

# Hiring a Lecturer from a Search

**Jump to section:**

[Find a Vacant Position](#)

[Update Position Information](#)

[Update Position Funding](#)

[Submit NPP](#)

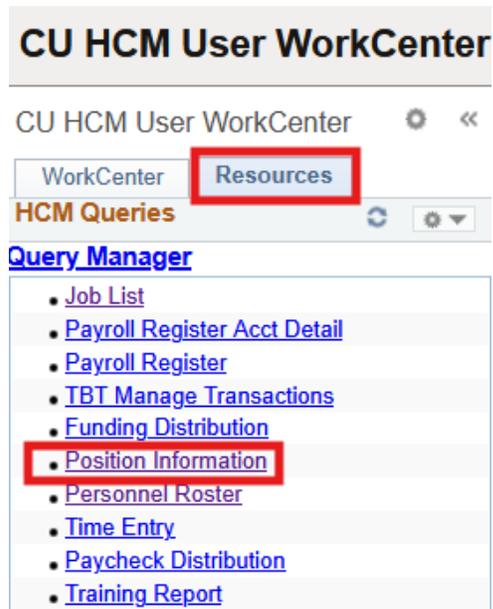
[Verify Previous CU Employment](#)

[Hire a Brand New Employee into Lecturer Position](#)

[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.

**CUES\_HCM\_POSITION\_INFORMATION - Position Information**

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional) | 1419

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
  - 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.

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
-----	--------------	----------	------------	-----------------	-------------	----------------	---------------	---------	-----------	----------	-----------	---------	---------------	-------------	----------

- 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

**Work Location**

\*Reg Region  United States

\*Department  Company CU University of Colorado

Location  North Classroom

Reports To  Dot-Line  Dean, CLAS

Supervisor Lvl  Security Clearance

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**Salary Plan Information**

Salary Admin Plan  Grade  Step

Standard Hours  Work Period  Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0.80	0.80	0.80	0.80	0.80		

USA

- 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.

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 \*Status Active

Reason [REDACTED] Action Date 08/27/2025

Position Status Proposed Status Date 04/24/2015  Key Position

- 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.

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

Effective Date 08/27/2025 Status Active

Max Head Count 1

Mail Drop ID [REDACTED]

Work Phone [REDACTED]

Health Certificate [REDACTED]

Signature Authority [REDACTED]

**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.

The screenshot shows the 'CU Position Data' tab selected. The 'Position Number' is redacted. The 'Headcount Status' is 'Filled' and the 'Current Head Count' is '1'. Under the 'Position Information' section, the 'Effective Date' is '08/02/2025'. The 'Campus Box' field is empty and has a magnifying glass icon next to it, which is highlighted with a red box and a red arrow. The 'HRGL Request #' field is also empty.

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

The screenshot shows a search form with several fields: 'Campus Box', 'Description', 'Department ID', 'Department Description', 'Location Code', and 'Location Description'. Each field has a 'begins with' dropdown menu and a search icon. The 'Department ID' field is highlighted with a red box. Below the fields are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. The 'Look Up' button is highlighted with a red box.

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

The screenshot shows the 'CU Position Data' tab. The 'Position Number' is redacted. The 'Headcount Status' is 'Open' and the 'Current Head Count' is '0 out of 1'. Under the 'Position Information' section, the 'Effective Date' is '08/27/2025' and the 'Status' is 'Active'. The 'Campus Box' field is empty and has a magnifying glass icon next to it. The 'HRGL Request #' field is also empty. The 'Submit' button is highlighted with a red box. At the bottom of the page, the 'Save' button is also highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.

3) **Update position funding**

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

The screenshot shows a vertical menu titled "CU Pay Actions". The menu items are: Document Collection (highlighted in orange), Job Information (with a dropdown arrow), Position Management (with a dropdown arrow), Time Collection (with a dropdown arrow), Employee Pay Data (with a dropdown arrow), CU PETs and Funding (with an upward arrow and highlighted in red), CU Funding Entry (highlighted in red), CU Position Funding History, CU PET Request, and PET Pending Approvals.

- b. Click “Add a New Value”.

