

Hiring a Student Faculty on Contract

Jump to section:

[Find a Vacant Position](#)

[Update Position Information](#)

[Update Position Funding](#)

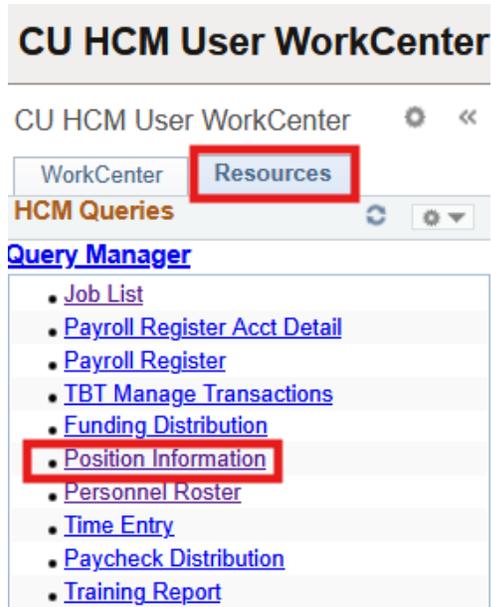
[Verify Previous CU Employment](#)

[Hire a Brand New Student Employee](#)

[Rehiring a Returning Student Employee](#)

1) **Find a vacant position number**

1. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



2. Enter the Department ID and the job code of the type of student faculty you are hiring, then check the “Vacant ONLY” box.
 - i. Student Faculty Job Codes
 - 1503 – Graduate Part-Time Instructor
 - 1506 – Graduate Teaching Assistant
 - 1508 – Undergraduate Teaching Assistant
 - 1505 – Graduate Research Assistant
 - 1507 – Undergraduate Research Assistant

CUES_HCM_POSITION_INFORMATION - Position Information

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

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

3. 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
-----	--------------	----------	------------	-----------------	-------------	----------------	---------------	---------	-----------	----------	-----------	---------	---------------	-------------	----------

4. Click the position number that you want to use and the “Add/Update Position Info” page will open in a new tab.
5. 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 CLAS-GEOGRAPHY/ENVIRNMENTL SCI Company CU University of Colorado

Location North Classroom

Reports To Chair Dot-Line Dean, CLAS

Supervisor Lvl Security Clearance

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

6. 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

1. 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, use PCT and then make all changes in one request. Consult with your HR liaison if any other reason codes are needed.
2. 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

Specific Information Find | View All First 1 of 2 Last

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

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

Description | Specific Information | Budget and Incumbents | **CU Position Data** | CU Position Compensation

Position Number [REDACTED]
Headcount Status Filled Current Head Count 1

Position Information

Effective Date 08/02/2025

Campus Box  HRGL Request #

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

Campus Box begins with

Description begins with

Department ID begins with 

Department Description begins with

Location Code begins with 

Location Description begins with

Look Up Clear Cancel Basic Lookup

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

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

Position Information Find | View All First 1 of 2 Last

Effective Date 08/27/2025 Status Active

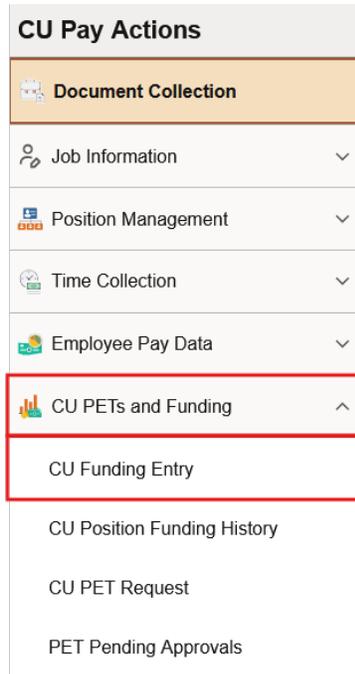
Campus Box  HRGL Request #

Submit

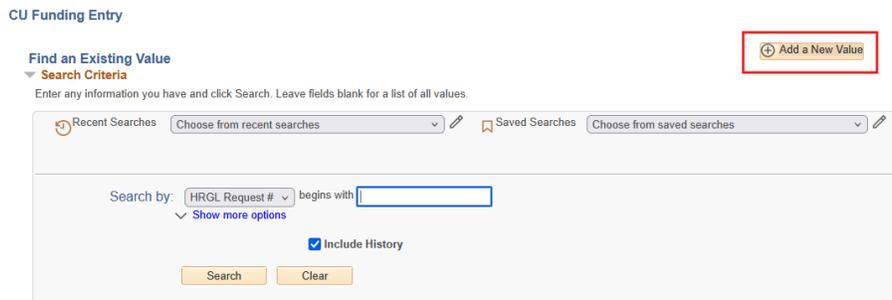
Save Return to Search Notify Add Update/Display Include History

3) **Update position funding**

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



2. Click “Add a New Value”.



3. 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

4. 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.) Then click “Save/Submit”.

