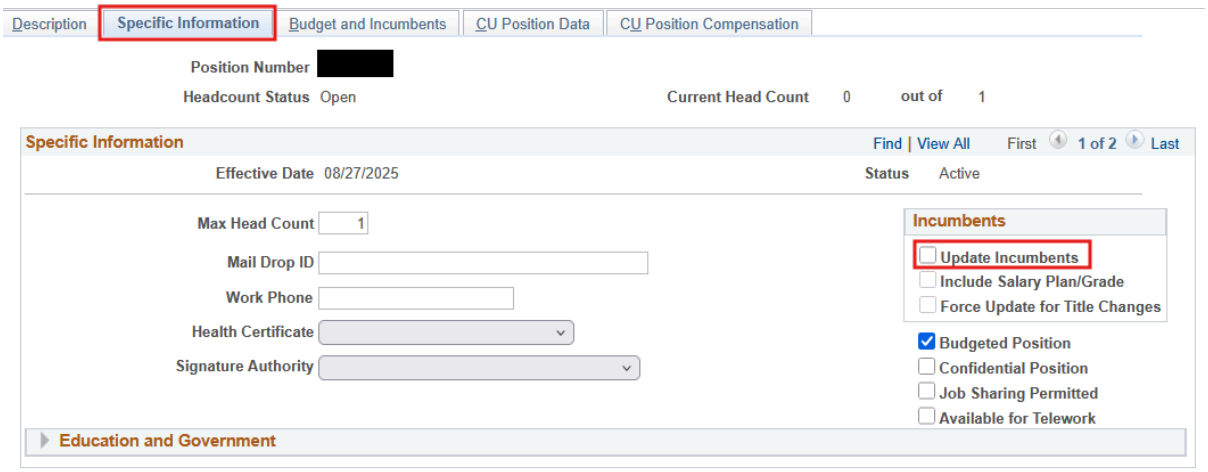
2) **Update position information**

a. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code. Then enter the Effective Date and the Reason code. The effective date should be prior to 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.

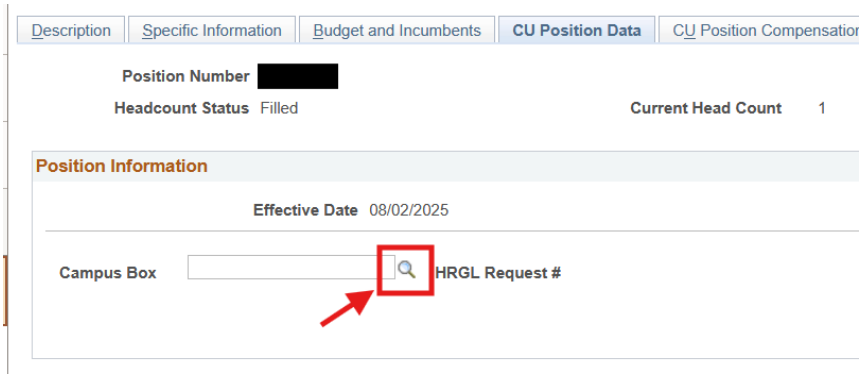


i. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, you can make the change in one position change request. Consult with your HR liaison if any other reason codes are needed.

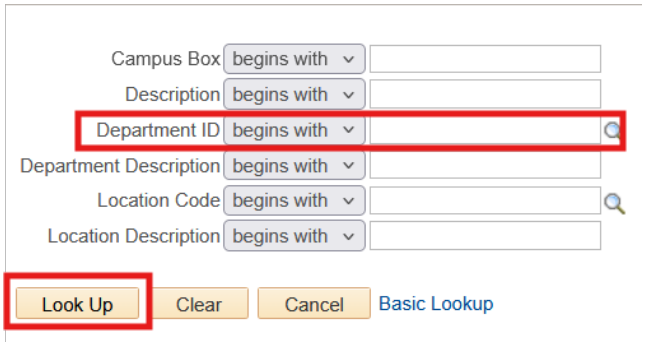
b. Make the necessary updates to the position. Once the information has been updated, go to the "Specific Information" tab and uncheck the "Update Incumbents" box.



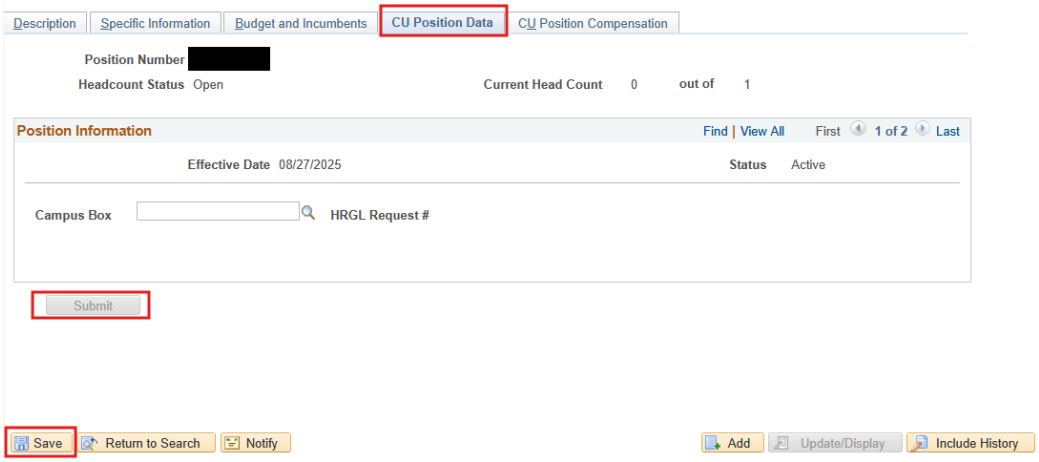
c. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.



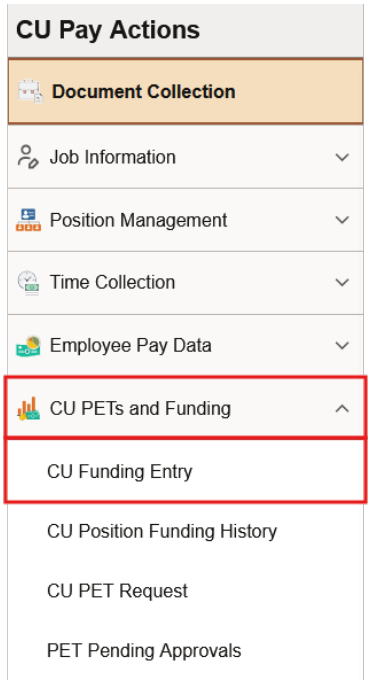
d. Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.



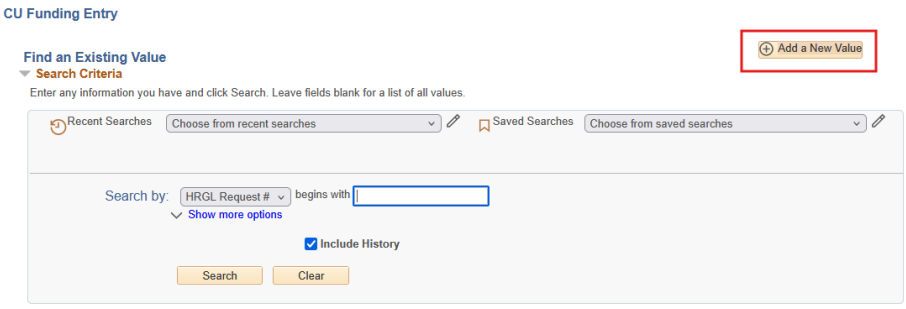
e. After the Campus Box has been selected click “Save” and “Submit”.