The screenshot shows the "CU Funding Entry" search interface. At the top right, there is a button labeled "Add a New Value" which is highlighted with a red box. Below this, there is a search section titled "Find an Existing Value" with a "Search Criteria" dropdown. A prompt says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two search filters: "Recent Searches" and "Saved Searches", each with a "Choose from" dropdown and an edit icon. The main search area has a "Search by:" dropdown set to "HRGL Request #", followed by "begins with" and an input field. Below this is a "Show more options" link and a checked "Include History" checkbox. At the bottom are "Search" and "Clear" buttons.

- 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.)

**Funding Entry**

Position Number

Effective Date

Effective Sequence 0

- 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".

New Distribution Data

ENRCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution
1	<input type="text"/>									31				<input type="text"/>

Add Comment

Comments

Comment	Date/Time Created	Added by User

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1		Add Attachment		

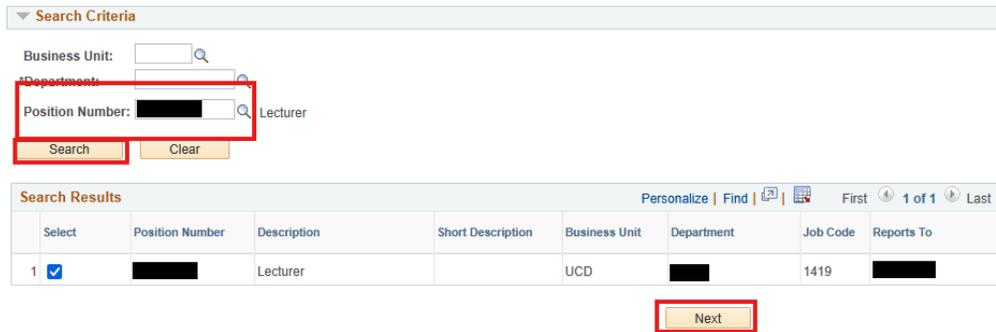
Save Save / Submit

**4) Submit the NPP for the Appointment Type 1 Hire**

- 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 8: ePAR – Position Search  
Enter the Position Number then click “Search”. Once your position shows up, click “Next”.



- c. Step 2 of 8: 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 5: ePAR Position -Change  
Review the position information on this screen. It will populate the position information. Click “Next”.
- e. Step 4 of 8: ePAR NPP – Questionnaire  
Select “Yes” for Position Summary, Required Training, and Background Check Types, then click “Next”.

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

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 on for the feed to occur.

Position Summary	<input checked="" type="radio"/> Yes	<input type="radio"/> No
HR Consultant	<input type="radio"/> Yes	<input type="radio"/> No
Required Training	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Background Check Types	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Additional Job Requirement	<input type="radio"/> Yes	<input checked="" type="radio"/> No
HR Only	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Faculty Effort	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Degrees	<input type="radio"/> Yes	<input checked="" type="radio"/> No

- f. Step 5 of 8: 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”.

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

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

[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.

Position Summary

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Type of Review:  Vacant Position

Feed to CU Careers?

Job Summary:

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”.

Current HR Consultants	
ID	HR Consultant

New HR Consultants	
ID	HR Consultant

**Add New HR Consultants**

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

### HR Consultants

HR Consultant:   Paige Coakley

g. Step 6 of 8: 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”.

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

**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”.

### Required Training

Required Training:

Click “Next”.

h. Step 7 of 8: 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”.



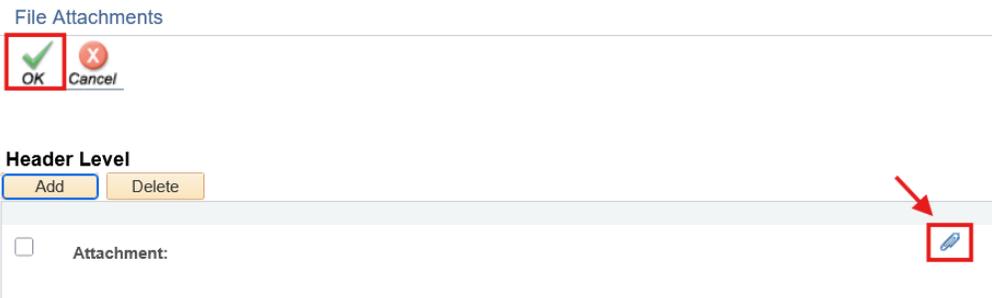
Click “Next”.

