Hiring a Student Faculty on Contract

Jump to section:

1) **Find a vacant position number**
   1. Go to the HCM WorkCenter then click the "Resources" tab. Then click "Position information".
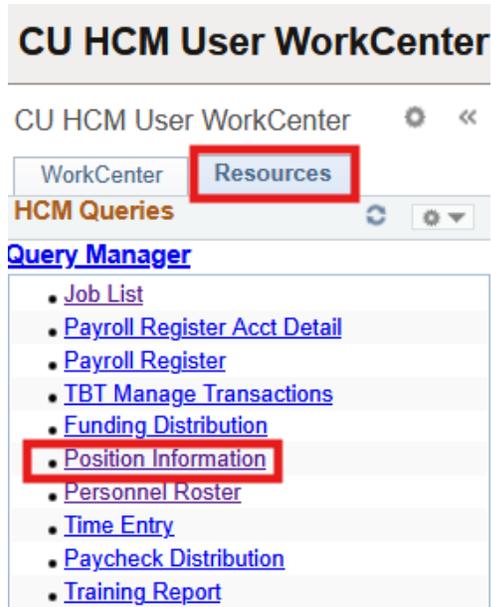
   2. Enter the Department ID and the job code of the type of student faculty you are hiring, then check the "Vacant ONLY" box.
      i. Student Faculty Job Codes
         1503 – Graduate Part-Time Instructor
         1506 – Graduate Teaching Assistant
         1508 – Undergraduate Teaching Assistant
         1505 – Graduate Research Assistant
         1507 – Undergraduate Research Assistant

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 USA   United States

*Department ▮▮▮   CLAS-GEOGRAPHY/ENVIRNMENTL SCI   Company CU   University of Colorado

Location 3NC   North Classroom

Reports To ▮▮▮   Chair   Dot-Line 00350010   Dean, CLAS

Supervisor Lvl   Security Clearance

Salary Plan Information

Salary Admin Plan 140   Grade 140   Step

Standard Hours 4.00   Work Period W   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.

   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.

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

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

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

3) **Update position funding**
   1. Go to the "Pay Actions" tile, then click "CU PETs and Funding", then "CU Funding Entry".
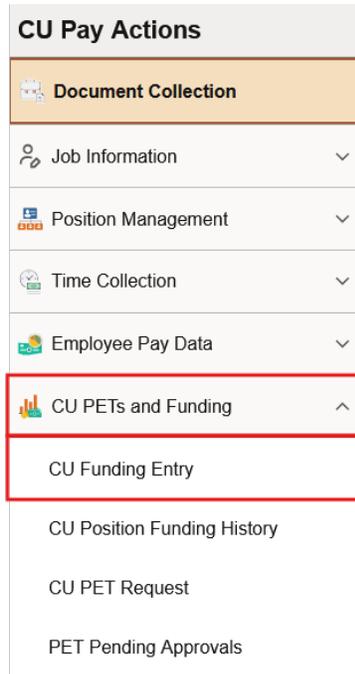
   2. Click "Add a New Value".
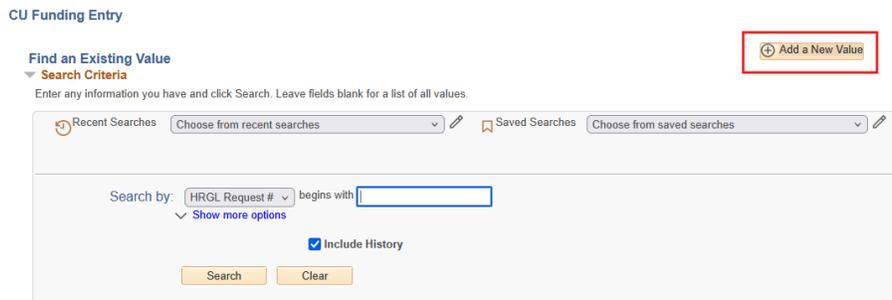
3. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the first of the month the appointment will begin in.)

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

	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													Chartfield Descr			+ −

Add Comment

▼ **Comments**   Personalize | Find | View All | | First 1 of 1 Last

Comment	DateTime Created	Added by User	
			−

▼ **Attachments**   Personalize | Find | | First 1 of 1 Last

	Attached File	Description	Add Attachment	Attached By	Last Update Date/Time	
1			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.
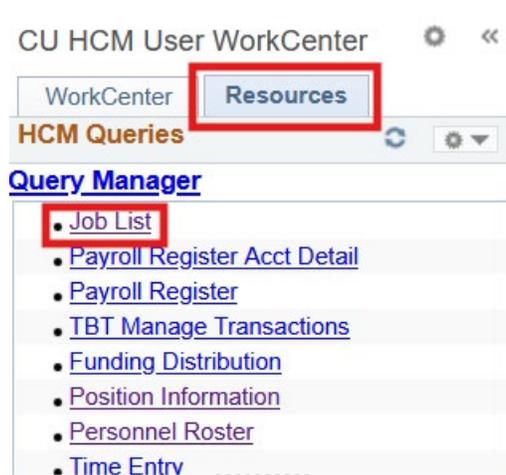
   2. You can also verify using the Transaction Launch Page by entering First and Last Name, Social Security Number and Date of Birth.

