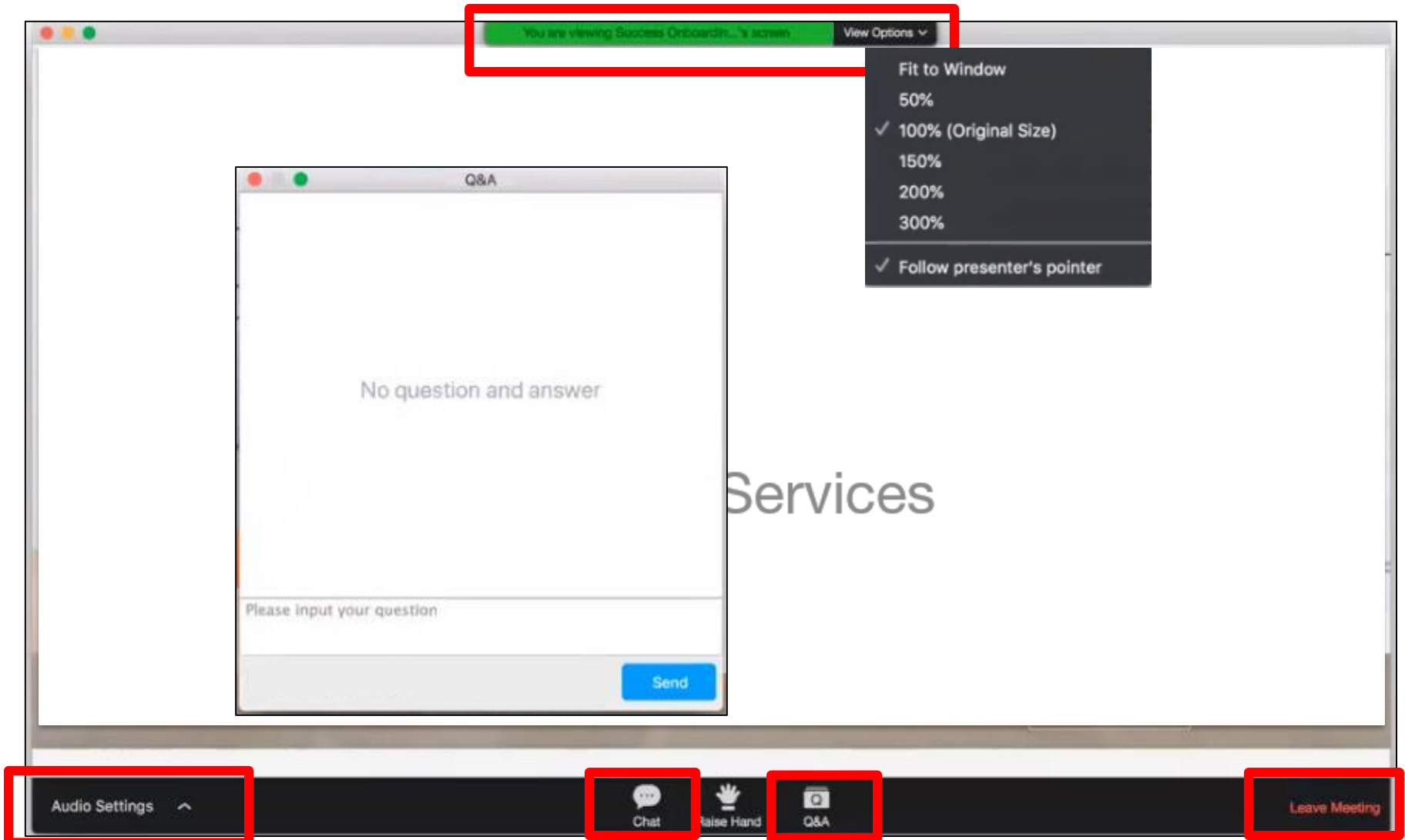


# Hiring Best Practices: Merging Campus Offline Business Processes with HCM Transactions and HCM Data



# 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 CONSIDERATIONS



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Organizational Relationship