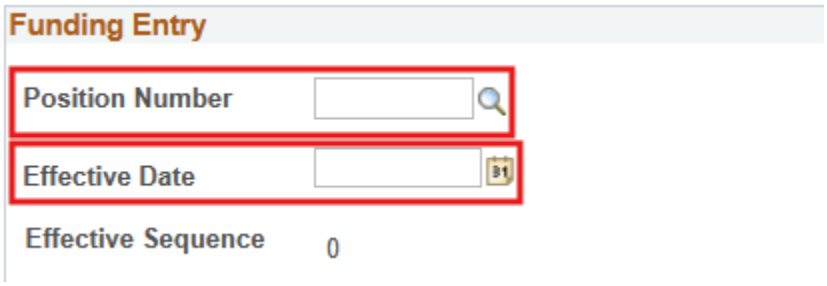
3) **<u>Update position funding</u>**
   a. Go to the “Pay Actions” tile, then click “CU PETs and Funding”, then “CU Funding Entry”.



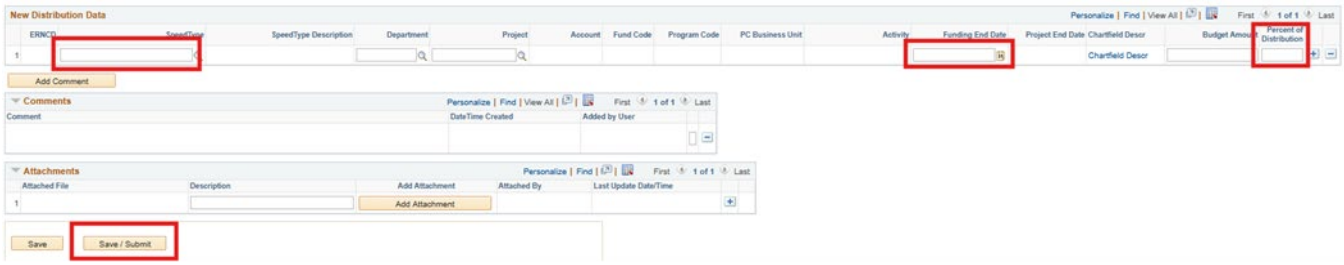
   b. Click “Add a New Value”.



c. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the first of the month the appointment will begin in.)

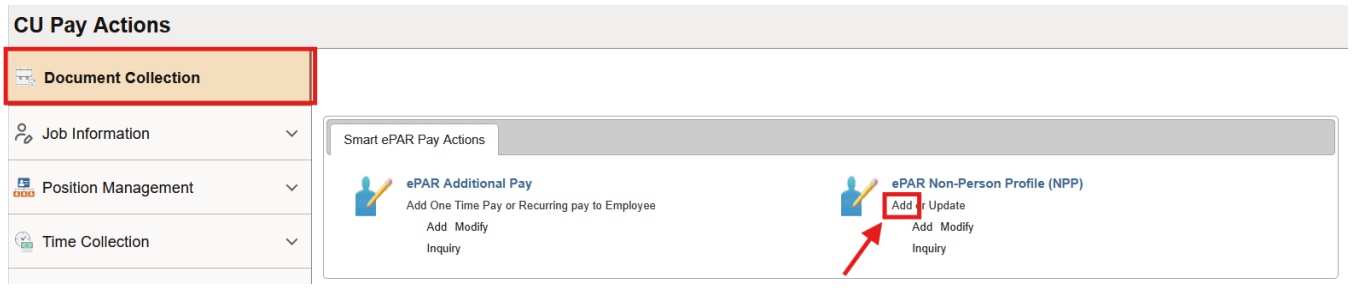


d. Enter the Speedtype, Funding End Date and Percent of Distribution. (NOTE: The end date should be the last day of the month that the appointment ends in. Example 05/31/XXXX). Then click “Save/Submit”.

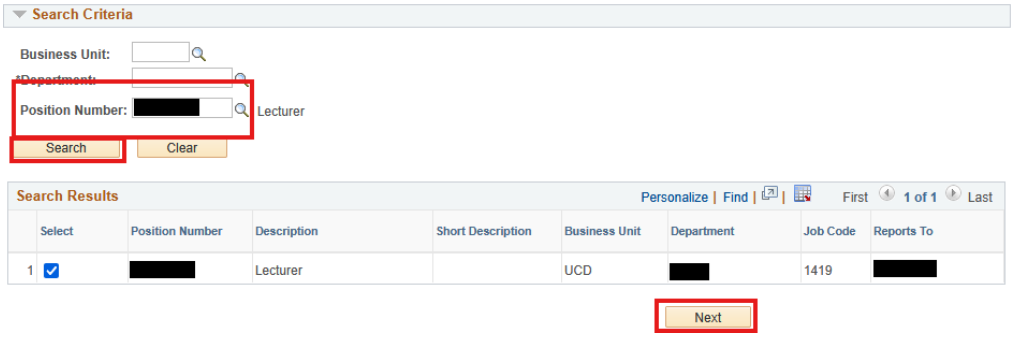


4) **<u>Submit the NPP for the Appointment Type 1 Hire</u>**

a. Go to the "Pay Actions" tile and in the "Document Collection" section click "Add" under the "ePAR Non-Person Profile (NPP)" section.



b. Step 1 of 9: ePAR – Position Search
Enter the Position Number then click "Search". Once your position shows up, click "Next".

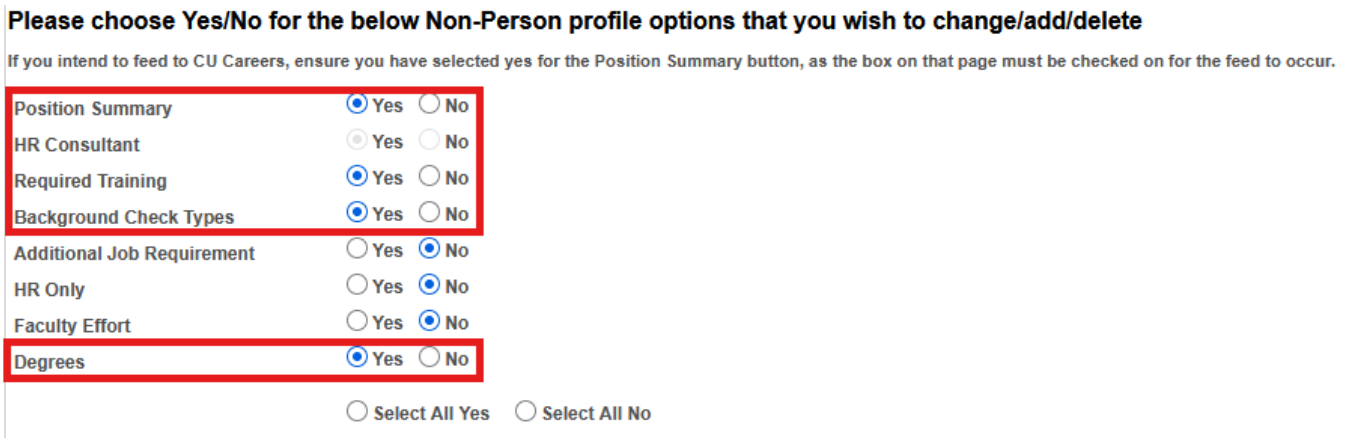


c. Step 2 of 9: ePAR Position Action/Reason
Select "Vacant Position" as the Reason and then enter the current date as the Effective Date. Enter the following information in the Comments box:
Appointment Type 1
Name of person
Employee ID (if applicable)
Requisition Number
Proposed Salary
Start Date
Then click "Next".

