Hiring Best Practices: Merging Campus Offline Business Processes with HCM Transactions and HCM Data
Zoom Webinar Controls
Course Overview

• Welcome
  – This webinar is designed for users new to HCM as well as experienced users who would like
    a review of how to connect the hiring process across the campus specific business
    processes, to the HCM transactions involved, to confirming the data in HCM.

• Prerequisites
  – Before taking this course, complete HCM Fundamentals and acquire HCM access.

• Objectives
  – After completing this course, you should be able to:
    ▪ Understand the relationship between the three types of actions involved in a hire
    ▪ Find resources for campus specific business processes
    ▪ Identify the type of transaction involved in each step of the hire process
    ▪ Know how to confirm and find data from the HCM transactions and tables for position,
      funding, the non person profile (job description), the new employee, and the new employee’s
      job data.
    ▪ Resources are listed at the end for further references.
Course Overview

- Organizational Considerations
- Components of a Hire
  - Campus Offline Business Process
  - HCM Transactions
  - HCM Data
- Operations: Business Process -> HCM Transaction -> HCM Data
  - Position
  - Funding
  - Non-Person Profile
  - Personal Information
  - Job Data
- Hire Considerations
- Resources
Organizational Relationship

- Person of Interest
- Stipend Recipient
- Employee with Employee Relationship
COMPONENTS OF A HIRE
Components of a Hire

Prepare ahead of time

- Off-Line
- Transaction
- HCM

Employment or stipend detail
- Position Description
- Position
- Non-person Profile
- Funding

1:1 position/employee; setup
- Personal Data Record
- Biographic data, contact info, etc.

Competencies, qualifications; approvals

From where pay is funded

Hire Transaction
- New Hire
- Rehire
- Additional Job
- Transfer

Job Data
- Position/employee + compensation
Operations of a Hire

Off-Line

Transaction

HCM

HCM Query

Position

Position Description

Position

Position Data

CU Funding Distribution

CU Funding History

Non-person Profile

Non-person Profile

Job List

Emergency Contacts

Job Data

Personnel Roster

Personal Information

Personal Information

Personal Information

Employee Address

Hire Documents

Template

New Hire/Rehire/Add’l Job/Transfer Transaction
## Campus Specific HR Business Processes

<table>
<thead>
<tr>
<th>Campus</th>
<th>Campus HR Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denver &amp; Anschutz Medical Campus</td>
<td><a href="http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx">http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Boulder</td>
<td><a href="https://www.colorado.edu/hr/">https://www.colorado.edu/hr/</a></td>
</tr>
<tr>
<td>Colorado Springs</td>
<td><a href="https://www.uccs.edu/hr/">https://www.uccs.edu/hr/</a></td>
</tr>
<tr>
<td>System</td>
<td><a href="https://www.cu.edu/employee-services/collaborative-hr-services/cu-system">https://www.cu.edu/employee-services/collaborative-hr-services/cu-system</a></td>
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<td>System Collaborative Services</td>
<td><a href="https://www.cu.edu/employee-services/collaborative-hr-services/cu-campus">https://www.cu.edu/employee-services/collaborative-hr-services/cu-campus</a></td>
</tr>
<tr>
<td>Approval Workflow</td>
<td>Workflow for approval routing of ePAR transactions and templates is determined by the campuses and configured by the HCM Systems team</td>
</tr>
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</table>
Offline Business Process
HCM Transactions
HCM Data

POSITION
Position Description

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/job-code-definitions

Position Data

- Employee type
- Job Family
- Job Code
- Benefits
- Campus
- Department
- Location
- Regular/Temporary
- Full/Part time
- Standard Hours
- Exempt/Overtime-eligible
- Supervisor
- Appointing Authority (Dot Line for Classified Staff)
- Campus Box

1. Position Data: Type of position details
2. Non-Person Profile: Job description including, duties, competencies, qualifications, etc. –
Job Code Crosswalk/Setup

Portal > HCM > HCM Community Users > HCM WorkCenter > Resources Tab > Click Here for ALL > Job Code Crosswalk/Setup

Tip: Job Code default values may differ by campus.
### Benefit Eligibility Matrix

[https://www.cu.edu/docs/benefit-eligibility-matrix](https://www.cu.edu/docs/benefit-eligibility-matrix)

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Title Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200 - 2999</td>
<td>University Staff</td>
<td>50% or Greater FTE</td>
</tr>
<tr>
<td>2245</td>
<td>ACADEMIC SERVICES PROGRAM MANAGER</td>
<td>Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions may or may not supervise others.</td>
</tr>
<tr>
<td>2246</td>
<td>ACADEMIC SERVICES PRINCIPAL PROFESSIONAL</td>
<td>Personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.</td>
</tr>
</tbody>
</table>

### Retiree Plans

<table>
<thead>
<tr>
<th>Federal Mandatory (FICA)</th>
<th>Wage Protection</th>
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<tbody>
<tr>
<td>PERA*</td>
<td>(401k^2)</td>
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<tr>
<td>Social Security - OASDI</td>
<td>Medicare Tax</td>
</tr>
<tr>
<td>Unemployment</td>
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<tr>
<td>Workers Compensation</td>
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### Leave Plans

<table>
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<tr>
<th>FMLA</th>
<th>Default Job Grade Values</th>
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<tr>
<td></td>
<td>Family Medical Leave Act (FMLA) requirements assumed</td>
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<tr>
<td></td>
<td>Stud Hrs/Wk</td>
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<tr>
<td></td>
<td>Comp Freq</td>
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<tr>
<td></td>
<td>Job Family</td>
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<tr>
<td></td>
<td>Reg/Temp</td>
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<tr>
<td></td>
<td>FLSA Status</td>
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<tr>
<td></td>
<td>Pay Group</td>
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<td></td>
<td>Emp Class</td>
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</tbody>
</table>