- Person of Interest
- Stipend Recipient
- Employee with Employee Relationship



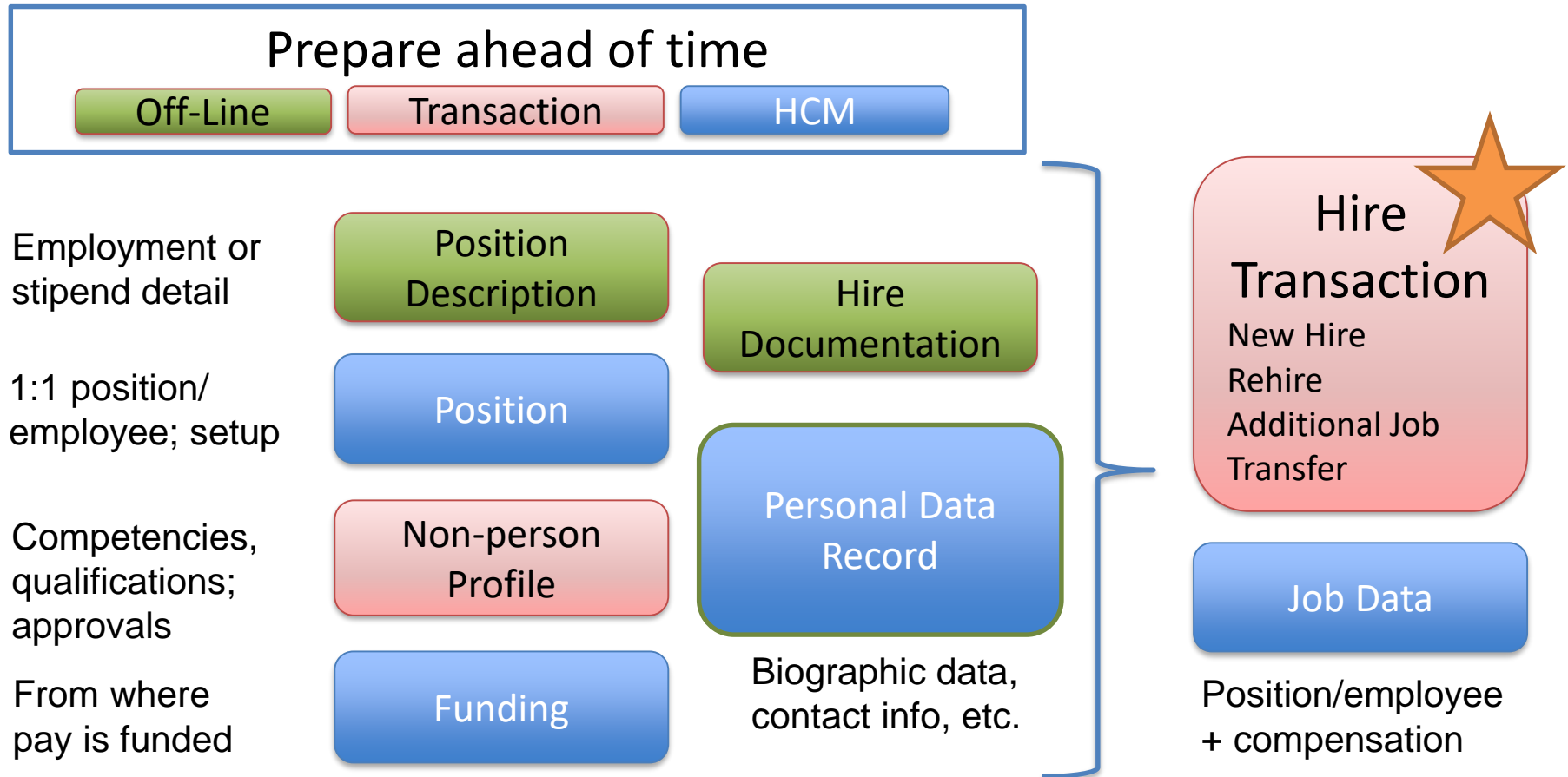
# COMPONENTS OF A HIRE



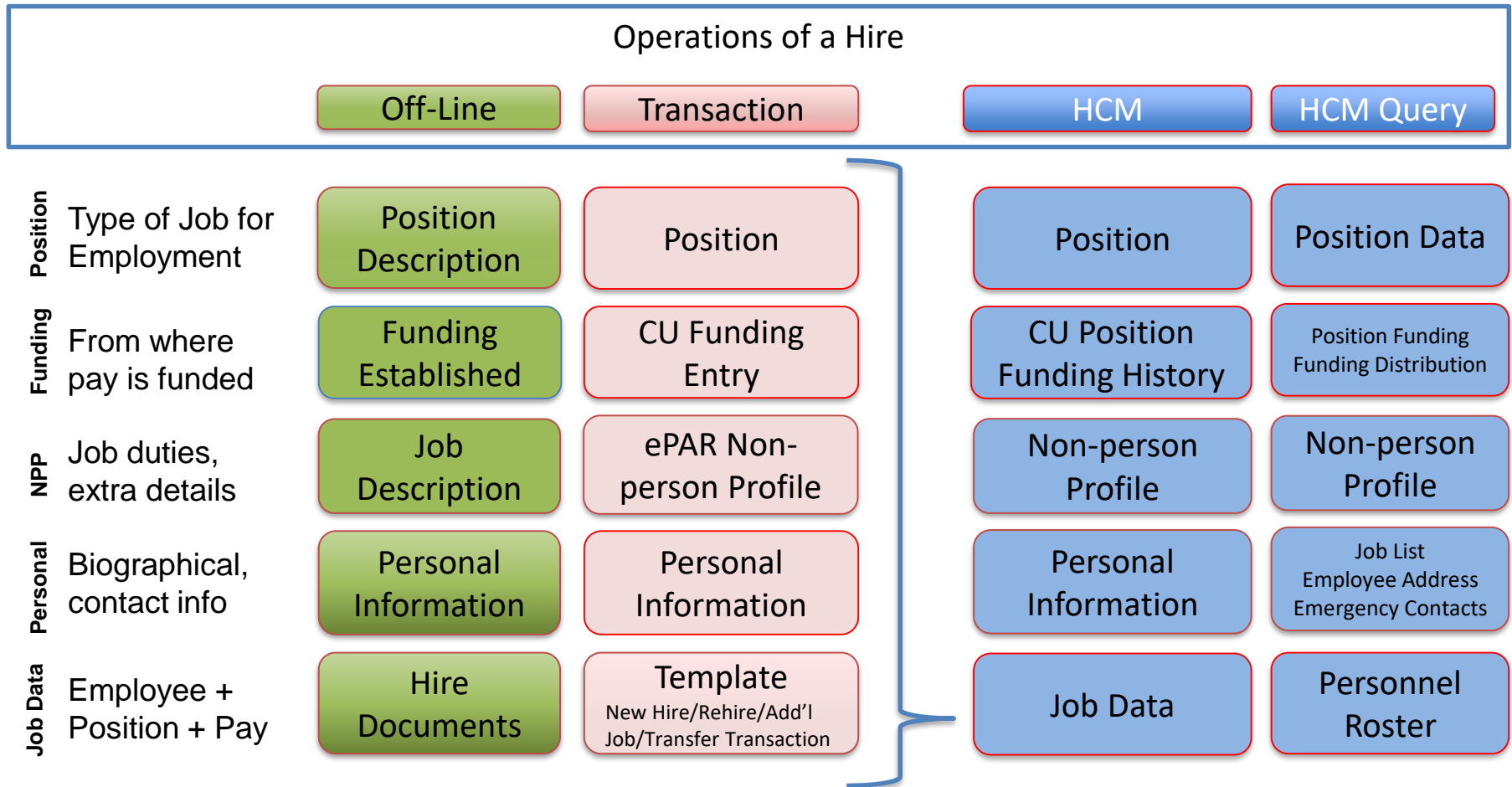
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# Components of a Hire