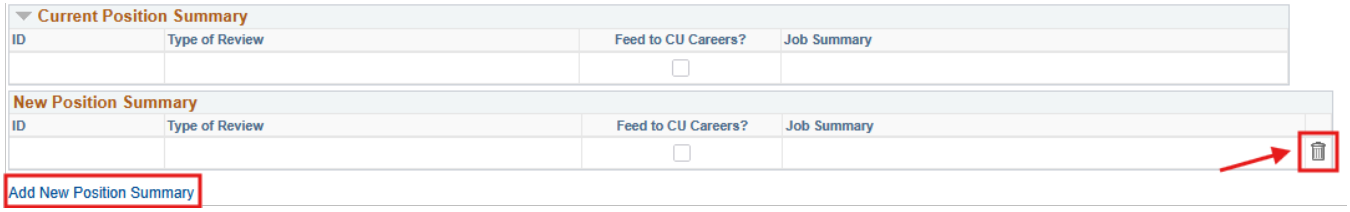


d. Step 3 out of 9: ePAR Position -Change
Review the position information on this screen. It will populate the position information. Click “Next”.

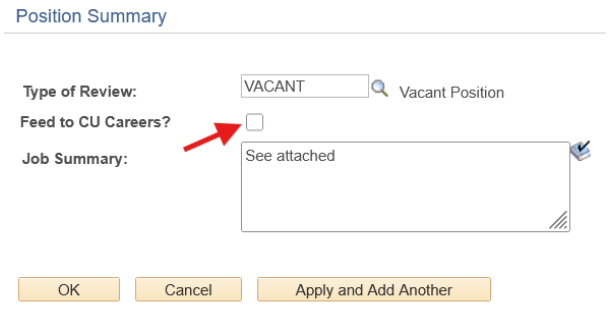
e. Step 4 of 9: ePAR NPP – Questionnaire
Select “Yes” for Position Summary, Required Training, and Background Check Types, and Degrees then click “Next”.



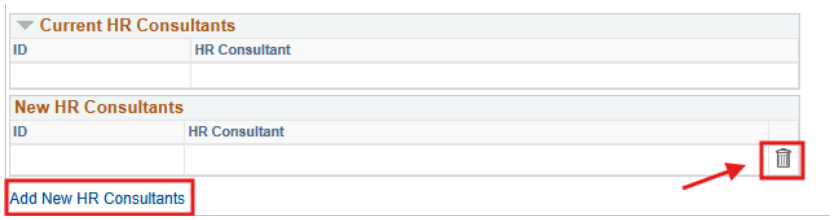
f. Step 5 of 9: ePAR NPP – Position Summary
If there is already information populated in the New Position Summary section, click the Trash Can icon to delete it and then click “Add New Position Summary”.



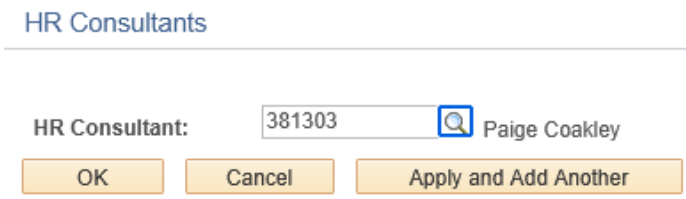
Enter VACANT as the Type of Review, make sure the “Feed to CU Careers?” box is unchecked, and type “See attached” in the Job Summary box. Then click OK.



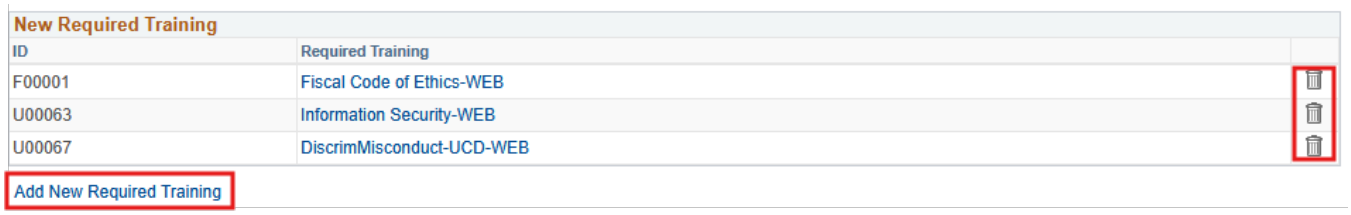
If Paige Coakley is not the name listed in the “New HR Consultants” section, click the Trash Can icon to delete the name, then click “Add New HR Consultants”.



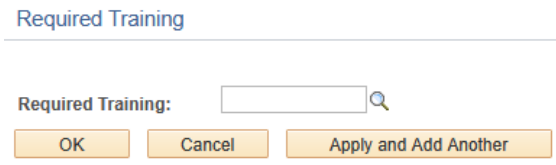
Enter 381303 into the HR Consultant Box to add Paige Coakley. Then click “OK”.



g. Step 6 of 9: ePAR NPP – Required Training
Confirm the required training IDs are listed in the New Required Training section: F00001, U00063, and U00067. If they are not listed, delete any other listed training with the Trash Can icon, then click “Add New Required Training”.

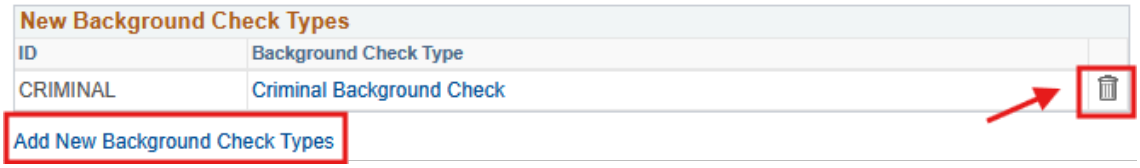


Enter the Training ID into the Required Training box, then click “Apply and Add Another.” Once you have added your last Training ID, then you can click “OK”.

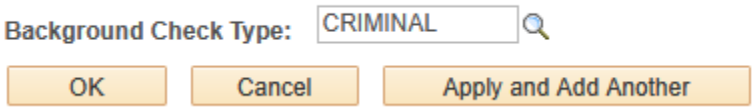


Click “Next”.

h. Step 7 of 9: ePAR NPP – Additional Information
Confirm the required Criminal Background Check is listed in the "New Background Check Types" section. If a different Background Check Type is listed, delete it using the Trash Can icon, then click "Add New Background Check Types".