### Promoted based on FTE

- **Vacation Leave**: Promoted based on FTE at 80th percentile
- **Sick Leave**: Promoted based on FTE at 80th percentile
- **VAC Days**: Promoted based on FTE at 80th percentile
- **Sick Days**: Promoted based on FTE at 80th percentile
- **Vacation**: 40.00
- **Sick**: USATS
- **USATS**: R
- **USATS**: USATC
- **USATS**: USATC

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[CU Boulder | Colorado Springs | Denver | Anschutz Medical Campus]
Position Data

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-updating-position

Portal > HCM > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add
Portal > HCM > HCM Community Users > HCM WorkCenter > Position Management > Add/Update Position Info > Add
Position Data

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-updating-position

Portal > HCM > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add
Portal > HCM > HCM Community Users > HCM WorkCenter > Position Management > Add/Update Position Info > Add

Tip:
Position does not have effective sequence, only one row per day is allowed.
Create NEW positions with a date at least several days before the hire effective date to allow for changes.

Tip:
The Title field displays in Job Data and campus directories (even if the update incumbents box is not checked).
Position Data

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-updating-position


Tip:
1. Once the NEW position data is entered, click SAVE. A position Number is created.
2. The CU Funding Entry page launches. NEW Pos Eff Date = Funding Entry Eff Date.
3. Enter funding. Click SAVE/SUBMIT.
4. Return to Position. The HRGL Request number displays.
5. Click SUBMIT to complete workflow.
**Position Data Checklist**

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-updating-position

Portal > HCM > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add Position Data Checklist

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<table>
<thead>
<tr>
<th>Description</th>
<th>Position Nbr</th>
<th>NEW or Eff Date</th>
<th>Action Reason</th>
<th>**</th>
<th>Position Status</th>
<th>Business Unit</th>
<th>UCB/UCD/AMC/UCCS/USYS</th>
<th>Job Code</th>
<th>**</th>
<th>Job Title</th>
<th>Reg/Temp</th>
<th>Reg / Temp</th>
<th>Full/Part Time</th>
<th>Full / Part Time</th>
<th>(Business) Title</th>
<th>(Directory)</th>
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<tbody>
<tr>
<td>Dept ID</td>
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<td>Standard Hrs</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA Status</th>
<th>Exempt / Non-exempt</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specific Information</th>
<th>Update Incumbents</th>
<th>Check box</th>
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</thead>
<tbody>
<tr>
<td>Classified Indicator</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td>_ _ _ . _ _</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget and Incumbents</th>
<th>Confirm current incumbent</th>
<th>View Incumbent Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>View incumbent</td>
<td></td>
<td>Job Data Link</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CU Position Data</th>
<th>Campus Box</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HRGL Request #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Funding in next section)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-updating-position

Portal > HCM > HCM Community Users > Non-Pay Actions > Position Management > Add/Update Position Info > Add Position Data Checklist
Position Data Query
Portal > HCM > HCM Community Users > HCM WorkCenter > Resources Tab > Click Here for ALL > Position Data

Tip:
After returning the position data, click on “View Funding” to confirm the funding info.
Offline Business Process
HCM Transactions
HCM Data

FUNDING
Calculate Funding

Funding = 100%
1.0 FTE @ $6,000/mo

Note: Funding prorates by number of calendar days in month for partial month funding (beginning after or ending before the pay period)
### Standard Hours & Compensation

[https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time](https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time)

- 40 standard hours = 1.0 FTE = 100% of time
- 20 standard hours = 0.50 FTE = 50% of time
- 1 standard hour = 0.025 FTE = 2.5% of time

#### Standard Hours determine:
- Compensation calculation
- Benefit eligibility (for regular employees)

<table>
<thead>
<tr>
<th>Standard Hours</th>
<th>FTE</th>
<th>Percent of Time</th>
<th>Salary FT $1000/mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>1</td>
<td>100.00%</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>35</td>
<td>0.875</td>
<td>87.50%</td>
<td>$ 875.00</td>
</tr>
<tr>
<td>30</td>
<td>0.75</td>
<td>75.00%</td>
<td>$ 750.00</td>
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<tr>
<td>25</td>
<td>0.625</td>
<td>62.50%</td>
<td>$ 625.00</td>
</tr>
<tr>
<td>20</td>
<td>0.5</td>
<td>50.00%</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>15</td>
<td>0.375</td>
<td>37.50%</td>
<td>$ 375.00</td>
</tr>
<tr>
<td>12</td>
<td>0.3</td>
<td>30.00%</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>10</td>
<td>0.25</td>
<td>25.00%</td>
<td>$ 250.00</td>
</tr>
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<td>8</td>
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<td>20.00%</td>
<td>$ 200.00</td>
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<tr>
<td>4</td>
<td>0.1</td>
<td>10.00%</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>5</td>
<td>0.125</td>
<td>12.50%</td>
<td>$ 125.00</td>
</tr>
<tr>
<td>1</td>
<td>0.025</td>
<td>2.50%</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
</tbody>
</table>