# Operations of a Hire

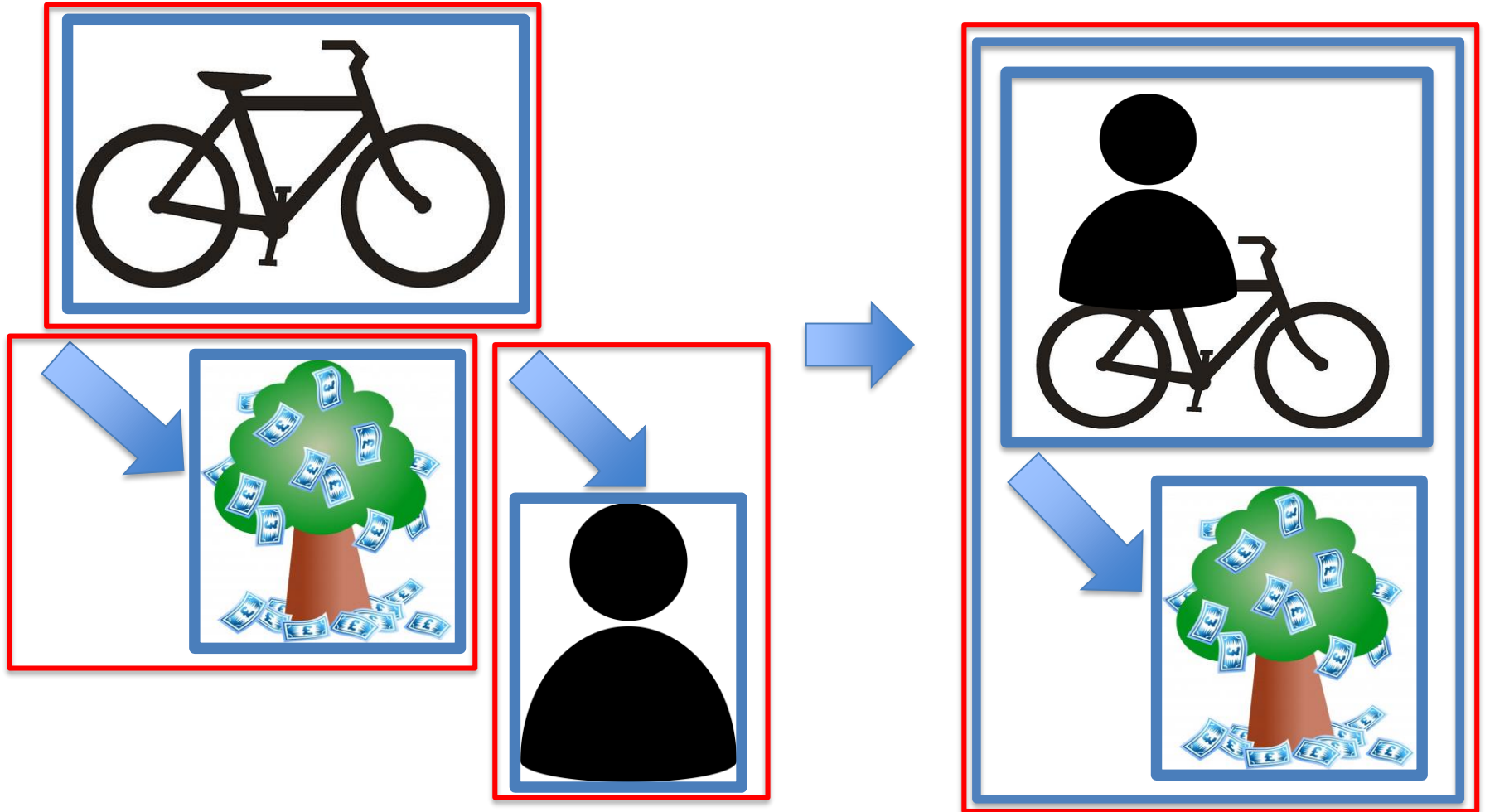


# Campus Specific HR Business Processes

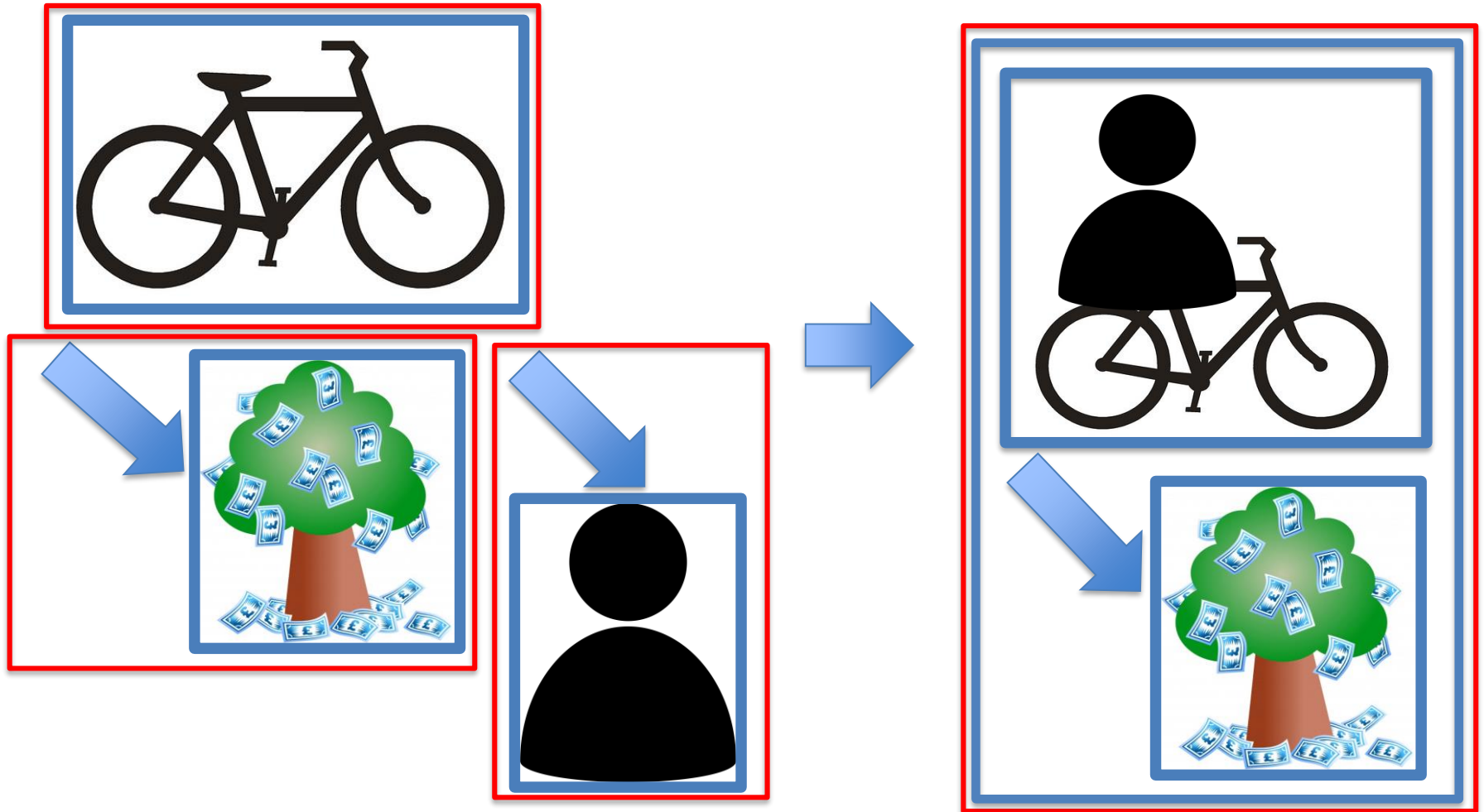
Campus	Campus HR Website
Denver & Anschutz Medical Campus	<a href="http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx">http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx</a>
Boulder	<a href="https://www.colorado.edu/hr/">https://www.colorado.edu/hr/</a>
Colorado Springs	<a href="https://www.uccs.edu/hr/">https://www.uccs.edu/hr/</a>
System	<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>
System Collaborative Services	<a href="https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses">https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses</a>
Approval Workflow	Workflow for approval routing of ePAR transactions and templates is determined by the campuses and configured by the HCM Systems team