New Distribution Data

ERNCD	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"/>		<input type="text"/>	<input type="text"/>						<input type="text"/>		Chartfield Descr	<input type="text"/>	<input type="text"/>

Add Comment

Comments

Comment	DateTime Created	Added by User

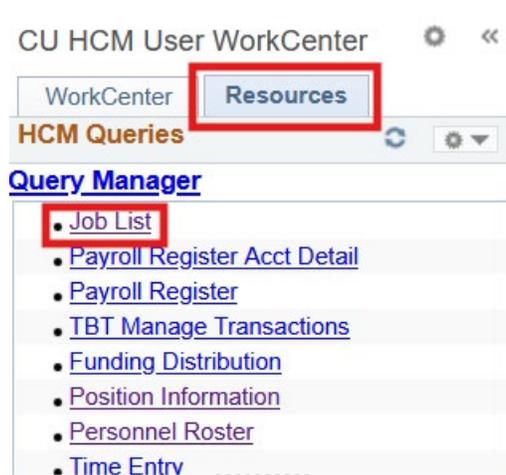
Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1	<input type="text"/>	Add Attachment		

Save Save / Submit

4) **Verify if the student has been previously employed with CU**

1. 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.



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

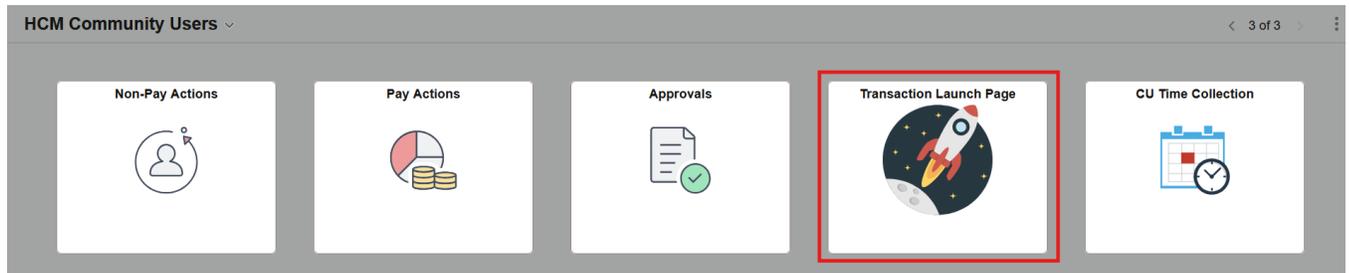
Transaction Launch Page

A screenshot of the "Transaction Launch Page" search criteria form. The form is titled "Search Criteria" and contains several input fields. The "First Name" field is highlighted in a red box. Other fields include "Empl ID", "Empl Record", "Last Name", "Date of Birth" (with a calendar icon), "National ID", "National ID Last 4", "Department", and a "*Search Option" dropdown menu. At the bottom of the form are two buttons: "Search" and "Clear All".

3. If the candidate has not been previously employed by CU, complete [Step 5: Hire a Brand New Student Employee](#). If the candidate has been previously employed with CU complete [Step 7: Hire a Returning Student Employee](#).

5) Hire a Brand New Student Employee

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



2. 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**

3. 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

4. A box will pop of asking if it is a contract employee. Select “Yes” if the appointment will be on contract or select “No” if the appointment is a monthly appointment.
 - i. NOTE: A monthly appointment is generally used for Research Assistant appointments in which the appointment begins on the first of the month and ends the last day of the month.
5. Use the Personal Information Worksheet to complete the Biographical Details and Contact Information tabs.
6. In the Name section, the effective date should be the beginning of the contract. Click “Add a Name” the enter the employee’s name.

