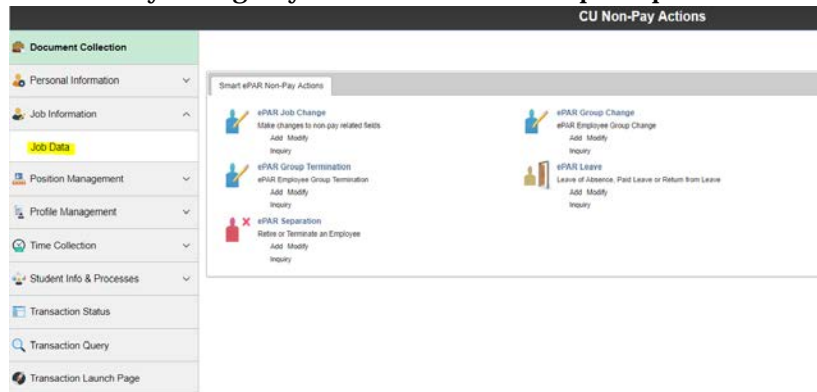


# Human Capital Management

## Adding an Additional Job (bi-weekly Research Assistant)

**This training guide lists the specific steps for hiring an employee into an additional job, without a contract. Rehire a bi-weekly Research Assistant in CLAS.**

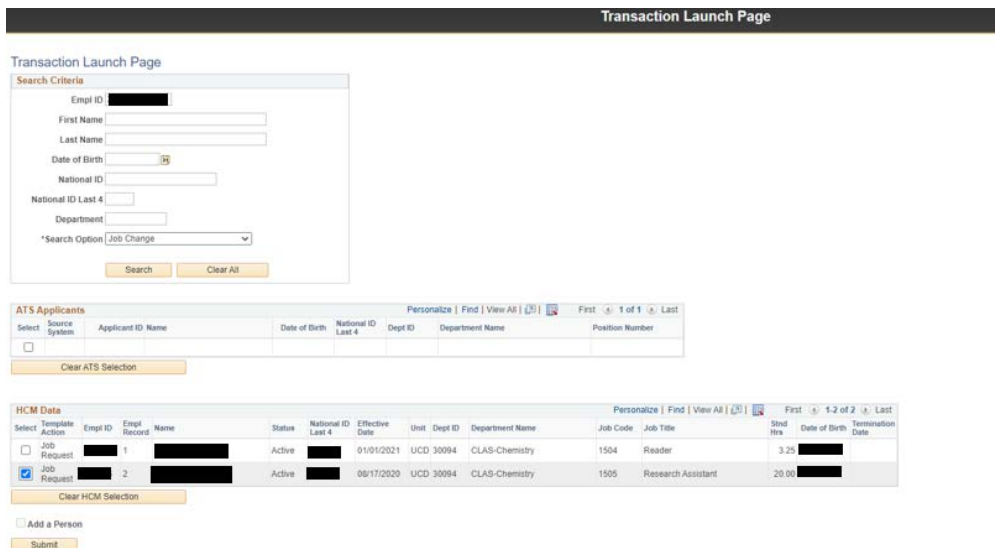
A. Before you begin, you will need to look up the person in Job Data.



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



Transaction Launch Page									
Search Criteria									
Empl ID	[Redacted]								
First Name	[Redacted]								
Last Name	[Redacted]								
Date of Birth	[Redacted]								
National ID	[Redacted]								
National ID Last 4	[Redacted]								
Department	[Redacted]								
*Search Option	Job Change								
[Search] [Clear All]									
ATS Applicants									
Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number	
<input type="checkbox"/>									
[Clear ATS Selection]									

HCM Data															
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"/>	Job Request	[Redacted]	1	[Redacted]	Active	[Redacted]	01/01/2021	UCD	30094	CLAS-Chemistry	1504	Reader	3.25	[Redacted]	
<input checked="" type="checkbox"/>	Job Request	[Redacted]	2	[Redacted]	Active	[Redacted]	08/17/2020	UCD	30094	CLAS-Chemistry	1505	Research Assistant	20.00	[Redacted]	
[Clear HCM Selection]															
<input type="checkbox"/> Add a Person															
[Submit]															

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: [Redacted] [Redacted]  
 \*Employment Record Number: 2 (Research Assistant)  
 \*Job Effective Date: 01/10/2021  
 \*Action: Data Change  
 \*Reason Code: Non Contract Reappointment



If you already have an active position that needs to stay active and there are not any other available position records, proceed to the Transaction Launch Page to add an additional job.

B. Update the Position

- Since you are using a vacant position number, make any changes needed to the position with an effect date prior (one week suggested) to the hire date.
- You can leave **Standard Hours** at **1** for bi-weekly positions.