i. Step 8 of 8: ePAR New Department Budget Table – POSITION

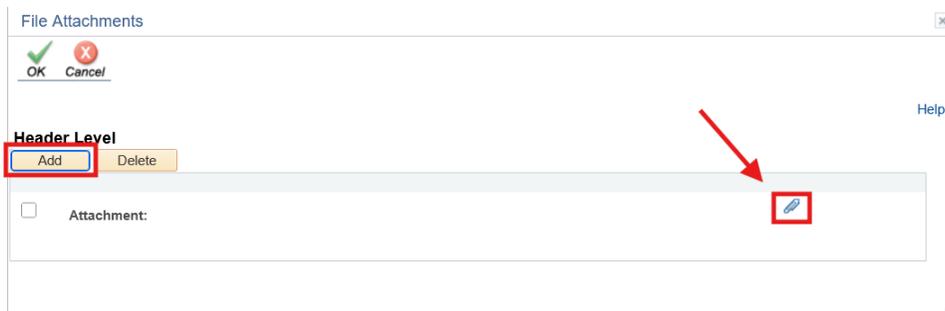
Click the Paperclip icon in the top left corner to attach the Job Description.



Click the Paperclip icon again to attach the Job Description. Then click “OK”.



Click “Add” and then the Paperclip icon again to add another attachment. Add the candidate’s resume.



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



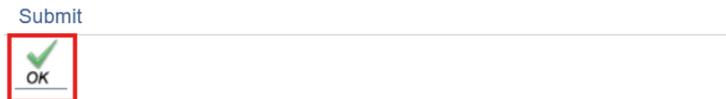
Click the Floppy Disk icon to save.



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



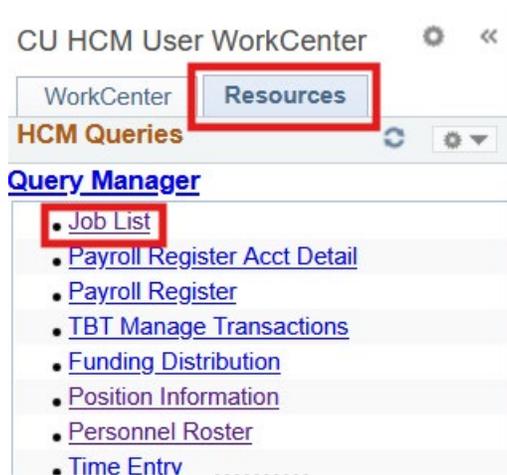
Click "OK".



- j. 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.
- k. 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.

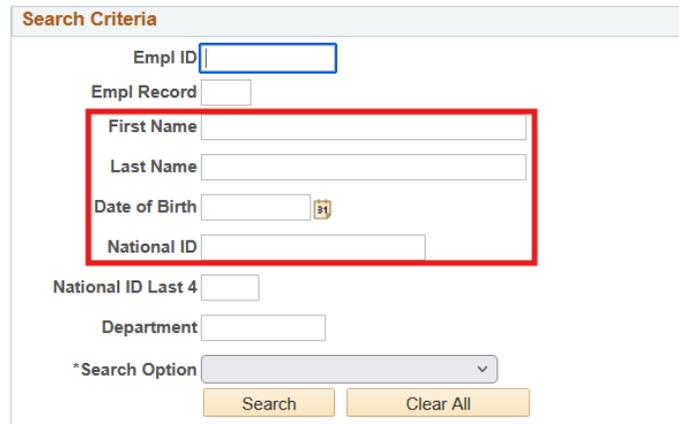
5) **Verify if the candidate has been previously employed with CU**

- 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, or Social Security Number and Date of Birth.