Name Find | View All First 1 of 1 Last

*Effective Date 08/29/2025 + -

Format Type English

Formal Name Add Name

Display Name

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

Add Name

English Name Format

Name Prefix

*Legal First Name

Middle Name

*Last Name

Name Suffix

Preferred First Name

Display Name

Formal Name

PSFormat Display Name ,

PSFormat Formal Name

OK Cancel Refresh Name

8. Complete the Biographic Information section.

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

Biographic Information

Date of Birth Years 0 Months 0
Birth Country USA United States
Birth State
Birth Location Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date 08/29/2025

Gender and Orientation Details

Regulatory Region USA United States
*Sex U/X
Gender Identity

*Highest Education Level Not Indicated
*Marital Status Unknown As of
Language Code
Alternate ID
 Full-Time Student

National ID Personalize | Find | View All | | First 1 of 1 Last

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

9. 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

Empl ID NEW

Current Addresses Personalize | Find | View All | | First 1 of 1 Last

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

Phone Information Personalize | Find | View All | | First 1 of 1 Last

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

Email Addresses Personalize | Find | View All | | First 1 of 1 Last

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

10. 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”.

11. 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 

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

Work Location - Position Data

Position Number

Position Title

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 

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

Job - Payroll Information	
Pay Group	STM
Employee Type	Salaried
Tax Location Code	DENVER

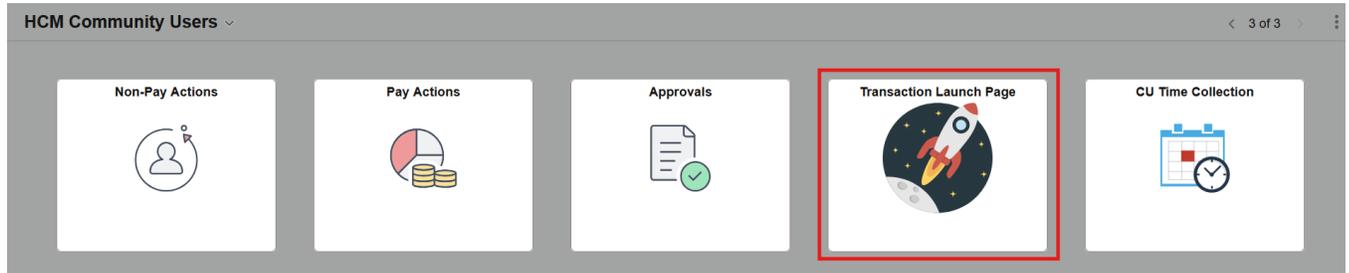
Job Compensation - Payroll Currency and Frequency	
Compensation Frequency	Contract

CU Job Compensation Pay Component	
Comp Rate Code	BASEC - Base Contract
Compensation Rate	2500.000000
Compensation Frequency	Contract
Prorate Contract Change Amount	No Proration of Change Amt.

14. Email a copy of the 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.

6) Hiring a Returning Student Employee

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



2. 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**

3. Check the box next to the record you want to rehire then click "Submit". NOTE: Select the lowest record number to rehire into.

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

4. A box will pop of asking if it is a contract employee. Select “Yes” if the appointment will be on contract or select “No” if the appointment is a monthly appointment.
 - i. NOTE: A monthly appointment is generally used for Research Assistant appointments in which the appointment begins on the first of the month and ends the last day of the month.
5. Enter the Job Effective Date as the beginning of the contract appointment. Then the Reason Code will be “New Hire”. Click “Continue”.

*Employment Record Number 0 (Lecturer) ▼

*Job Effective Date 08/11/2025 

Action Rehire

*Reason Code Rehire ▼

Continue Cancel

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

Work Location - Position Data

Position Number XXXXXXXXXX Position Title Teaching Assistant

7. Enter the Pay Group as “STM”, the Employee Type as “Salaried”, the Compensation Frequency as “Contract” or “Monthly”, then enter the salary amount for the contract in the Compensation Rate box. Then click “Save and Submit for Approval”.

Job - Payroll Information

Pay Group STM Employee Type Salaried ▼

Tax Location Code DENVER

Job Compensation - Payroll Currency and Frequency

Compensation Frequency Contract ▼

CU Job Compensation Pay Component

Comp Rate Code BASEC - Base Contract ▼ Compensation Rate 2500.000000

Compensation Frequency Contract ▼ Prorate Contract Change Amount No Proration of Change Amt. ▼

8. Email a copy of the 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.