CU Non-Pay Actions

Document Collection

Personal Information

Job Information

Position Management

Add/Update Position Info

Position Summary

Position History

Profile Management

Time Collection

Student Info & Processes

Transaction Status

Transaction Query

Transaction Launch Page

Smart ePAR Non-Pay Actions

ePAR Group Change

ePAR Employee Group Change

Add Monthly

Inquiry

ePAR Group Termination

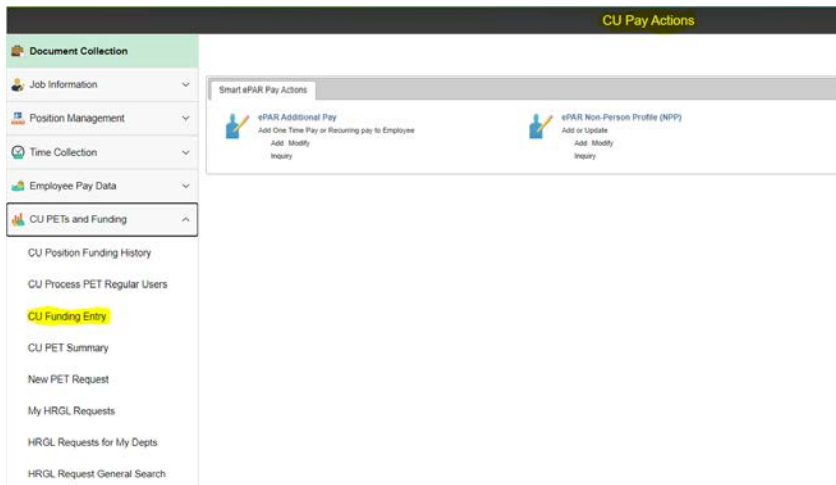
ePAR Employee Group Termination

Add Monthly

Inquiry

C. Update Funding

- If using grant funding, you must populate the **funding** END DATE to be < = the **project** END DATE.
- For bi-weekly employees, if you put a funding END DATE in the middle of a bi-weekly pay period, the last paycheck will go to SUSPENSE.



*All Position and Funding changes must be approved first, before you start the Additional Job transaction.*

**D. Review and update the Personal Data (Modify a Person)**

1. Make sure to **backdate** the “Effective Date” on the Biographical Details tab if doing a **retroactive hire or rehire**.
2. Enter information for all fields if you have it – **\*Highest Education Level**, in particular.
3. Enter the **Ethnicity** if you have it.

**E. Now you are ready to add the Additional Job for a bi-weekly R/A.**

1. From the HCM Community Users dashboard, click **Transaction Launch Page** tile.
2. Enter **Name** and any other search criteria needed.
3. From the **Search Option** list, select **Hire/Rehire/Additional Job**
4. Click **Search**. ATS Applicants and HCM Data listings display any results from the search.
5. From the HCM Data, select the checkbox corresponding to the **New Employment Instance** Template Action of the person for whom you want to add a job.
6. Click **Submit**. A message appears, asking if this is a contract employee.
7. Select **No**.
8. Select the **Job Effective Date (Hire Date)**.
9. From the Reason Code list, select **Additional Job**.
10. Click **Continue**. The Enter Transaction Information page appears.
11. From the **Position 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.

12. Select a **Pay Group** of **STG**.

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

13. Select the **Employee Type** as **H** (Hourly)
14. Select **Compensation Frequency** as **H** (Hourly)
15. Select **Comp Rate Code** as **BASEH**
16. Type in the **Compensation Rate** of **\$14.77**



Make certain all pay is at or above the minimum wage (\$14.77 as of 1/1/21).

17. The **Expected Job End Date** is **REQUIRED**.

*Ex. Employee has an Appointment End date of 5/15/19. Since 5/15/19 is in the middle of a bi-weekly pay period, the Funding End Date should be 5/18/19 (the end of the bi-weekly pay period) or this last paycheck will go into suspense.*

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
6	7	8	9	10	11/12
	OC050219 uploads due 5 pm	Processing OC050219	BW uploads due 5 pm	Processing BW PPE 05/04/19 OC050219 PAYDAY	
13	14	15	16	17	18/19
Run Payroll Register BW PPE 05/04/19	OC050919 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 05/04/19 Processing OC050919		BW PPE 05/04/19 PAYDAY (Pay Run ID BW050419) OC050919 PAYDAY	PPE 05/18/19 Pay Run ID BW051819 Earn dates 05/05-05/18/19

Funding End Date

05/18/2019 × 31

18. No Comments or Attachments are necessary.
19. 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.
20. Click **OK** from the message box. A “Further Processing Required” message/page appears.
21. Click **OK** again.
22. Once the appointment is entered, send a letter to: [CLAS.Contracts@ucdenver.edu](mailto:CLAS.Contracts@ucdenver.edu)
23. CLAS HR will then approve.
24. Appointment will now appear in Job Data once approved.