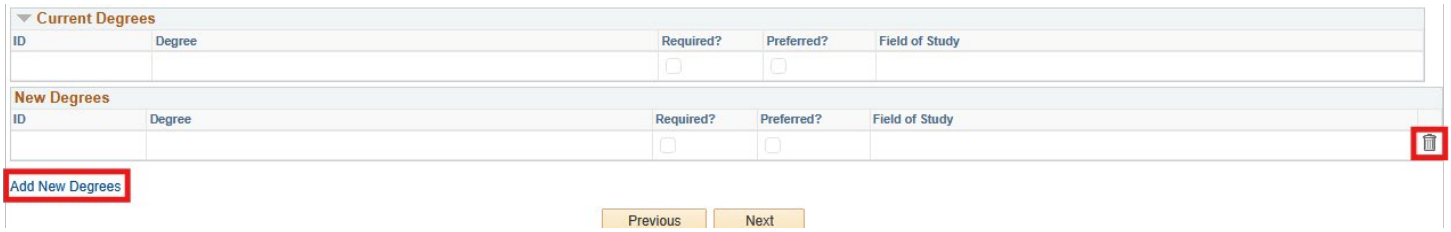


Type Criminal into the Background Check Type box, then click "OK".

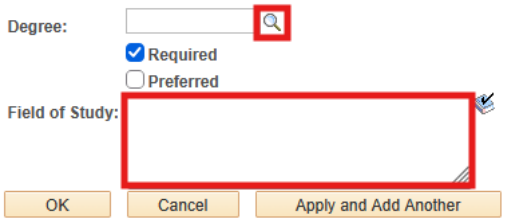


Click "Next".

i. Step 8 of 9: ePAR New Department Budget Table – POSITION
   i. Review the speedtype and funding end date for this position to make sure it is correct
j. Step 9 of 9: ePAR NPP-Education
   i. Click the Trash icon if there is incorrect information populated in the New Degrees section. Then click Add New Degrees.



   ii. Use the Magnifying Glass Icon to search for the required degree for the position. Then check the "Required" box and enter the "Field of Study" in the box.



k. Click the Paperclip icon in the top left corner to attach the Job Description and the candidate's resume.



l. Click Add to add another attachment then click the Paperclip icon for each row to attach the Job Description then the resume. Then click "OK".



i. The Paperclip icon will have a sheet of paper in it once your attachment has saved.

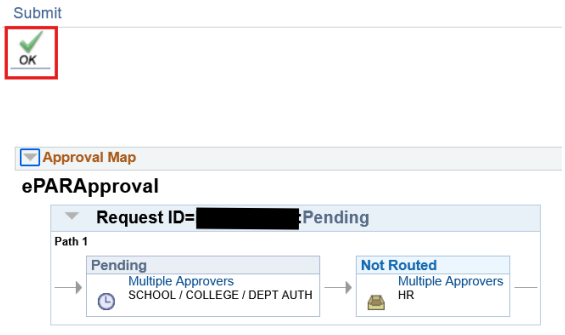


m. Click the Floppy Disk icon to save.



n. Click the blue Arrow icon to submit your NPP. Then click "OK" to submit the NPP.



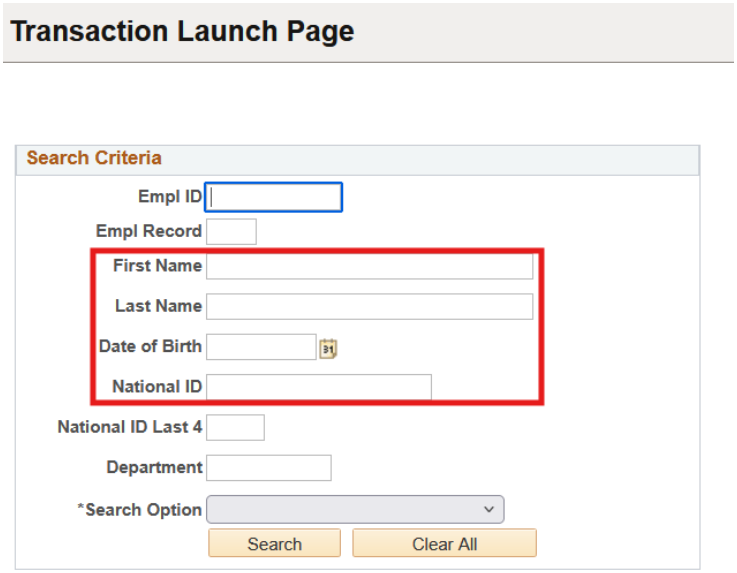


o. Copy the Request ID and email your HR liaison the ID and let them know that an NPP has been submitted for review and approval.
p. Once the NPP has been approved by your HR liaison, it will need to be approved by Central HR. Once the NPP has been approved by Central HR, you will be notified then you can move forward with submitting the TBT.

5) **<u>Verify if the candidate has been previously employed with CU</u>**
   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.



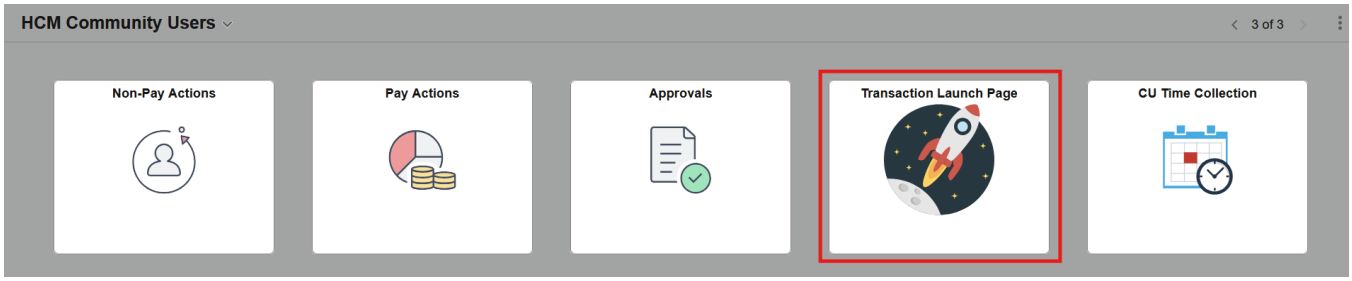
b. You can also verify using the Transaction Launch Page by entering First and Last Name, or Social Security Number and Date of Birth.