# HCM Position, Funding, Person, Job



# HCM Position, Funding, Person, Job



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. —



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# Job Code Crosswalk/Setup



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

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

CU HCM User WorkCenter

32 Job Code Crosswalk/Setup

This query returns a list of active job codes with default job data, including job family and pay group/empl class crosswalk data.

1089 CUES\_HCM\_JOB\_CODE\_CRSWLK

**CUES\_HCM\_JOB\_CODE\_CRSWLK - Job Code Crosswalk/Setup**

Business Unit

Job Code (Optional)

Job Family (Optional)

Pay Group (Optional)

Reg/Temp (Optional)

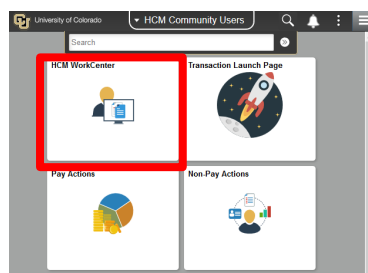
FLSA Status (Optional)

Empl Type (Optional)

View Results

Business Unit	Job Code	Job Title
1 UCD	2245	Academic Services Program Mgr
1 UAMC	2245	Academic Services Program Mgr
1 UCB	2245	Academic Services Program Mgr
1 UCCS	2245	Academic Services Program Mgr
1 USYS	2245	Academic Services Program Mgr

Tip:  
Job Code default values may differ by campus.



Business Unit	Job Code	Job Title	Job Definition
1 UCD	2245	Academic Services Program Mgr	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.

Job Family	Std Hrs/Wk	Comp Freq	Reg/Temp	FLSA Status	Empl Class	Empl Type	Pay Group	Pay Group Descr	Pay Freq	Earnings Program	Reg Earn Code	OT Earn Code
USASVS	40.00	M	Regular	Exempt	1 Univ Fac/Staff - All Benefits	Salaried	USX	University Staff Exempt	M	EXP	RGS	OTP

# Benefit Eligibility Matrix

<https://www.cu.edu/docs/benefit-eligibility-matrix>



Faculty	University Staff	Classified Staff	Temporary Staff	GME & Fellowship	Student Staff	Student Faculty	Retiree & Surviving Spouse	Emeritus	Legend
---------	------------------	------------------	-----------------	------------------	---------------	-----------------	----------------------------	----------	--------

Job Classification			Retirement Plans			Federal Mandatory (FICA)		Wage Protection	
Job Code	Job Title	Title Definition	401a <sup>2</sup>	PERA <sup>3</sup>	Student Employment Retirement Plan (SERP)	Social Security - OASDI <sup>3</sup>	Medicare Tax <sup>4</sup>	Unemployment	Workers Compensation
2200 - 2999 University Staff - 50% or Greater FTE									
2245	ACADEMIC SERVICES PROGRAM MANAGER	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.	Regular Appointments ≥ 50%	N	N	Y	Y	Y	Y
2246	ACADEMIC SERVICES PRINCIPAL PROFESSIONAL	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.	Regular Appointments ≥ 50%	N	N	Y	Y	Y	Y
Leave Plans		FMLA	Default Job Code Values						
Vacation Leave	Sick Leave	Family Medical Leave Act (FLMLA) requirements are met	Std Hrs/Wk	Comp Freq	Job Family	Reg/Temp	FLSA Status	Pay Group	Empl Class
Prorated based on FTE = 14.67hrs/month	Prorated based on FTE = 10 hrs/month	Y	40.00	M	USASVS	R	X	USX	1-Unw Fac/Staff All Benefits
Prorated based on FTE = 14.67hrs/month	Prorated based on FTE = 10 hrs/month	Y	40.00	M	USASVS	R	X	USX	1-Unw Fac/Staff All Benefits