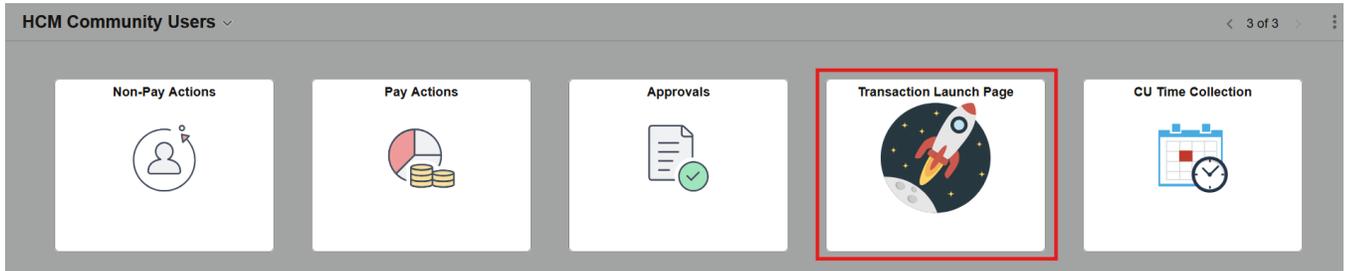
**Transaction Launch Page**

A screenshot of the 'Transaction Launch Page' search criteria form. The form is titled 'Search Criteria' and 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', 'Department', and '\*Search Option' (a dropdown menu). At the bottom, there are 'Search' and 'Clear All' buttons. A red box highlights the 'First Name', 'Last Name', 'Date of Birth', and 'National ID' fields.

- 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".

### 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".

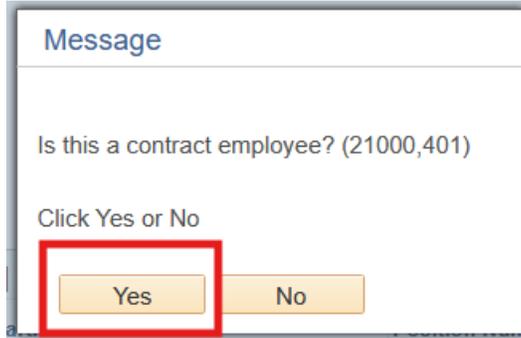
No HCM matching values found

HCM Data Personalize | Find | View All | | First 1 of 1 Last

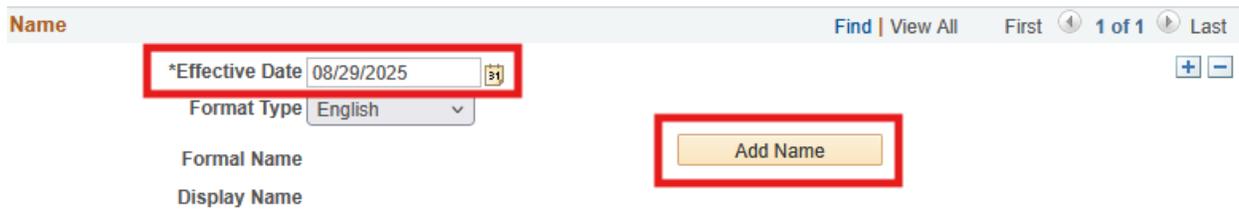
Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Hrs	Date of Birth	Termination Date
<input type="checkbox"/>															

Add a Person

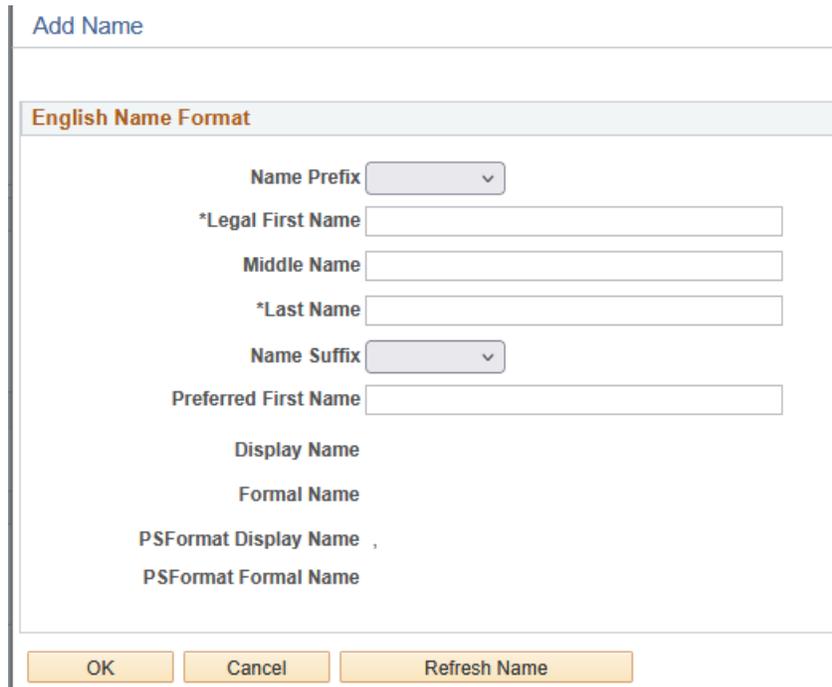
d. Is this a contract employee? Select “Yes”.