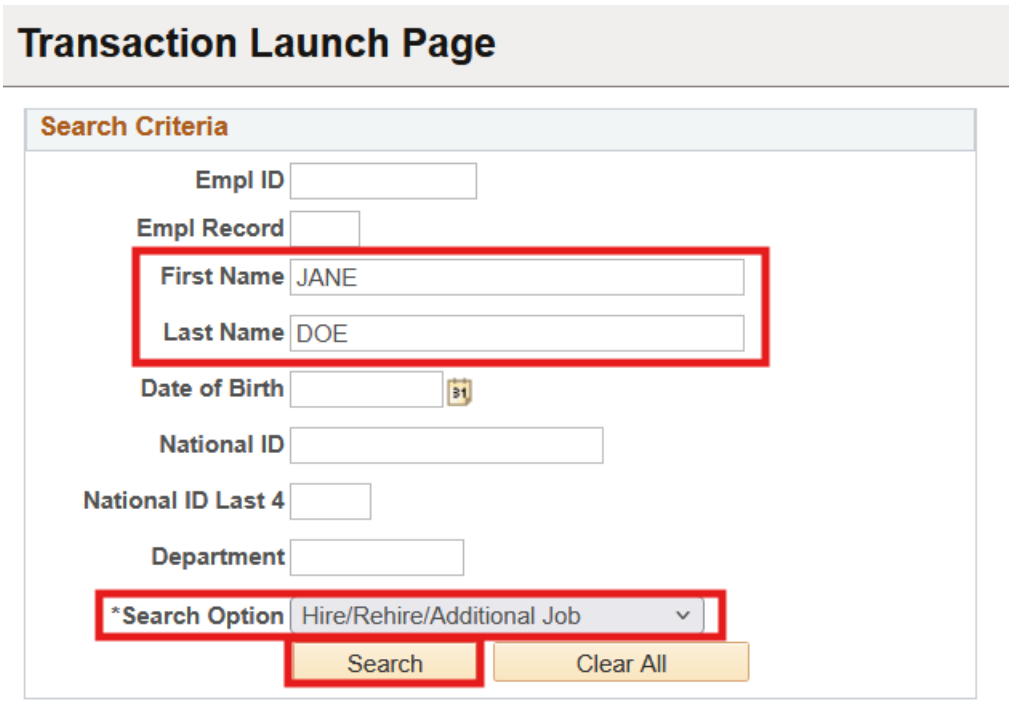
c. If the candidate has not been previously employed by CU, complete Step 6: Hire a New Lecturer. If the candidate has been previously employed with CU complete Step 7: Hire a Returning Employee as a Lecturer.

6) Hire a Brand New Employee into a Lecturer Position

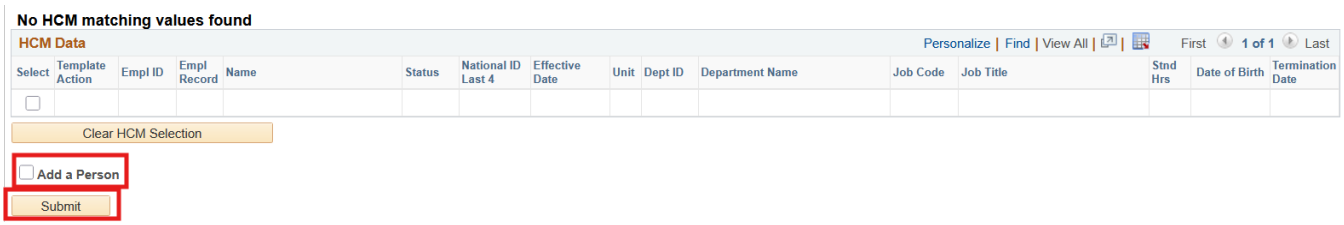
a. Open the Transaction Launch Page tile in HCM Community Users page.



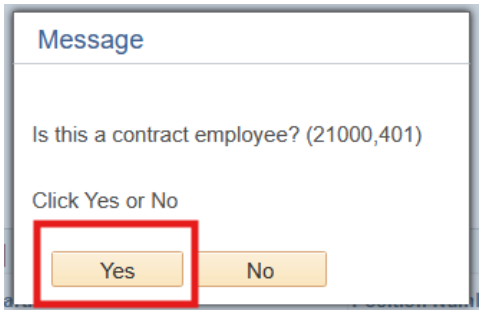
b. Enter the First and Last Name then select “Hire/Rehire/Additional Job” for the Search Option, then click “Search”.



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

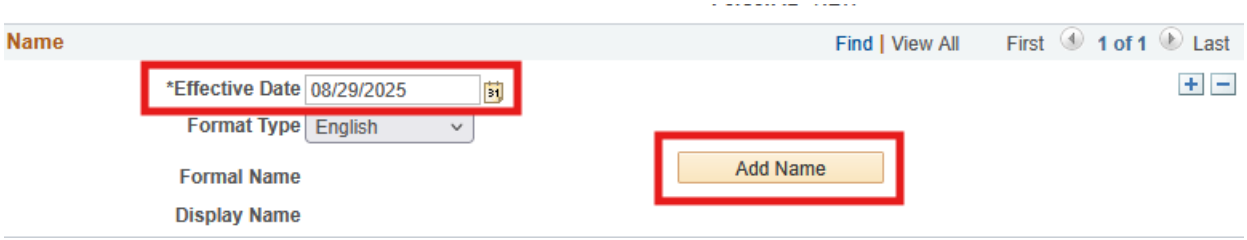


d. Is this a contract employee? Select “Yes”.

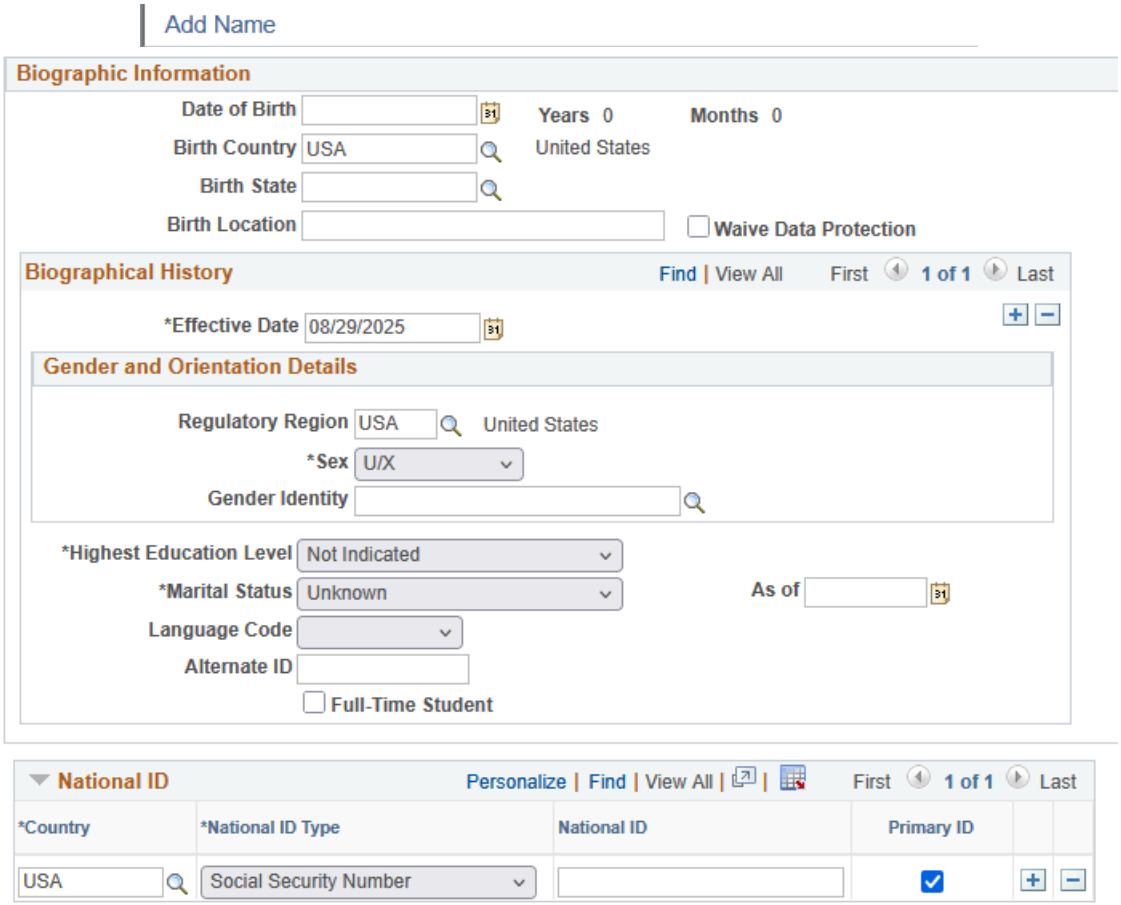


e. Use the Personal Information Worksheet to complete the Biographical Details and Contact Information tabs.