# 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

The screenshot displays the CU Non-Pay Actions web application interface. The main content area is titled "CU Non-Pay Actions" and features a sidebar on the left with navigation options: Document Collection, Personal Information, Job Information, Position Management (highlighted with a red box), Add/Update Position Info (highlighted with a red box), Position Summary, Position History, Profile Management, Time Collection, Student Info & Processes, Transaction Status, Transaction Query, and Transaction Launch Page. The main content area is titled "Add/Update Position Info" and contains a search form with fields for Position Number, Description, Position Status, Business Unit, Department, Job Code, and Reports To Position Number. The search form is highlighted with a red box. The right sidebar is titled "HCM Community Users" and contains a list of navigation options: ePAR, Personal Information, Job Information, and Position Management (highlighted with a red box). The Position Management section includes links for Position Information, Position Summary, Position History, Budget Status, and Vacant Budgeted Positions. Below the main content area, there is a section titled "HCM Community Users" with three tabs: HCM WorkCenter, Pay Actions, and Non-Pay Actions. The Non-Pay Actions tab is highlighted with a red box.

# 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 Information

Position Number 00000000  
Headcount Status  
\*Effective Date 08/16/2019  
Reason NEW  
New Position  
Position Status Approved  
Status Date 08/16/2019  
Current Head Count 0 out of 0  
\*Status Active  
Action Date 08/16/2019  
Initialize  
Key Position

Job Information

\*Business Unit USYS  
Job Code  
\*Reg/Temp  
\*Regular Shift Not Applicable  
Title  
System Administration  
\*Full/Part Time Full-Time  
Union Code  
Short Title  
Detailed Position Description

Work Location

\*Reg Region USA  
Department  
Location  
Reports To  
Supervisor Lvl  
United States  
\*Company  
Dot-Line  
Security Clearance

Salary Plan Information

Salary Admin Plan  
Standard Hours 0.00  
Grade  
Work Period  
Step  
FLSA Status Nonexempt  
Bargaining Unit 8888  
Updated on  
Updated By

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).

Job Information

\*Business Unit USYS  
Job Code 2581  
\*Reg/Temp Regular  
\*Regular Shift Not Applicable  
Title Administrative Professional  
System Administration  
Executive Assistant

Employee Name

Administrative Professional  
employee email address  
Employee Services  
1800 Grant Street  
400 UCA  
Denver, CO 80203  
System

Position Number 00702382  
Administrative Professional  
Override Position Data  
Position Entry Date 06/01/2019  
Position Management Record

# 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

1. **CU Position Data** tab selected.

2. **Funding Entry** section. Fields: Position Number (00766597), Effective Date (08/19/2019), Effective Sequence (0).

3. **New Distribution Data** table.

ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code
1						100.000	

4. **Position Information** section. Fields: Effective Date (08/19/2019), Campus Box (400 UCA), HRGL Request # (MCCO000605-20190819-001).

5. **Position Approval** section. Status: Pending. Multiple Approvers: Student.

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  
Portal > HCM > HCM Community Users > HCM WorkCenter > Position Management > Add/Update Position Info > Add

Description	
Position Nbr	NEW or
Eff Date	
Action Reason	**
Position Status	
Business Unit	UCB/UCD/AMC/UCCS/USYS
Job Code	**
Job Title	
Reg/Temp	Reg / Temp
Full/Part Time	Full / Part Time
(Business) Title	(Directory)
Dept ID	-----
Dept Name	
Location	-----
Reports To Pos	-----
Dotted-Line Pos	----- (Classified)
Standard Hrs	Per week

USA	
FLSA Status	Exempt / Non-exempt
Specific Information	
Update Incumbents	Check box
Classified Indicator	**
FTE	____ . ____
Budget and Incumbents	
Confirm current incumbent	View Incumbent Data
View incumbent	Job Data Link
CU Position Data	
Campus Box	-----
HRGL Request #	-----
(See Funding in next section)	- - - - -

# Position Data Query



Portal > HCM > HCM Community Users > HCM WorkCenter > Resources Tab >  
Click Here for ALL > Position Data

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data**
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

**CU HCM User WorkCenter**

36601	Position Data	This query returns current position data with options to search for vacant or inactive positions.	36601	CUES_HCM_POSITION_DATA
-------	---------------	---	-------	------------------------

**CUES\_HCM\_POSITION\_DATA - Position Data**

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

Eff Status Active

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

**Vacant ONLY** ☐

Include Future Dated ☒

**View Results**

University of Colorado HCM Community Users

HCM WorkCenter

Transaction Launch Page

Pay Actions

Non Pay Actions

HCM WorkCenter

Transaction Launch Page

Pay Actions

Non Pay Actions

**Tip:**  
After returning the position data, click on "View Funding" to confirm the funding info.

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
----------	-----------	---------	---------------	-------------	----------