* = FTE = # Actual hours worked per wk / 40 hours per wk * 100
Calculate Funding

**Change 100% funding 1.0 FTE to .5 FTE**

<table>
<thead>
<tr>
<th>EMPLOYEE JOB &amp; TRANSACTION DATA</th>
<th>CURRENT FUNDING INFORMATION</th>
<th>UPDATED FUNDING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name: JACQUELINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empl ID/Pos #: 123456</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary @ FTE 1.0</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT FUNDING BEGIN DATE</td>
<td>FTE</td>
<td>SALARY</td>
</tr>
<tr>
<td>8/1/2019</td>
<td>1.000</td>
<td>$6,000.00</td>
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<tr>
<td>Speedtyp</td>
<td>SpeedType Descr</td>
<td></td>
</tr>
<tr>
<td>61012345 SpeedType Descr</td>
<td>100.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW FUNDING BEGIN DATE</td>
<td>FTE</td>
<td>SALARY</td>
</tr>
<tr>
<td>2/1/2017</td>
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<td>Speedtyp</td>
<td>SpeedType Descr</td>
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<tr>
<td>61012345 SpeedType 1</td>
<td>40.00</td>
<td>$1,200.00</td>
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<td>65512345 SpeedType 3</td>
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</tr>
<tr>
<td>TRANSACTION INFORMATION</td>
<td>TOTAL PERCENT TIME</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Change 100% funding .5 FTE to .6 FTE**

<table>
<thead>
<tr>
<th>EMPLOYEE JOB &amp; TRANSACTION DATA</th>
<th>NEW FUNDING BEGIN DATE</th>
<th>FTE</th>
<th>SALARY</th>
<th>% TIME</th>
<th>PAY AMT</th>
<th>Per Time</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name: JACQUELINE</td>
<td>12/1/2019</td>
<td>0.600</td>
<td>$3,500.00</td>
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<td>Empl ID/Pos #: 123456</td>
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<td>Department</td>
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<td>Salary @ FTE 1.0</td>
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<tr>
<td>NEW FUNDING BEGIN DATE</td>
<td>FTE</td>
<td>SALARY</td>
<td>% TIME</td>
<td>PAY AMT</td>
<td>Per Time</td>
<td>End Date</td>
<td></td>
</tr>
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<td>12/1/2019</td>
<td>0.600</td>
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<td>Speedtyp</td>
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<tr>
<td>61012345 SpeedType 1</td>
<td>40.00</td>
<td>$1,440.00</td>
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<tr>
<td>62012345 SpeedType 2</td>
<td>5.00</td>
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<td>63011345 SpeedType 3</td>
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<td>12/31/2019</td>
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<tr>
<td>TRANSACTION INFORMATION</td>
<td>TOTAL PERCENT TIME</td>
<td>100.00</td>
<td>$3,600.00</td>
<td>60.000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| NEW FUNDING BEGIN DATE         | FTE   | SALARY | % TIME | PAY AMT | Per Time | End Date |
| 12/1/2019                      | 0.500 | $3,600.00 | 60.000 |        |          |          |
| Speedtyp                       | SpeedType Descr         |       |        |        |        |          |          |
| 61012345 SpeedType 1           | 40.00  | $1,200.00 | 20.00  | -       | -        |          |
| 63011345 SpeedType 2           | 35.00  | $1,050.00 | 17.500 | -       | -        |          |
| 65512345 SpeedType 3           | 25.00  | $750.00   | 12.500 | -       | -        |          |
|                              |                        |       |        |        |        |          |          |
| NEW FUNDING BEGIN DATE         | FTE   | SALARY | % TIME | PAY AMT | Per Time | End Date |
| 12/1/2019                      | 0.600 | $3,600.00 | 60.000 |        |          |          |
| Speedtyp                       | SpeedType Descr         |       |        |        |        |          |          |
| 61012345 SpeedType 1           | 40.00  | $1,200.00 | 20.00  | -       | -        |          |
| 63011345 SpeedType 2           | 35.00  | $1,050.00 | 17.500 | -       | -        |          |
| 65512345 SpeedType 3           | 25.00  | $750.00   | 12.500 | -       | -        |          |
|                              |                        |       |        |        |        |          |          |
| TRANSACTION INFORMATION        | TOTAL PERCENT TIME      | 100.00| $3,600.00 | 60.000 |        |          |          |

| NEW FUNDING BEGIN DATE         | FTE   | SALARY | % TIME | PAY AMT | Per Time | End Date |
| 12/1/2019                      | 0.500 | $3,600.00 | 60.000 |        |          |          |
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| 65512345 SpeedType 3           | 25.00  | $750.00   | 12.500 | -       | -        |          |
|                              |                        |       |        |        |        |          |          |
| TRANSACTION INFORMATION        | TOTAL PERCENT TIME      | 100.00| $3,600.00 | 60.000 |        |          |          |
CU Funding Entry

https://www.cu.edu/docs/sbs-creating-position-funding
https://www.cu.edu/docs/sbs-funding-entry

Portal > HCM > Pay Actions > CU PETs and Funding > CU Funding Entry
# Funding Data Checklist

[https://www.cu.edu/docs/sbs-creating-position-funding](https://www.cu.edu/docs/sbs-creating-position-funding)

[https://www.cu.edu/docs/sbs-funding-entry](https://www.cu.edu/docs/sbs-funding-entry)

Portal > HCM > Pay Actions > CU PETs and Funding > CU Funding Entry

<table>
<thead>
<tr>
<th>Stnd Hrs/Wk (Calc % time)</th>
<th>% Time</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Time Actual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Rate @ 100%</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Comp Rate @ % Time</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Distributon %</td>
<td>Total = 100%</td>
<td></td>
</tr>
<tr>
<td>Comp Frequency</td>
<td>Pay Begin Date</td>
<td></td>
</tr>
<tr>
<td>Appoint End Dt</td>
<td>_ / _ / _ _ _ _</td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td>_________</td>
<td></td>
</tr>
<tr>
<td>Fund Effective Date</td>
<td>_ / _ / _ _ _ _</td>
<td></td>
</tr>
<tr>
<td>Fund Eff Seq (0, 1, 2, etc.)</td>
<td>_</td>
<td></td>
</tr>
</tbody>
</table>

| SpeedType                  | _______ |
| SpeedType Descr            |        |
| SpeedType Status           | Active |
| Fund                       | __ |
| Org                        | ______ |
| Program OR                 |        |
| Funding End Dt             | _ _ / _ _ / _ _ _ _ |
| Project                    |        |
| Project Status             | Pre-Spending / Open |
| Sub-Class                  |        |
| Project End Date           | _ _ / _ _ / _ _ _ _ |
| Funding End Dt             | _ _ / _ _ / _ _ _ _ |
| Budget End Dt              | Fiscal Year End Date |
CU Position Funding History
Portal > HCM > Pay Actions > CU PETs and Funding > CU Position Funding History