f. In the Name section, the effective date should be a date before the beginning of the contract. Click “Add a Name” the enter the employee’s name.



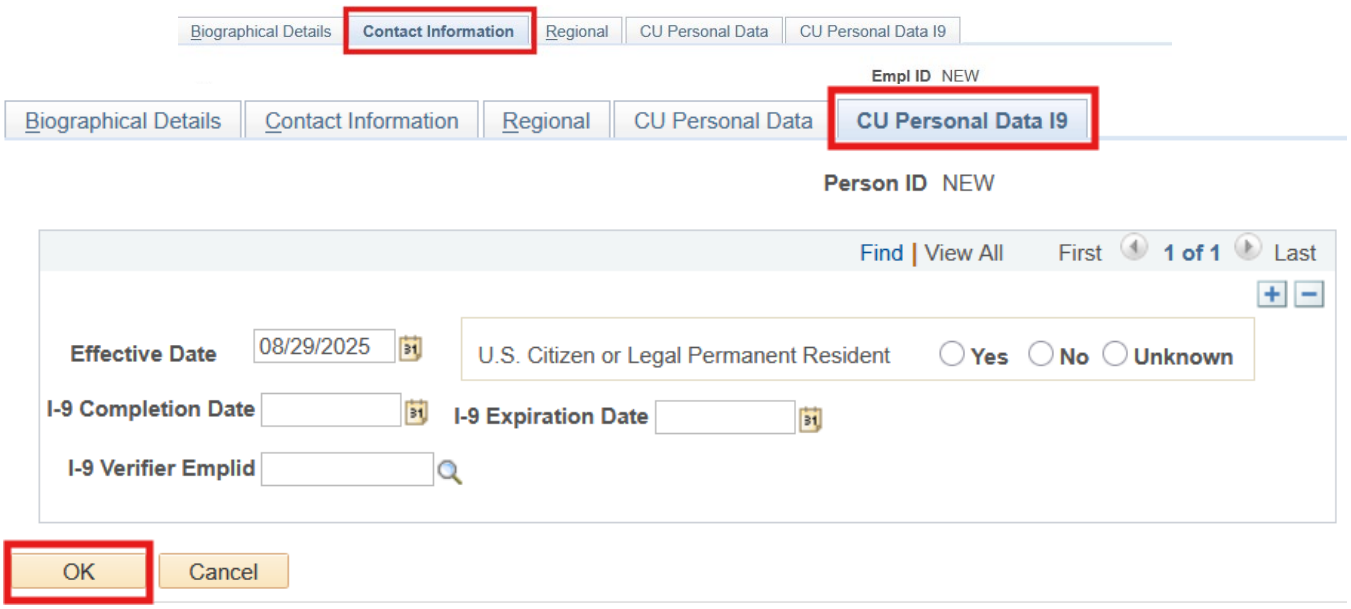
g. Enter the employee’s name then click “OK”.



h. Complete the Biographic Information section.

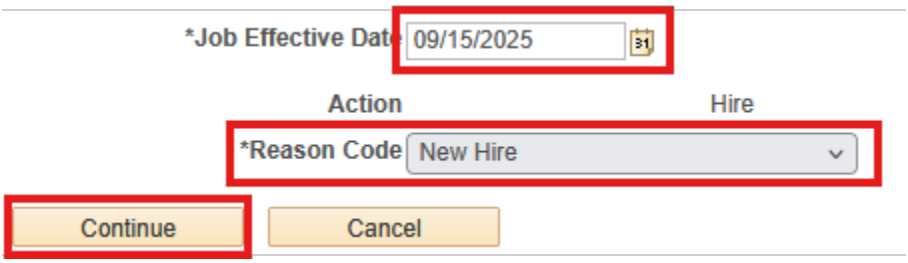
i. NOTE: Select “USA” for the Regulatory Region to enter the Sex and Gender Identity.

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.

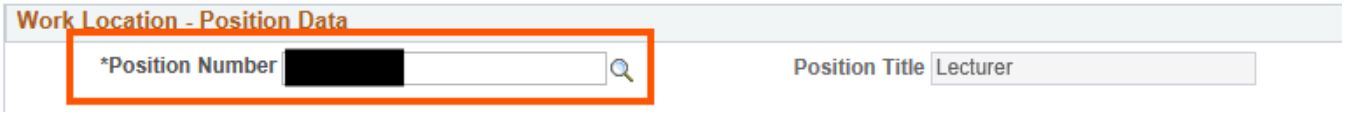


j. Move on to the “CU Personal Data” tab. Information does not need to be added to the Regional and CU Personal Data tabs. Click “OK”.

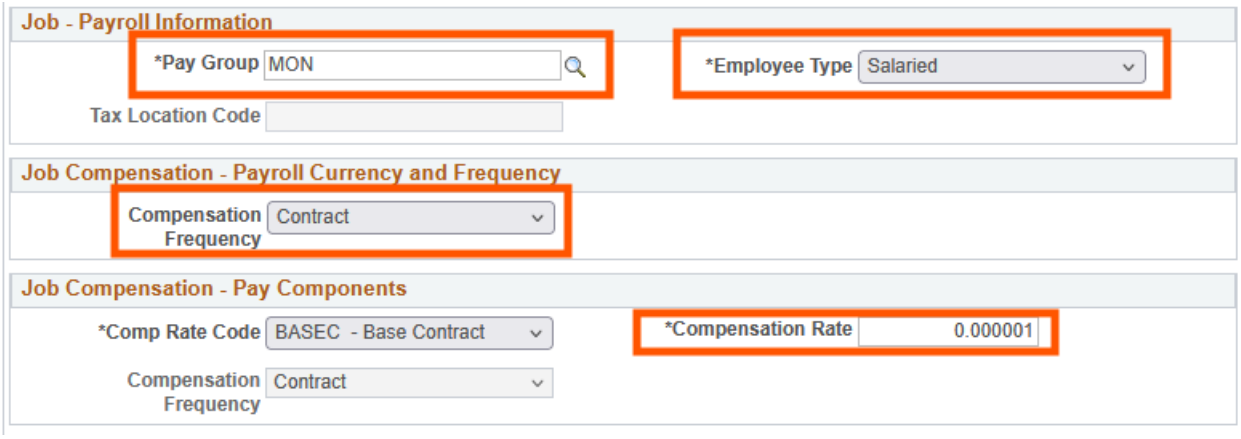
k. Enter the Job Effective Date as the beginning of the contract appointment. Then the Reason Code will be “New Hire”. Click “Continue”.