Std Hrs/Wk	FLSA Status	Reg/Temp	Full/Part Time	FTE
------------	-------------	----------	----------------	-----

Reports To	Dotted-Line	Campus Box
------------	-------------	------------

Job Share	Headcount Status	Current Headcount	Max Headcount
-----------	------------------	-------------------	---------------

Future Position Entry Date	View Funding	View History	View Incumbents
----------------------------	--------------	--------------	-----------------

Offline Business Process  
HCM Transactions  
HCM Data

# FUNDING



# Calculate Funding



**Funding = 100%**

**1.0 FTE @ \$6,000/mo**

EMPLOYEE JOB &		CURRENT FUNDING INFORMATION				
Employee Name	JACQUELINE	CURRENT FUNDING BEGIN DATE		FTE	SALARY	% TIME
Empl ID/Pos #	123456	8/1/2019		1.000	\$ 6,000.00	100.000
Department		Speedtyp	SpeedType Descr	Distrb	PAY AMT	Per Time End Date
Funding Data	Current	61012345	SpeedType Descr	100.000	\$ 6,000.00	100.00
Standard Hrs	40.00				\$ -	0.00
FTE	1.0000				\$ -	0.00
SALARY	\$ 6,000.00				\$ -	0.00
Salary @ FTE 1.0	\$ 6,000.00				\$ -	0.00
TRANSACTION INFORMATION		TOTAL PERCENT TIME		100.00	6000.00	100.0000

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>



- 40 standard hours = 1.0 FTE = 100% of time

- 20 standard hours = .50 FTE = 50% of time

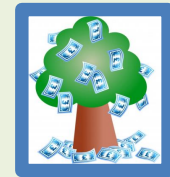
- 1 standard hour = .025 FTE = 2.5% of time

## Standard Hours determine:

- Compensation calculation
- Benefit eligibility (for regular employees)

Standard Hours	FTE	Percent of Time	Salary FT \$1000/mo
40	1	100.00%	\$ 1,000.00
35	0.875	87.50%	\$ 875.00
30	0.75	75.00%	\$ 750.00
25	0.625	62.50%	\$ 625.00
20	0.5	50.00%	\$ 500.00
15	0.375	37.50%	\$ 375.00
12	0.3	30.00%	\$ 300.00
10	0.25	25.00%	\$ 250.00
8	0.2	20.00%	\$ 200.00
4	0.1	10.00%	\$ 100.00
5	0.125	12.50%	\$ 125.00
1	0.025	2.50%	\$ 25.00
0	0	0.00%	\$ -
= # Actual hours worked per wk	= Actual hrs worked per wk / 40 hours per wk	= Actual hrs per wk / 40 hours per wk * 100	= FT Mo Salary * FTE

# Calculate Funding



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

EMPLOYEE JOB & TRANSACTION DATA			CURRENT FUNDING INFORMATION						UPDATED				
Employee Name	JACQUELINE		CURRENT FUNDING BEGIN DATE		FTE	SALARY	% TIME		NEW FUNDING BEGIN DATE		FTE	SALARY	% TIME
Empl ID/Pos #	123456	00123456	8/1/2019		1.000	\$ 6,000.00	100.000		2/1/2017		0.500	\$ 3,000.00	50.000
Department			Speedtyp	SpeedType Descr	Distrb	PAY AMT	Per Time	End Date	Speedtyp	SpeedType Descr	Distrb	PAY AMT	% TIME
Funding Data	Current	Updated	61012345	SpeedType Descr	100.000	\$ 6,000.00	100.00		61012345	SpeedType 1	40.000	\$ 1,200.00	20.000
Standard Hrs	40.00	20.00				\$ -	0.00		63012345	SpeedType 2	35.000	\$ 1,050.00	17.500
FTE	1.0000	0.5000				\$ -	0.00		63512345	SpeedType3	25.000	\$ 750.00	12.500
SALARY	\$ 6,000.00	\$ 3,000.00				\$ -	0.00				\$ -	0.000	
Salary @ FTE 1.0	\$ 6,000.00	\$ 6,000.00				\$ -	0.00				\$ -	0.000	
TRANSACTION INFORMATION			TOTAL PERCENT TIME		100.00	6000.00	100.0000		TOTAL PERCENT TIME		100.000	\$ 3,000.00	50.000