CU Pay Actions

CU Position Funding History
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Search Criteria

- Position Number begins with
- Job Code begins with
- Department begins with
- Description begins with
- Case Sensitive

CU Process Direct PET
CU Position Funding History

Position Number: 00698792
Admin Assistant III
Budget End Date: 06/30/18
Job Code: 2388
Finance/Acctg Professional
Department: 21548
Funding Begin Date: 07/01/2017
Status: Active
Eff Seq: 0
Date Entered: 06/05/2017

Distribution

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>Description</th>
<th>% of Distribution</th>
<th>Fund Code</th>
<th>Organization</th>
<th>Program Code</th>
<th>Project</th>
<th>Sub Class</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>63013444</td>
<td>CHF SPTNG SCHLS IMPL COMP HLTH</td>
<td>100.000</td>
<td>30</td>
<td>21548</td>
<td></td>
<td></td>
<td></td>
<td>06/30/2018</td>
</tr>
</tbody>
</table>

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

29
Position Funding Query
Portal > HCM > HCM Community Resources > Resources Tab > Click Here for ALL > Position Funding

Tip:
Budget End Date = Fiscal Year End Date
Funding Distribution Query

Portal > HCM > HCM Community Resources > Resources Tab > Click Here for ALL > Funding Distribution

Tip:
- Ensure that the department matches in Job Data and Position Data.
- Project status must be in Open or Pre-Spending status.
Offline Business Process
HCM Transactions
HCM Data

NON-PERSON PROFILE
Job Description

https://www.cu.edu/docs/job-description-form
https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Job Description/Non-Person Profile Data

• Position Summary
• HR Consultant
• Duty Statements
• Essential Functions
• Staff Core Competencies
• Job Competencies
• Minimum/Preferred Qualifications
• Required Training
• Background Check Types
• Additional Job Requirement
• Driver’s Licenses
• Faculty Effort
• Degrees
• Salary Survey Matches

1. **Position Data:** Type of position details
2. **Non-Person Profile:** Job description including, duties, competencies, qualifications, etc. –
Non Person Profile

https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Tip:
• CU Careers is used by SYS, UCD, AMC and UCCS for recruitment.
• UCB uses Avature.
Non Person Profile

https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Vacant Position with Description

Vacant Position with New Description

Incumbent with New Description
Non Person Profile

https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile
ePAR Non Person Profile

https://www.cu.edu/docs/job-description-form
https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Portal > HCM > HCM Community Users > HCM WorkCenter > ePAR > ePAR Actions > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Add
Portal > HCM > HCM Community Users > Pay Actions > Document Collection > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Add
ePAR Non Person Profile

https://www.cu.edu/docs/job-description-form
https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Portal > HCM > HCM Community Users > HCM WorkCenter > ePAR > ePAR Actions > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Add
Portal > HCM > HCM Community Users > Pay Actions > Document Collection > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Add

Tip:
When the NPP effective date = today or earlier, it will feed to CU Careers.
Future dates will not feed to CU Careers.
Non Person Profile

https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Portal > HCM > HCM Community Portal > HCM > HCM Community Users > HCM WorkCenter > ePAR > ePAR Actions > Smart ePAR Pay Actions > Search ePAR Transactions
Portal > HCM > HCM Community Users > Pay Actions > Document Collection > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Inquiry
Non Person Profile

https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile

Portal > HCM > HCM Community Portal > HCM > HCM Community Users > HCM WorkCenter > ePAR > ePAR Actions > Smart ePAR Pay Actions > Search ePAR Transactions
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Portal > HCM > HCM Community Users > HCM WorkCenter > ePAR > ePAR Actions > Smart ePAR Pay Actions > Search ePAR Transactions
Portal > HCM > HCM Community Users > Pay Actions > Document Collection > Smart ePAR Pay Actions > ePAR Non-Person Profile (NPP) > Inquiry
Offline Business Process
HCM Transactions
HCM Data

PERSONAL DATA
Personal Information

https://www.cu.edu/docs/personal-information-worksheet

Personal information

• Name
• Social Security Number
• Address

Emergency Contacts

Background Check

International Status

I-9 Information

Tip:
While a Social Security number cannot be required for the I-9, it is required in order for CU to pan an employee and create a W-2 at the end of the calendar year.
Job List Query