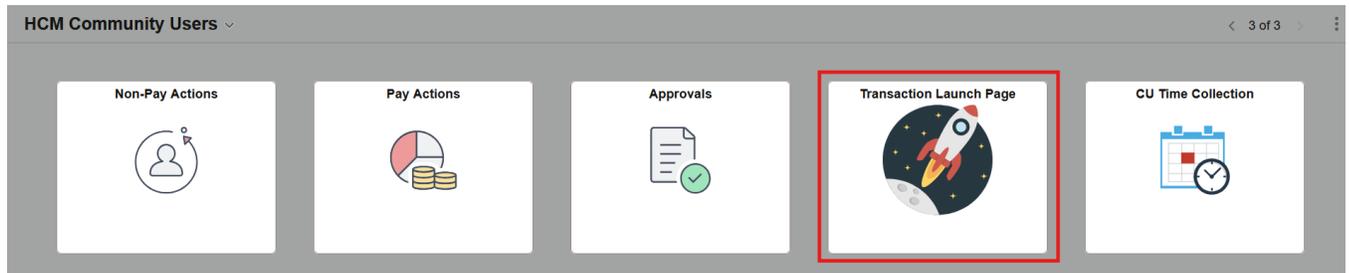   3. If the candidate has not been previously employed by CU, complete Step 5: Hire a Brand New Student Employee. If the candidate has been previously employed with CU complete Step 7: Hire a Returning Student Employee.

5) **Hire a Brand New Student Employee**

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

Non-Pay Actions	Pay Actions	Approvals	Transaction Launch Page	CU Time Collection

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 | JANE

Last Name | DOE

Date of Birth

National ID

National ID Last 4

Department

*Search Option | Hire/Rehire/Additional Job ⌄

Search   Clear All

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	Stnd Hrs	Date of Birth	Termination Date
☐															

Clear HCM Selection

☐ Add a Person

Submit

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.

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.

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".

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

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
Tax Location Code	DENVER

Employee Type Salaried

Job Compensation - Payroll Currency and Frequency

Compensation Frequency Contract

CU Job Compensation Pay Component

Comp Rate Code BASEC - Base Contract

Compensation Frequency Contract

Compensation Rate 2500.000000

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.

Non-Pay Actions	Pay Actions	Approvals	Transaction Launch Page	CU Time Collection

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 JANE

Last Name DOE

Date of Birth

National ID

National ID Last 4

Department

*Search Option Hire/Rehire/Additional Job ∨

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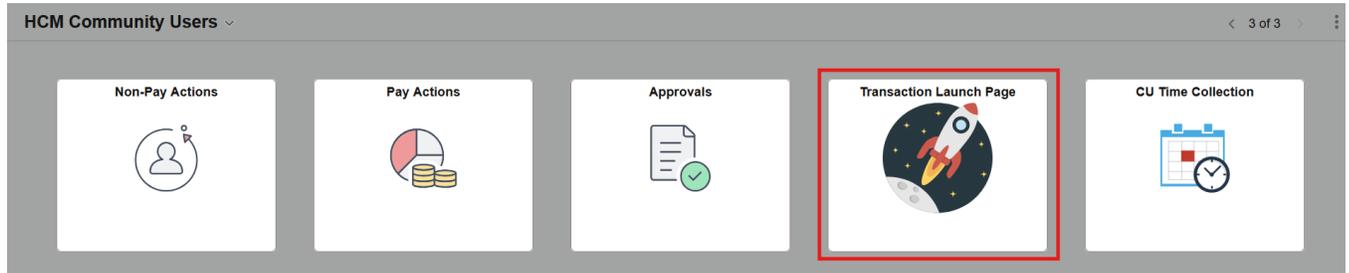
3. Check the box next to the record you want to rehire then click "Submit". NOTE: Select the lowest record number to rehire into.

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	Stnd Hrs	Date of Birth	Termination Date
☐	Rehire				Terminated		05/11/2024	UCD			1419	Lecturer	18.00		05/10/2024

Clear HCM Selection

☐ Add a Person

[Submit]

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	███████	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.