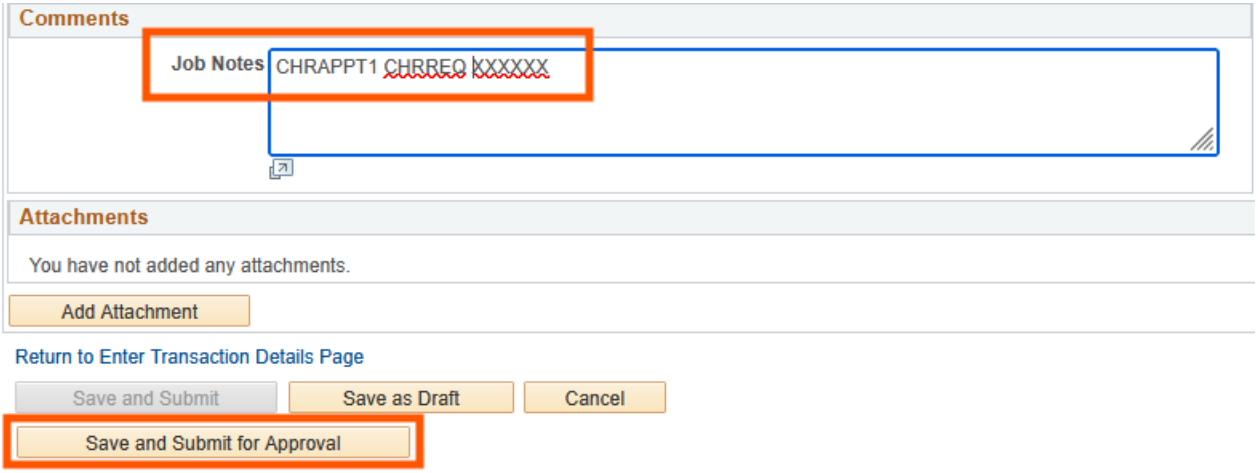
l. Enter the Position Number in the Work Location – Position Data section



m. Enter the Pay Group as “MON”, the Employee Type as “Salaried”, the Compensation Frequency as “Contract”, then enter the salary amount for the contract in the Compensation Rate box.



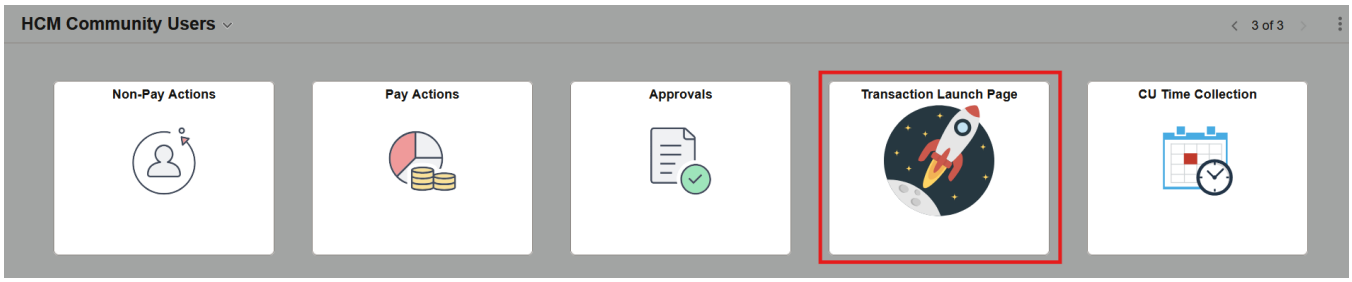
n. Enter the following in the Job Notes box : CHRAPPT1 CHRREQXXXXXX (Replace the X’s with the Requisition Number, which is the ID in CU Careers for the position.) Then click “Save and Submit for Approval”.



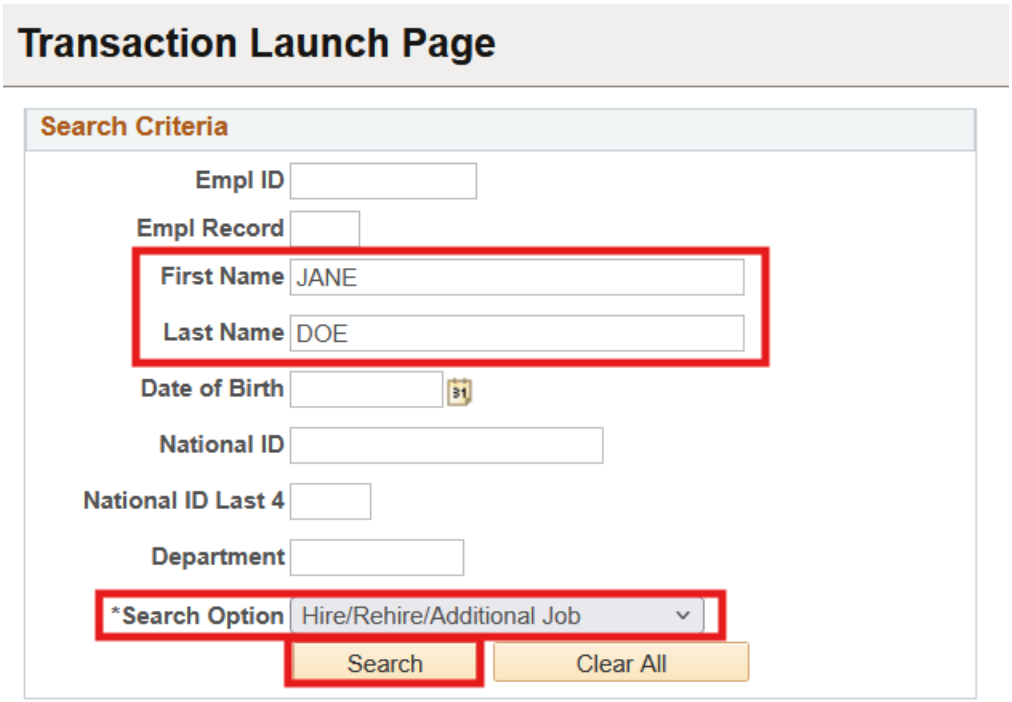
o. Email a copy of the Lecturer offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.

7) Hire Previous Employee into Lecturer Position

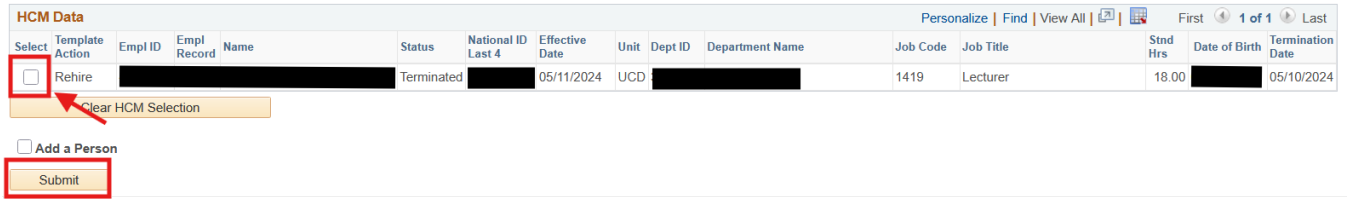
a. Open the Transaction Launch Page tile in HCM Community Users page.