Portal > HCM > HCM Community User > HCM WorkCenter > Resources Tab > Click Here for ALL > Job List
Tip:
Complete a thorough search before hiring a new employee. New employees may have forgotten a previous CU employment relationship with CU, such as a former student employee. They may be in HCM already with a different last name or a different social security number. If a person already has an HCM EMPLID, it is VERY important to use the existing EMPLID and avoid creating a DUPLICATE ID. Once new payroll posts, merging duplicate ID records is a complicated process that requires ES Payroll and the UIS team.
Tip:
Complete a thorough search before hiring a new employee. New employees may have forgotten a previous CU employment relationship with CU, such as a former student employee. They may be in HCM already with a different last name or a different social security number. If a person already has an HCM EMPLID, it is VERY important to use the existing EMPLID and avoid creating a DUPLICATE ID. Once new payroll posts, merging duplicate ID records is a complicated process that requires ES Payroll and the UIS team.
Template: Person Search

https://www.cu.edu/docs/sbs-hiring-employee

Portal > HCM > HCM Community Users > Transaction Launch Page
Template: Person Search

https://www.cu.edu/docs/sbs-hiring-employee
Portal > HCM > HCM Community Users > Transaction Launch Page
Personal Information

https://www.cu.edu/docs/sbs-hiring-employee
Portal > HCM > Non-Pay Actions > Personal Information > Add a Person or Modify a Person
Tip:
The effective dates in each tab of Personal Information must be before the hire date for the hire transaction. If a new hire transaction is back-dated before the effective date in the personal information tabs, the transaction will fail.
Personal Information

https://www.cu.edu/docs/sbs-hiring-employee
Portal > HCM > Non-Pay Actions > Personal Information > Add a Person or Modify a Person
### Personal Info Checklist

**https://www.cu.edu/docs/sbs-hiring-employee**

**Portal > HCM > Non-Pay Actions > Personal Information > Add a Person or Modify a Person**

<table>
<thead>
<tr>
<th>Description</th>
<th>Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Ethnic Group</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Military Status</td>
</tr>
<tr>
<td>Gender</td>
<td>CU Personal Data</td>
</tr>
<tr>
<td>Education Level</td>
<td>Background Check</td>
</tr>
<tr>
<td>Marital Status</td>
<td>EVerify</td>
</tr>
<tr>
<td>Alternate ID (Student #)</td>
<td>CU Personal Data I9</td>
</tr>
<tr>
<td>Social Security No.</td>
<td>I-9 Completion Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Information</strong></th>
<th><strong>CU Personal Data</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (Multi-state tax)</td>
<td></td>
</tr>
<tr>
<td>Phone (DUO = cell/campus)</td>
<td></td>
</tr>
<tr>
<td>Email Addresses</td>
<td></td>
</tr>
</tbody>
</table>

For more information, visit the University of Colorado Portal > HCM > Non-Pay Actions > Personal Information > Add a Person or Modify a Person.
Employee Home Address Query

Portal > HCM > HCM Community User > HCM WorkCenter > Resources Tab >
Click Here for ALL > Employee Home Address & Emergency Contact List

---

<table>
<thead>
<tr>
<th>Query Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department List</td>
</tr>
<tr>
<td>Funding Distribution</td>
</tr>
<tr>
<td>Payroll Register Accrual Balance</td>
</tr>
<tr>
<td>Payroll Register Start Date</td>
</tr>
<tr>
<td>Position Entry</td>
</tr>
<tr>
<td>Position Details</td>
</tr>
<tr>
<td>Personnel Record</td>
</tr>
<tr>
<td>Training Report</td>
</tr>
<tr>
<td>Paycheck Distribution</td>
</tr>
<tr>
<td>Direct Personnel &amp; Org Roster</td>
</tr>
<tr>
<td>TBT Manager Transactions</td>
</tr>
<tr>
<td>Leave Balances</td>
</tr>
<tr>
<td>Leave Account History</td>
</tr>
<tr>
<td>Position Funding</td>
</tr>
<tr>
<td>Department List</td>
</tr>
<tr>
<td>Contract</td>
</tr>
<tr>
<td>Top 15 Listed above Click here for ALL</td>
</tr>
</tbody>
</table>

---

**CU HCM User WorkCenter**

- **Query Manager**
  - Department List
  - Funding Distribution
  - Payroll Register Accrual Balance
  - Payroll Register Start Date
  - Position Entry
  - Position Details
  - Personnel Record
  - Training Report
  - Paycheck Distribution
  - Direct Personnel & Org Roster
  - TBT Manager Transactions
  - Leave Balances
  - Leave Account History
  - Position Funding
  - Department List
  - Contract
  - Top 15 Listed above Click here for ALL

---

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Emergency Contacts List</td>
</tr>
<tr>
<td>20</td>
<td>Employee Birthdays</td>
</tr>
<tr>
<td>21</td>
<td>Employee Home Address</td>
</tr>
</tbody>
</table>

---

**CUES_HCM_HOME_ADDRESS** - Employee Home Address

- **Dept ID (Optional)**
- **Active Employees ONLY**
- **Node (Optional)**
- **Job Family (Optional)**
- **Job Code**

---

**View Results**

---

**Empl ID** | **Name** | **Address** | **City** | **State** | **Postal** | **Country** | **Pay Status** | **Job Code**
Emergency Contacts Query

Portal > HCM > HCM Community User > HCM WorkCenter > Resources Tab > Click Here for ALL > Employee Home Address & Emergency Contact List

**CU HCM User WorkCenter**

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
<th>Query Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Emergency Contacts List</td>
<td>CUES_HCM_EMERGENCY_CONTACTS</td>
</tr>
<tr>
<td>20.</td>
<td>Employee Birthdays</td>
<td>CUES_HCM_EE_BIRTHDAYS</td>
</tr>
<tr>
<td>21.</td>
<td>Employee Home Address</td>
<td>CUES_HCM_HOME_ADDRESS</td>
</tr>
</tbody>
</table>

Employee ID (optional): [ ]
Dept ID (optional): [ ]
Node (optional): [ ]

**View Results**

### CUES_HCM_EMERGENCY_CONTACTS - Emergency Contacts List

<table>
<thead>
<tr>
<th>Emergency Contact Name</th>
<th>Emergency Phone</th>
<th>Emergency Phone Type</th>
<th>Alternate Phone</th>
<th>Alternate Phone Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>Employee Status</td>
<td>Employee ID</td>
<td>Last Name</td>
<td>First Name</td>
</tr>
</tbody>
</table>

