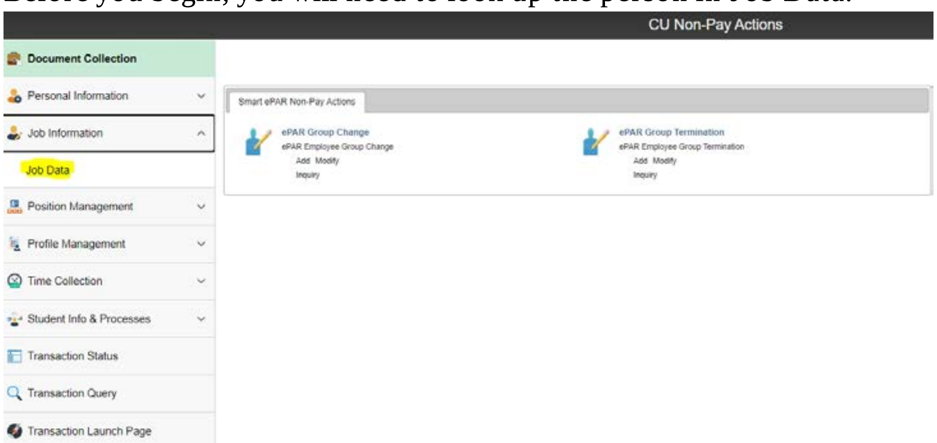
Human Capital Management

Hiring a New Employee (Lecturer)

This training guide lists the specific steps for hiring a new Lecturer in CLAS.

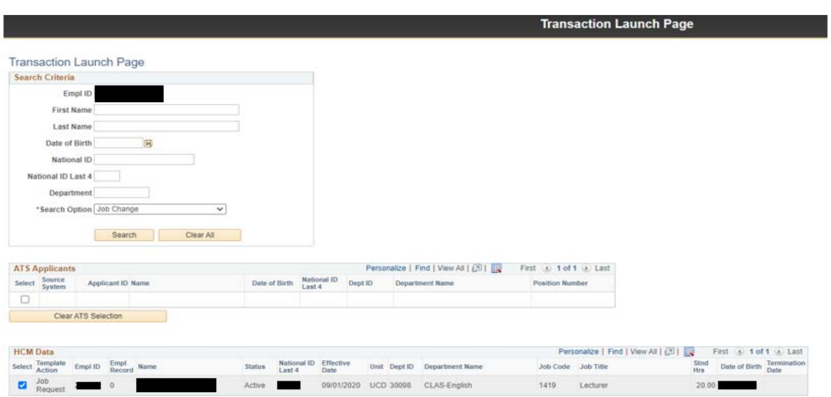
CAUTION: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Although the SEARCH feature in the new Transaction Launch Page will look for current & future employees on all campuses in HCM, it is still a good idea to check Job Data and 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*.

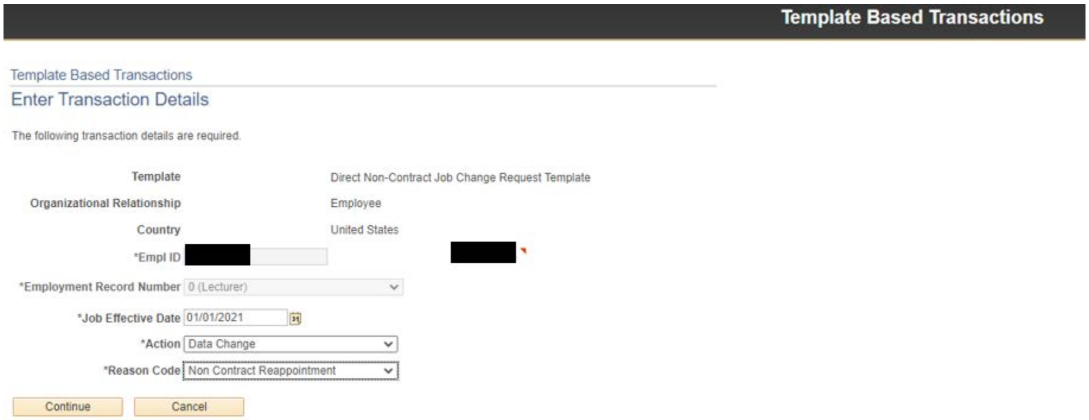
A. Before you begin, you will need to look up the person in Job Data.



- If they are ACTIVE, stop here

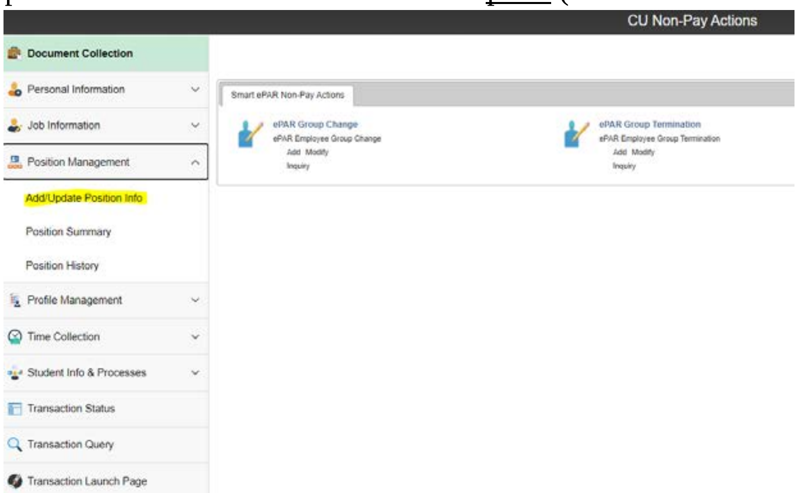
You will need to do a "Data Change – Non Contract Reappointment" in the Transaction Launch Page to set up a new appointment (assuming the previous appointment ends the day <u>prior</u> to a new appointment). Select "No" when asked "Is this a contract employee".





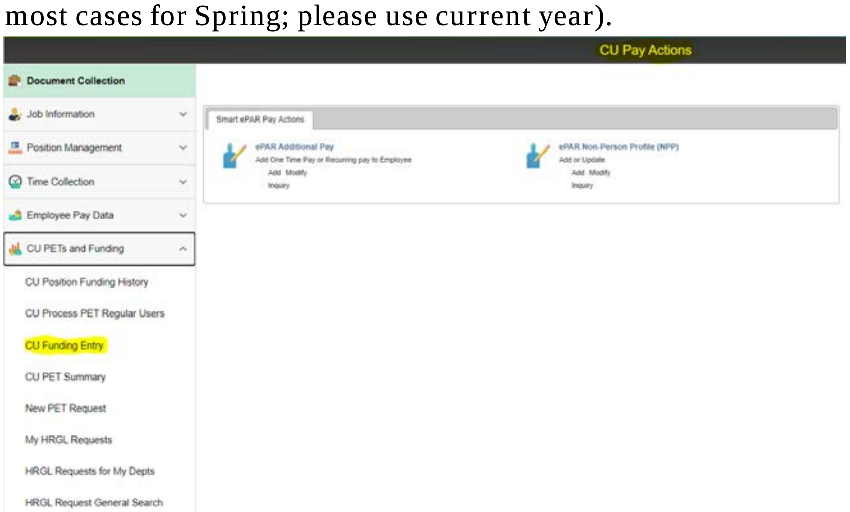
- If you don't find the person in JOB Data, proceed.

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 prior (at least one week suggested) to the hire date.



- 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 positon. 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 required. 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: **CLAS.Contracts@ucdenver.edu**
47. CLAS HR will review and approve.
48. Appointment will now appear in Job Data once approved.