

# Human Capital Management

## Hiring a New Employee (Teaching Assistant) w/ Position update

**This training guide lists the specific steps for hiring a Teaching Assistant with need to “Save as Draft” to update the Position for 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.

The screenshot shows the HCM interface. On the left is a navigation menu with 'Job Data' highlighted. The main area is titled 'CU Non-Pay Actions' and contains a 'Smart ePAR Non Pay Actions' section with two columns of actions: 'ePAR Group Change' and 'ePAR Group Termination', each with sub-options for 'Add', 'Modify', and 'Inquiry'.

- 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 prior to a new appointment). Select “No” when asked “Is this a contract employee”.**

The screenshot shows the 'Transaction Launch Page'. At the top, there's a 'Search Criteria' form with fields for Emp ID, First Name, Last Name, Date of Birth, National ID, National ID Last 4, and Department. Below this is a table of 'ATS Applicants' and a table of 'HCM Data'. The 'HCM Data' table has one row with the following data:

Select	Template Action	Emp ID	Emp History	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Std Title	Date of Birth	Termination Date
<input checked="" type="checkbox"/>	Job Request	[REDACTED]	0	[REDACTED]	Active	[REDACTED]	09/01/2020	UCD	30084	CLAS-Chemistry	1506	Teaching Assistant	6.01	[REDACTED]	[REDACTED]

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

Template	Direct Non-Contract Job Change Request Template
Organizational Relationship	Employee
Country	United States
*Empl ID	<input type="text"/>
*Employment Record Number	0 (Teaching Assistant)
*Job Effective Date	01/01/2021
*Action	Data Change
*Reason Code	Non Contract Reappointment

- If you don't find the person in JOB Data, proceed to the Transaction Launch Page.

**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 (one week suggested) to the hire date**

CU Non-Pay Actions

- 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).**

CU Pay Actions

- 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 **First** and **Last 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. Enter in **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), make certain to 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. Enter **Effective Date** of **1/1/20xx**
36. From the **Positon Number** field, type in the position number. When you tab off the field, HCM populates default information from Position data.



If you realize that something with the POSITION is incorrect, stop here and click **Save as Draft**. You will need to update the positon.

37. From the **HCM Community Users** landing page, click on the **Non-Pay Actions** tile and then from the menu on the LEFT, select **Position Management > Add/Update Position Info**.

**NOTE:** Alternatively, you can get here using the “hamburger” icon  and navigating to:  
*Navigator > Organizational Development > Position Management > Maintain Position Budgets > Add/Update Position Info*

38. Enter in Position ID
39. Add an effective dated row with effective date at least **1 week prior** to the hire date.
40. Use ACTION REASON of **PCT**.
41. Update the STANDARD HOURS to **9**.
42. Save the change.
43. Contact CLAS HR to get the approval.
44. Now you will need to update the funding.
45. From the **HCM Community Users** landing page, click on the **Pay Actions** tile and then from the menu on the LEFT, select **CU PETs and Funding > CU Funding Entry**

46. Review and update funding as needed and save. Make the **Funding End Date** for SPRING = **5/31/20xx**, FALL = **12/31/20xx**, and SUMMER = **7/31/20xx or 8/31/20xx (dependent upon the month in which the last day of the summer semester falls in)**.
47. Return to the **Transaction Status** page, click on the **Template Base Transactions** link at the bottom.
48. Find your transaction and click on the **Name** which is a live link.
49. On the **Enter Transaction Details** page click **CONTINUE**.
50. On the **Pos and Job Infor** tab, clear the **\*Position Number** and re-enter.
51. Select a **Pay Group** of **STM**.  
**Note:** The default pay group is based on the most common pay groups by job code, and is editable.
52. Select the **Employee Type** as **S** (Salaried)
53. Select **Compensation Frequency** as **M** (Monthly)
54. Select **Comp Rate Code** as **BASEM**
55. Type in the **Compensation Rate** of **\$651.60**
56. 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)**.
57. No COMMENTS or ATTACHMENTS are necessary.
58. 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.
59. Click **OK** from the message box. A Further Processing Required page appears.
60. Click **OK**.
61. Once the appointment is entered, send letter to: [CLAS.Contracts@ucdenver.edu](mailto:CLAS.Contracts@ucdenver.edu)
62. CLAS HR will review and approve.
63. Appointment will now appear in Job Data once approved.