- 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 the beginning of the contract. Click “Add a Name” then enter the employee’s name.



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



h. Complete the Biographic Information section.

**Biographic Information**

Date of Birth  BY    Years 0    Months 0

Birth Country  Q    United States

Birth State  Q

Birth Location      Waive Data Protection

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**Biographical History**    Find | View All    First ◀ 1 of 1 ▶ Last

\*Effective Date  BY    + -

**Gender and Orientation Details**

Regulatory Region  Q    United States

\*Sex

Gender Identity  Q

\*Highest Education Level

\*Marital Status     As of  BY

Language Code

Alternate ID

Full-Time Student

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**National ID**    Personalize | Find | View All | Q | BY    First ◀ 1 of 1 ▶ Last

*Country	*National ID Type	National ID	Primary ID	
<input type="text" value="USA"/> <small>Q</small>	<input type="text" value="Social Security Number"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	+ -

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.

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

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Empl ID NEW

**Current Addresses**    Personalize | Find | View All | Q | BY    First ◀ 1 of 1 ▶ Last

Address Type	As Of Date	Status	Address	
Home	08/29/2025	A	<input type="text" value=""/>	<b>Add Address Detail</b> + -

**Phone Information**    Personalize | Find | View All | Q | BY    First ◀ 1 of 1 ▶ Last

*Phone Type	Telephone	Extension	Preferred	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	+ -

**Email Addresses**    Personalize | Find | View All | Q | BY    First ◀ 1 of 1 ▶ Last

*Email Type	*Email Address	Preferred	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	+ -

- 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  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 contract appointment. Then the Reason Code will be “New Hire”. Click “Continue”.

\*Job Effective Date

Action Hire

\*Reason Code

**Continue** Cancel

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

**Work Location - Position Data**

\*Position Number  Position Title

- 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.

<b>Job - Payroll Information</b>	
*Pay Group <input type="text" value="MON"/>	*Employee Type <input type="text" value="Salaried"/>
Tax Location Code <input type="text"/>	
<b>Job Compensation - Payroll Currency and Frequency</b>	
Compensation Frequency <input type="text" value="Contract"/>	
<b>Job Compensation - Pay Components</b>	
*Comp Rate Code <input type="text" value="BASEC - Base Contract"/>	*Compensation Rate <input type="text" value="0.000001"/>
Compensation Frequency <input type="text" value="Contract"/>	

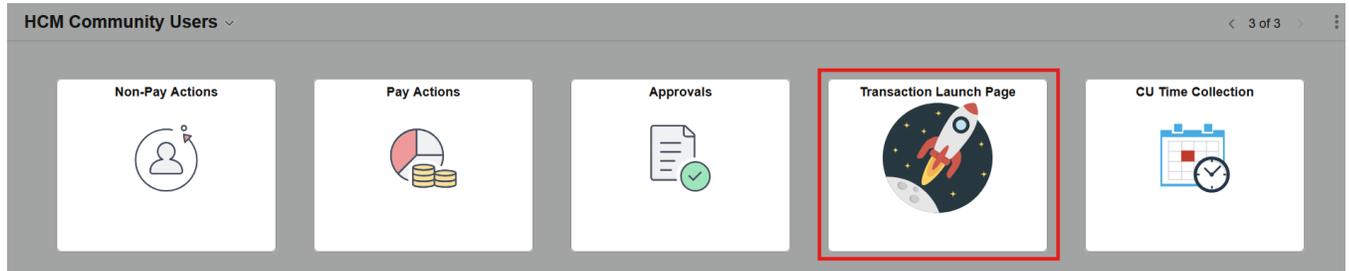
- n. Enter the following in the Job Notes box : CHRAPPT1 CHRREQXXXXXX (Replace the X's with the Requisition Number, which is the ID in CU Careers for the position.) Then click “Save and Submit for Approval”.