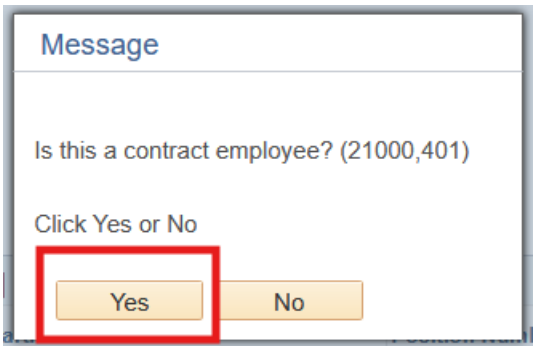
b. Enter the First and Last Name then select "Hire/Rehire/Additional Job" for the Search Option, then click "Search".



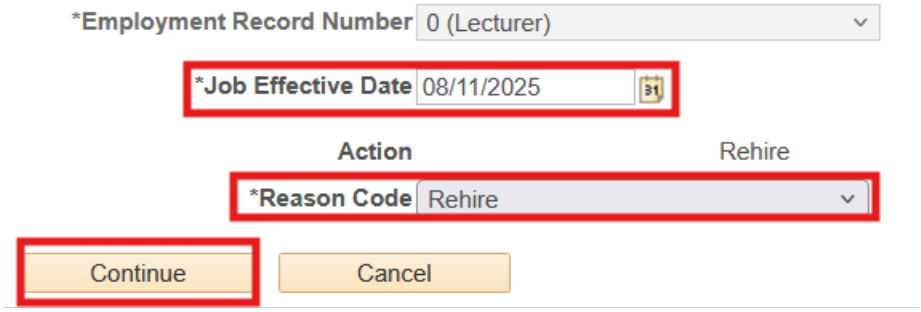
c. Check the box next to the record you want to rehire then click "Submit". NOTE: Select the lowest record number to rehire into if there is more than one record.



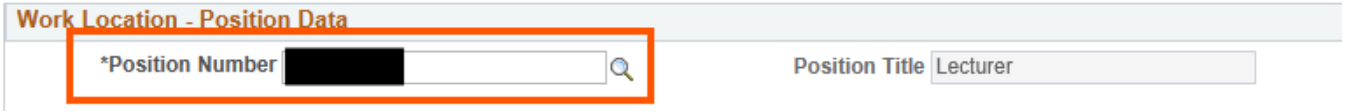
d. Is this a contract employee? Yes



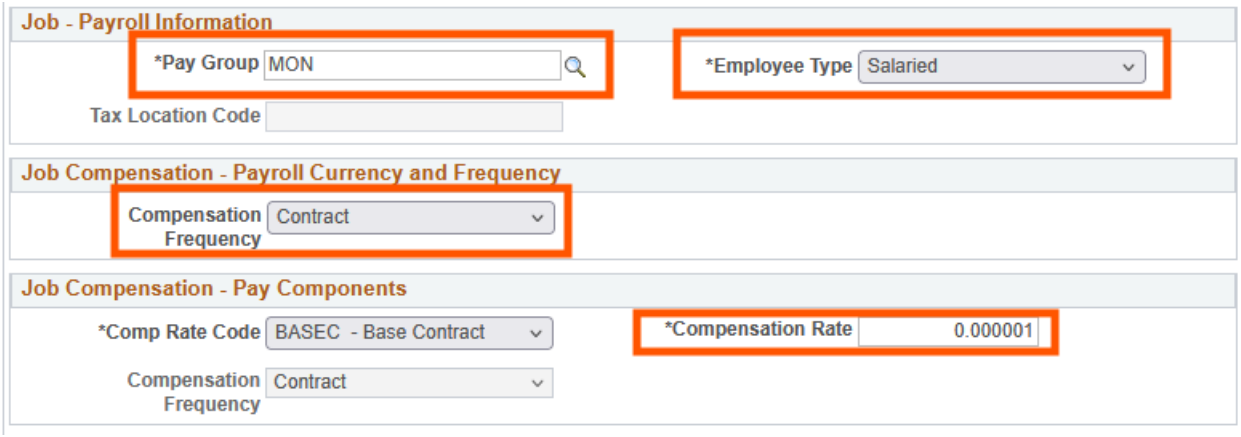
e. Enter the Job Effective Date as the beginning of the contract appointment. Then the Reason Code will be “Rehire”. Click “Continue”.



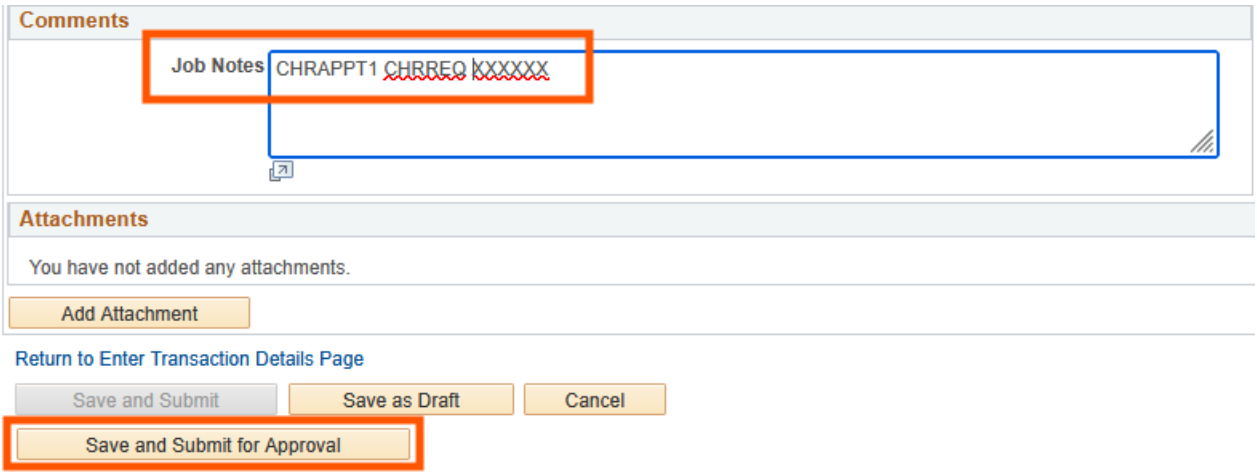
f. Enter the Position Number in the Work Location – Position Data section



g. Enter the Pay Group as “MON”, the Employee Type as “Salaried”, the Compensation Frequency as “Contract”, then enter the salary amount for the contract in the Compensation Rate box.



h. Enter the following in the Job Notes box : CHRAPPT1 CHRREQXXXXXX (Replace the X’s with the Requisition Number, which is the ID in CU Careers for the position.) Then click “Save and Submit for Approval”.



i. Email a copy of the Lecturer 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.