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## EMPLOYEE SERVICES

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# Life Cycle Exercises - Classified Employee

- Create and Approve a Position
- Jobs at CU? Recruiting
- Hire
- Record Vacation Leave in Time Collection
- Terminate

Note: These exercises are for use in the HRMS Practice Area database during classroom training only. In order to complete the vacation leave entry in Time Collection, you will need to date the position and the hire prior to the monthly Time Collection pay period end date that is pre-set in the practice area database. Ask your instructor for the pay period end date and date your position and hire accordingly.

### Files:

 [LifeCycle-CSN.pdf](#)<sup>[1]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/life-cycle-exercises-classified-employee>

### Links:

[1] [http://www.cu.edu/sites/default/files/policies/docs/LifeCycle-CSN\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/LifeCycle-CSN_0.pdf)