<b>Comments</b>
Job Notes <input type="text" value="CHRAPPT1 CHRREQXXXXXX"/>
<b>Attachments</b>
You have not added any attachments.
<input type="button" value="Add Attachment"/>
<a href="#">Return to Enter Transaction Details Page</a>
<input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> <input type="button" value="Cancel"/>
<input type="button" value="Save and Submit for Approval"/>

- o. Email a copy of the Lecturer offer letter to [CLAS.Contracts@ucdenver.edu](mailto: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".

### Transaction Launch Page

**Search Criteria**

Empl ID

Empl Record

**First Name**

**Last Name**

Date of Birth

National ID

National ID Last 4

Department

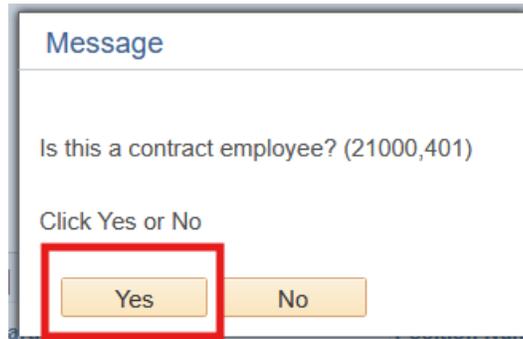
**\*Search Option**

- c. Check the 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.

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		
<input type="checkbox"/>	Rehire				Terminated		05/11/2024	UCD			1419	Lecturer	18.00		05/10/2024		

Add a Person

d. Is this a contract employee? Yes



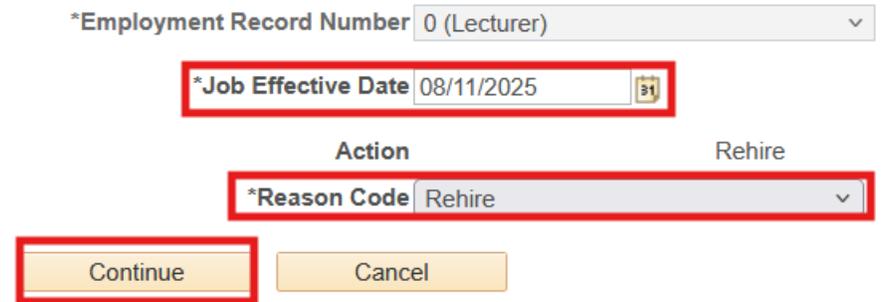
Message

Is this a contract employee? (21000,401)

Click Yes or No

Yes No

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



\*Employment Record Number 0 (Lecturer) v

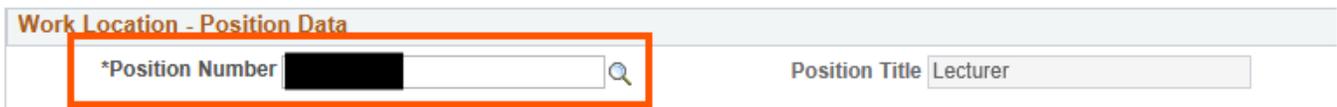
\*Job Effective Date 08/11/2025 [calendar icon]

Action Rehire

\*Reason Code Rehire v

Continue Cancel

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



Work Location - Position Data

\*Position Number [redacted] [magnifying glass icon]

Position Title Lecturer

- 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.

<b>Job - Payroll Information</b>	
*Pay Group <input type="text" value="MON"/>	*Employee Type <input type="text" value="Salaried"/>
Tax Location Code <input type="text"/>	
<b>Job Compensation - Payroll Currency and Frequency</b>	
Compensation Frequency <input type="text" value="Contract"/>	
<b>Job Compensation - Pay Components</b>	
*Comp Rate Code <input type="text" value="BASEC - Base Contract"/>	*Compensation Rate <input type="text" value="0.000001"/>
Compensation Frequency <input type="text" value="Contract"/>	

- h. Enter the following in the Job Notes box : CHRAPP1 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”.

<b>Comments</b>
Job Notes <input type="text" value="CHRAPP1 CHRREQXXXXXX"/>
<b>Attachments</b>
You have not added any attachments.
<input type="button" value="Add Attachment"/>
<a href="#">Return to Enter Transaction Details Page</a>
<input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> <input type="button" value="Cancel"/>
<input type="button" value="Save and Submit for Approval"/>

- i. Email a copy of the Lecturer offer letter to [CLAS.Contracts@ucdenver.edu](mailto: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.