**CU HCM User WorkCenter**

**Transaction Launch Page**

[Redacted image of user interface]
Offline Business Process
HCM Transactions
HCM Data

JOB DATA
Hire Documentation

https://www.cu.edu/docs/sbs-hiring-employee
https://www.cu.edu/docs/jaid-person-interest-poi-types

Letter of Offer

- Hire Date
- Position number and Title
- Exempt status
- Benefit eligibility
- Compensation Amount
  - For HCM:
    - Compensation Rate Code
    - Compensation Frequency
- Paycheck first pay day
- Time tracking and leave parameters
- Appointment End Dates

Tip:

- Hire data entered up to 60 days in advance allows for campus OIT to provision a portal login and email address.
- SYS UIS provisions the CU Resources tab, available to employees up to 60 before the hire effective date, or when a POI Pre-employment status is created.
**Hiring an Employee**

_Last updated: 4/12/2019_

**Purpose**

When hiring employees, you may be using CU Careers to first recruit applicants and select a final candidate for hire. After selecting the candidate, you can have CU Careers send that candidate’s information to HCM where you will complete the hire process.

**ATTACHMENTS**

- [Hiring an Employee](https://www.cu.edu/docs/sbs-hiring-employee)
- [Streamline Guide: Hiring a New Employee (Direct Hire)](https://www.cu.edu/docs/sbs-transferring-employee)
- [Streamline Guide: Adding an Additional Job](https://www.cu.edu/hcm-community/hcm-projects/training-webinars)
- [Streamline Guide: Hiring a Person of Interest (POI)](https://www.cu.edu/hcm-community/hcm-projects/training-webinars)
Template: Launch Page

https://www.cu.edu/docs/sbs-hiring-employee
https://www.cu.edu/docs/sbs-transferring-employee
https://www.cu.edu/hcm-community/hcm-projects/training-webinars
Portal  > HCM > HCM Community Users > Transaction Launch Page

Learn about HCM with courses

Take our online HCM Skillsoft courses when it's convenient for you. Courses that are successfully completed are recorded as complete in HCM.

Featured Course: HCM Hiring Employees

Duration: 30 minutes

Description: This course is for HCM users who hire employees, rehire former employees and assign additional jobs to active employees. During this course, practice creating a hire transaction and checking its status with simulations.

Resources

- Step-by-Step: Hiring an Employee

Complete Course

Tip:

Additional SkillSoft training courses are also available.

HCM Fundamentals
HCM Paying People
HCM Updating Data
Recruiting with CU Careers
My Leave for Supervisors
From the Search Option list select:

- Hire
- Rehire
- Additional Job
- Transfer

After Submit choose:

New Contract? Yes / No
2. Notice that the **Pay Group** is already selected in the **Job – Payroll Information** section. Update this field, if necessary.

3. Also in the **Job – Payroll Information** section, type or search for the **Employee Type**.
   
   **Important:** All Job Compensation codes must match the selected Employee Type or your submission will be pushed back or denied.

4. Under the **Job Compensation – Payroll Currency and Frequency** section, type or search for the **Compensation Frequency**.

5. Under the **Job Compensation – Pay Components** section, select compensation values:

<table>
<thead>
<tr>
<th>Field</th>
<th>Non-Contract Transfer</th>
<th>Contract Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Frequency</td>
<td>Select how often this employee will be paid.</td>
<td>System displays C and is not editable.</td>
</tr>
<tr>
<td>Comp Rate Code</td>
<td>Select the compensation rate code.</td>
<td>System displays BASEC and is not editable.</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>Type the compensation rate that is correct for the employee type. (Hourly rate or annual salary)</td>
<td>Type the amount paid over the payment term of the contract.</td>
</tr>
<tr>
<td>Contract Term Period</td>
<td>Does not apply.</td>
<td>Select the term.</td>
</tr>
</tbody>
</table>
| CU Contract End Dt        | Does not apply.                                                                       | Select the end date of the contract. This is the date on which payment of the contract ends.
Tip:
Appointment End Date does not stop pay or benefits. It does stop encumbrances from calculating before a funding end date.
The date appears in these queries:
- End of Appointment or Contract
- Funding Distribution
Job Data

Portal > HCM > HCM Community Users > Pay Actions > Job Information > Job Data
Portal > HCM > HCM Community Users > HCM WorkCenter > Job Information > Job Data

Tip:
When Position data updates Job Data because the Update Incumbents box is checked, the Job Data - Position Management Record box will be checked.

Tip:
Confirm when Job Data was updated from the Date Created field.
Job Data

Portal > HCM > HCM Community Users > Pay Actions > Job Information > Job Data
Portal > HCM > HCM Community Users > HCM WorkCenter > Job Information > Job Data

Payroll Tab

Tip:
When changing a job code in position and the Update Incumbent box is checked, the Pay Group will not update in Job Data. It must be updated separately with an ePAR Job Change.

