## **Human Capital Management**

## Hiring a New Employee (Lecturer) This training guide lists the specific steps for hiring a new Lecturer in CLAS.

CAUTION: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Although the SEARCH feature in the new Transaction Launch Page will look for current & future employees on all campuses in HCM, it is still a good idea to check Job Data and run the Job List query (CUES\_HCM\_JOB\_LIST) to make certain the person you are adding does not already exist in HCM. If you don't know how to run the query, refer to *Hiring an Employee Step-by-Step Guide*.

A. Before you begin, you will need to look up the person in Job Data.

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You will need to do a "Data Change – Non Contract Reappointment" in the Transaction Launch Page to set up a new appointment (assuming the previous appointment ends the day <u>prior</u> to a new appointment). Select "No" when asked "Is this a contract employee".

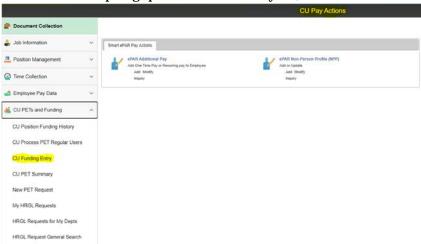
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- If you don't find the person in JOB Data, proceed.
- B. Update the Position since you are using a vacant position number, make any changes needed to the position with an effective date that is <u>prior</u> (at least one week suggested) to the hire date.

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- Enter in the position ID.
- C. Update the Funding Populate the funding end dates for Spring monthly appointments (5/31/20xx in most cases for Spring; please use current year).



• Click on "Add a new Value" tab.

## All Position and Funding changes must be approved first, before you start the HIRE transaction.

- D. Now you are ready to perform a direct hire of a new employee:
  - 1. From the HCM Community Users dashboard, click **Transaction Launch Page**.
  - 2. Enter Name.
  - 3. From the Search Option list, select Hire/Rehire/Additional Job.
  - 4. Click Search. The system should display No ATS matching values found and No HCM matching values found.
    - Verify the person does not exist in the HCM Queries located in the HCM WorkCenter tile under Resources
  - 5. Click **Add a Person**.
  - 6. Click **Submit**. A message appears, asking if this is a contract employee.
  - 7. Select No.
  - 8. In the Name section, select an **Effective Date**. This is the date this person becomes a record in the system. Backdate this if doing a retroactive hire.
  - 9. Click Add Name.
  - 10. Type First Name and Last Name and click OK.
  - 11. Type or select Date of Birth.
  - 12. Select Gender.
  - 13. Select Highest Education Level.
  - 14. Select Marital Status, if known.
  - 15. In the National ID section, type a **National ID** (Social Security Number). Bottom line is if they are being paid by CU the social security number is absolutely required.
  - 16. Select the **Contact Information** tab.
  - 17. Click Add Address Detail.
  - 18. Click Add Address.
  - 19. Type address information and click OK.

Notes:

- HCM copies Home to Mailing (and vice versa) overnight. If these addresses are different (e.g. students), enter both.
- State tax withholding is determined by mailing address.
- 20. Click OK.
- 21. Select Phone Type.
- 22. Type phone number.

- 23. Click Preferred.
- 24. Select Email Type.
- 25. Type email address.
- 26. Click Preferred.
- 27. Click **Regional** tab.
- 28. Select Ethnic Group.
- 29. Select Military Status.
- 30. You can view both the CU Personal Data and CU Personal Data I9 tabs but do not enter anything.
- 31. Click **OK**. The Enter Transaction Details page appears displaying system generated Empl ID. (Make a note of this ID to use when checking pending approval status.)
- 32. Select the **Job Effective Date**. (Hire Date 1/1/20xx for spring appointments, 9/1/20xx for fall appointments, and 6/1/20xx for summer appointments)
- 33. From the **Reason Code** list, select **New Hire**.
- 34. Click **Continue**. The Enter Transaction Information page appears.
- 35. From the **Positon Number** field, type in the position number. When you tab off the field, HCM populates default information from Position data.

**Note:** If the position information default values are not correct, stop and click **Save as Draft**. You can then update the position. Once the position is approved, you can then complete this transaction.

36. Select a **Pay Group** of **FOT**.

Note: The default pay group is based on the most common pay groups by job code, and is editable.

- 37. From the **Employee Type**, select **S** (Salaried)
- 38. Select Compensation Frequency as M (Monthly)
- 39. Select Comp Rate Code as BASEM
- 40. Type in the Compensation Rate of \$750
- 41. The **Expected Job End Date** is <u>required</u>. Enter in 5/31/20xx for spring appointments, 12/31/20xx for fall appointments, and 7/31/20xx or 8/31/20xx for summer appointments (dependent upon the month in which the last day of the summer semester falls in).
- 42. No COMMENTS or ATTACHMENTS are necessary.
- 43. Click **Save and Submit for Approval**. A message appears with the TBT Request ID. Make a note of the request ID so you can find information about its status later.
- 44. Click **OK** from the message box. A Further Processing Required page appears.
- 45. Click **OK**.
- 46. Once the appointment is entered, send letter to: <u>CLAS.Contracts@ucdenver.edu</u>
- 47. CLAS HR will review and approve.
- 48. Appointment will now appear in Job Data once approved.