Compensation Tab

Tip:
Confirm that a valid combination of Frequency, Rate Code, and Comp Rate are used.
### Work Location
- Effective Date: __/__/____
- Effective Sequence: 0, 1, 2

### Action
- Reason

### Position Number
- From Position

### Business Unit
- From Position

### Department
- From Position

### Location
- From Position

### Employment Data
- Appointment End Date: __/__/____

### Job Information
- Job Code/Title: From Position
- Supervisor: From Position
- Regular/Temporary: From Position
- Full/Part Time: From Position
- Empl Class

### Classified Indicator
- From Position

### Standard Hours
- From Position

### FTE
- From Position

### FSLA Status
- From Position

### Payroll
- Pay Group: CLX, COT, USX, UOT, USN, F12, FOT, MON, RES, SPD, STP, STD, STM, STU, TMP, FRI
- Employee Type: H, S
- Tax Location
- (Physical Work Location)

### Compensation
- Compensation Rate: $
- Frequency: D, H, M, C
- Rate Code: BASE_, ____
- Comp Rate: $

---

**Job Data Checklist**

Portal > HCM > HCM Community Users > Pay Actions > Job Information > Job Data
Portal > HCM > HCM Community Users > HCM WorkCenter > Job Information > Job Data
Personnel Roster Query

Portal > HCM > HCM Community Users > HCM WorkCenter > Resources Tab > Click Here for ALL > Personnel Roster
HIRE CONSIDERATIONS
Template Process

Start on Custom Page

System guides user to correct transaction type

Personal Data

Associate Job/Position Info and complete transaction

• Enter what is know about the person: National ID, Employee ID (First & Last Name)

• New Employee Hire
• POI Hire
• Rehire an Inactive Employee
• Rehire an Active Employee
• Associate an Additional Job

• New Employee Hire – Use Add a Person
• POI Hire & Rehire – Use template
• Additional Job – no action needed for personal data

• Enter position number, validate compensation info, etc. on the template
• Route for approval via Save & Submit for Approval
Job Data – Multiple Records

- Job Record 0
- Primary Hire effective 8/1/18

- Job Record 1
  Additional Job
  Effective 8/1/18

- Job Record 2
  Additional Job
  Effective 8/2/18
## Payroll and Effective Dates

<table>
<thead>
<tr>
<th>Payroll Calendar – University of Colorado System</th>
<th>August 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Run Payroll Register BW PPE 08/19/19</td>
<td>MON uploads due 5 pm Pay Run ID MN083119 NO OFF-CYCLE THIS WEEK</td>
</tr>
<tr>
<td>FULL DEADLINE 10/4/19 BW PPE 08/19/19</td>
<td>MON uploads due 5 pm Pay Run ID MN083119 NO OFF-CYCLE THIS WEEK</td>
</tr>
<tr>
<td>MON uploads due 5 pm Pay Run ID MN083119</td>
<td>MON uploads due 5 pm Pay Run ID MN083119 NO OFF-CYCLE THIS WEEK</td>
</tr>
<tr>
<td>OW uploads due 5 pm</td>
<td>OW uploads due 5 pm</td>
</tr>
</tbody>
</table>

### Hire Scenario # 1
- **August 19**: Create/Update Position
- **August 24**: Add Funding row (vacant position)
- **August 26**: Add Row Personal Data Background Check
- **Effective Date August 24**

### Payroll Scenario # 2
- **August 19**: Create/Update Position
- **August 24**: Add Funding row (vacant position)
- **August 26**: Enter Hire transaction
- **Effective Date August 20**

- **Template will error** – Personal Data dated after Hire effective date
- **Entry will cause an error** – employee did not exist when off-cycle began
Position Data -> Job Data

- REG
- OTM
- VAC
- SCK

State Tax
Local Tax

Exempt or OT Eligible
Tip:
Account codes that feed to FIN as a result of payroll are based upon the SUM of standard hours. This means that an employee with multiple part time positions may have FIN payroll account codes for full time status.

Tip:
Active employee have zero compensation but who are benefit eligible based upon job/position data (i.e., job code, standard hours, etc.), continue to process benefits until the employee is placed in a non-active status (i.e., short work break, termination).

### Table: FTE, Standard Hours, Percent of Time

<table>
<thead>
<tr>
<th>FTE</th>
<th>Standard Hours</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>100%</td>
</tr>
<tr>
<td>0.875</td>
<td>35</td>
<td>88%</td>
</tr>
<tr>
<td>0.75</td>
<td>30</td>
<td>75%</td>
</tr>
<tr>
<td>0.625</td>
<td>25</td>
<td>63%</td>
</tr>
<tr>
<td>0.5</td>
<td>20</td>
<td>50%</td>
</tr>
</tbody>
</table>

### Graph: Regular/Temporary Full/Part Time

- **Benefits & Account Codes**
- **Full Time**
- **Part Time**

- **Standard Hours**
## HCM HR Entries – Position – Funding – Personal – Job Data

<table>
<thead>
<tr>
<th>Position</th>
<th>Funding</th>
<th>Personal Information</th>
<th>Job Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number</strong>&lt;br&gt;NEW effective date</td>
<td><strong>Position funded</strong>&lt;br&gt;NEW effective date&lt;br&gt;Department</td>
<td><strong>Name</strong>&lt;br&gt;Display Name&lt;br&gt;Empl ID</td>
<td><strong>Display Name</strong>&lt;br&gt;Empl ID</td>
</tr>
<tr>
<td>Effective Date prior to HIRE&lt;br&gt;NEW incumbent</td>
<td>Effective Dates&lt;br&gt;Vacant Position&lt;br&gt;Add/Insert&lt;br&gt;Past/Current/Future&lt;br&gt;Funding SpeedTypes&lt;br&gt;Percent of 100%</td>
<td>Gender&lt;br&gt;SSN (Primary ID)&lt;br&gt;Address&lt;br&gt;Phone (primary)&lt;br&gt;Email (primary)&lt;br&gt;Citizenship&lt;br&gt;Background Check&lt;br&gt;I-9 completed</td>
<td><strong>Record Number</strong>&lt;br&gt;Empl Class&lt;br&gt;Pay Group&lt;br&gt;Empl Type&lt;br&gt;Appointment end date</td>
</tr>
<tr>
<td>Effective Date Reason&lt;br&gt;Job Code&lt;br&gt;Reg/Temp&lt;br&gt;Title&lt;br&gt;Full/Part Time&lt;br&gt;Department&lt;br&gt;Location&lt;br&gt;Reports To&lt;br&gt;Standard Hours&lt;br&gt;FLSA Status&lt;br&gt;FTE&lt;br&gt;Update Incumbent</td>
<td>Effective Dates&lt;br&gt;Filled Position&lt;br&gt;Add/Insert&lt;br&gt;Past/Current/Future&lt;br&gt;Funding SpeedTypes&lt;br&gt;Percent of 100%</td>
<td><strong>Compensation Rate</strong></td>
<td>Effective Date Reason&lt;br&gt;Job Code&lt;br&gt;Reg/Temp&lt;br&gt;Title&lt;br&gt;Full/Part Time&lt;br&gt;Department&lt;br&gt;Location&lt;br&gt;Reports To&lt;br&gt;Standard Hours&lt;br&gt;FLSA Status&lt;br&gt;FTE&lt;br&gt;Update Incumbent</td>
</tr>
<tr>
<td></td>
<td>Fiscal Year&lt;br&gt;Suspense SpeedType&lt;br&gt;Taxes/Deductions</td>
<td></td>
<td><strong>Compensation Rate</strong></td>
</tr>
</tbody>
</table>
Internal & Compensating Controls

https://www.cu.edu/controller/internal-controls-compensating-controls
Segregation of Duties: Data entry operator different from Approver
Compensating Controls: Review of entries when single operator is also the approver

Documenting Compensating Controls
• Reviewer identified through the respective system access process
• Reviewer physically documents transactions created/approved same operator
• Stored as log, physical copy of the signed and dated report, and/or in designated electronic folder

1. Job Data Compensation Change Audit
2. Time Collection Compensation Override Audit
3. Prepare Budget Analysis and Cost Trends
4. Investigate Discrepancies
RESOURCES
Training and Webinars

https://www.cu.edu/hcm-community/hcm-projects/training-webinars

Training & Webinars

Learn more about HCM and CU’s processes with training resources.

Upcoming Webinars
Employee Services holds reoccurring webinars focused on topics related to HCM and payroll. Each webinar ends with a live question-and-answer session, as time allows.

See the full schedule of monthly webinars and structured labs.

Hiring Best Practice:
Description: To hire, or to retire? That may be a question you need answer. Or how about to create a position, or prepare an existing one? This webinar looks at hiring decisions and practices related to HCM data entry. This session also looks at the difference between funding a vacant or a filled position with an incumbent. You will also learn about common errors and how to avoid them.

Date: Tuesday, August 13
Time: 3-4 p.m.

Register

Learn about HCM with courses
Take our online HCM SkillSoft courses when it’s convenient for you. Courses that are successfully completed are recorded as complete in HCM.

Featured Course: HCM Hiring Employees
Duration: 30 minutes

Description: This course is for HCM users who hire employees, hire former employees and assign additional jobs to active employees. During this course, practice creating a hire transaction and checking its status with simulations.

Complete Course

Tip: Additional SkillSoft training courses are also available.

Tip:

- HCM Fundamentals
- HCM Paying People
- HCM Updating Data
- Recruiting with CU Careers
- My Leave for Supervisors

Resources
Step-by-Step: Hiring an Employee
Resources
https://www.cu.edu/docs

- https://www.cu.edu/docs/sbs-creating-position-funding
- https://www.cu.edu/docs/sbs-updating-position
- https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile
- https://www.cu.edu/docs/sbs-funding-entry
- https://www.cu.edu/docs/sbs-adding-person-interest-poi
- https://www.cu.edu/doc/hcmslg-hire-directpdf
- https://www.cu.edu/doc/hcmslg-hire-atspdf
- https://www.cu.edu/doc/hcmslg-hire-add-jobpdf
- https://www.cu.edu/doc/hcmslg-hire-poipdf
- https://www.cu.edu/docs/sbs-transferring-employee
- https://www.cu.edu/docs/transferring-employee-position-new-contract
- https://www.cu.edu/docs/sbs-working-contracts
www.cu.edu/docs

**ATTACHMENTS**

- **Hiring an Employee**
- **Streamline Guide: Hiring a New Employee (Direct Hire)**
- **Streamline Guide: Hiring an Applicant New Hire (ATS)**
- **Streamline Guide: Adding an Additional Job**
- **Streamline Guide: Hiring a Person of Interest (POI)**

**DOCUMENT NAME** | **TYPE** | **DEPARTMENT**
--- | --- | ---
Contract Elections Guide | Procedure | HCM Community, Employee Services
Contract Proration Calculator | Document | Employee Services
HCM 9.2: HCM ePAR, Position Data, and Transfer/Transfer Contract Approval Roles | Document | Employee Services, HCM Community
Hiring an Employee | | HCM Community
Viewing Related Content | | HCM Community
Working with Contracts | | HCM Community
Resources

Policy
• https://www.cu.edu/controller/internal-controls-compensating-controls
• https://www.cu.edu/doc/employee-services-ssn-procedural-statementpdf

Documents and Job Aids
– https://www.cu.edu/docs/benefit-eligibility-matrix
– https://www.cu.edu/docs/job-code-definitions
– Standard Hours/FTE/% Time
– https://www.cu.edu/docs/jaid-valid-comp-freq-comp-rate-combinations
– https://www.cu.edu/docs/job-description-form
– https://www.cu.edu/docs/personal-information-worksheet
– https://www.cu.edu/docs/emergency-contact
– https://www.cu.edu/docs/sbs-letters-recommendation
– https://www.cu.edu/docs/jaid-person-interest-poi-types
– https://www.cu.edu/docs/new-hire-fact-sheet
– https://www.cu.edu/doc/job-change-request-formpdf
Thank You

Email hcm_community@cu.edu
Tel: 303-860-4200 x 2
Questions and comments are always welcome

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