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

EMPLOYEE JOB & TRANSACTION DATA				UPDATED FUNDING INFORMATION											
Employee Name	JACQUELINE			NEW FUNDING BEGIN DATE		FTE	SALARY	% TIME		FTE	SALARY	% TIME	FTE	SALARY	% TIME
Empl ID/Pos #	123456	00123456		12/1/2019		0.600	\$ 3,600.00	60.000		0.600	\$ 3,600.00	60.000	0.600	\$ 3,600.00	60.000
				Speedtyp		Distrb				Distrb			Distrb		
Department				e	SpeedType Descr	100%	PAY AMT	% TIME	End Date	100%	PAY AMT	% TIME	100%	PAY AMT	% TIME
Funding Data	Current	Updated		61012345	SpeedType 1	40.00	\$ 1,440.00	24.000		33.333	\$ 1,200.00	20.000	33.333	\$ 1,200.00	20.000
Standard Hrs	20.00	24.00		63012345	SpeedType 2	5.00	\$ 180.00	3.000	12/31/2019	29.167	\$ 1,050.00	17.500	29.167	\$ 1,050.00	17.500
FTE	0.5000	0.6000		63512345	SpeedType3	25.00	\$ 900.00	15.000	3/31/2020	20.833	\$ 750.00	12.500	20.833	\$ 750.00	12.500
SALARY	\$ 3,000.00	\$ 3,600.00		62012345	SpeedType4	20.00	\$ 720.00	12.000	12/31/2019	20.000	\$ 720.00	12.000	8.333	\$ 300.00	5.000
Salary @ FTE 1.0	\$ 6,000.00	\$ 6,000.00		68012345	SpeedType5	10.00	\$ 360.00	6.000	12/31/2019	10.000	\$ 360.00	6.000	8.333	\$ 300.00	5.000
TRANSACTION INFORMATION				TOTAL PERCENT TIME		100.000	\$ 3,600.00	60.000		113.333	\$ 4,080.00	68.000	100.000	\$ 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



The screenshot displays the 'CU Pay Actions' portal. On the left, a sidebar menu lists various options, with 'CU PETs and Funding' expanded to show 'CU Funding Entry' as the selected item. The main area is titled 'CU Funding Entry' and contains a search form with fields for 'Find an Existing Value', 'Add a New Value', and 'Search Criteria'. A 'Search' button is visible. At the bottom, a navigation bar shows 'HCM WorkCenter', 'Pay Actions' (highlighted), and 'Non-Pay Actions'.

The screenshot shows the 'NavBar: Navigator' on the right side of the portal. It lists various navigation options under the 'CU PETs and Funding' section. The 'CU Funding Entry' option is highlighted in orange. Other options include 'CU PET Financial Aid Users', 'CU Position Funding History', 'CU Process Direct PET', 'CU Process PET Regular Users', 'CU PET Summary', 'Batch PET Upload', 'New PET Request', 'My HRGL Requests', 'HRGL Requests for My Depts', and 'HRGL Request General Search'.

# 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



CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request ID: Funding Entry Status: Searched/Draft Originator: Laura A Sledzick Initiator: Budget Begin Date: 07/01/2016 Budget End Date: 06/30/2017

Created Datetime: 03/29/2017 1:04PM Submitted Date Time: Completed Date/Time: Last Update Timestamp: Fiscal Year: 2017 Department: 10255

Funding Entry

Position Number: 00681380 Dir Academic Svcs & Ops

Effective Date: 04/01/2017

Effective Sequence: 0

Job Data Snapshot

Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	Department	Position	Job Code	Job Description	HR Status	Job End Date	Action	Actn Rsn	Pay Frequency	Pay Group	FTE	STD
1		135583	0 10/01/2016	1 10255	00681380	2241	Academic Services Assoc Dr	Active			POS	RPT	M	USX	1.000000	

Department Budget and PET History

HRGL Request ID	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OpriID	Description
1 View Details	DBT	07/01/2017		0				
2 View Details	DBT	03/15/2017		0				
3 PATZ000016-20170316-005	Funding	03/15/2017		0	Completed	03/16/17 2:57PM	PATZ000016	
4 PATZ000016-20170307-003	Funding	03/01/2017		0	Completed	03/07/17 2:19PM	PATZ000016	
5 BEGZ000001-20170320-002	Funding	03/01/2017		1	Approved	03/20/17 10:11AM	BEGZ000001	

New Distribution Data

BRNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budget
1	11061162	MBA Staff	10255		644444	10	35439					Chartfield Descr	
2	11011643	CHEM Salaries	10255		644444	10	11587					Chartfield Descr	

Comment

Date/Time Created

Added by User

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1		Add Attachment		

# Funding Data Checklist



<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

Std Hrs/Wk (Calc % time)	
% Time	100%
Comp Rate @ 100%	\$
% Time Actual	
Comp Rate @ % Time	\$
Distribution %	Total = 100%
Comp Frequency	Pay Begin Date

Appoint End Dt	__ / __ / ____
Position Number	_____
Fund Effective Date	__ / __ / ____
Fund Eff Seq (0, 1, 2, etc.)	_

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



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# CU Position Funding History



Portal > HCM > Pay Actions > CU PETs and Funding > CU Position Funding History

**CU Pay Actions** [New Window](#) [Help](#)

Document Collection

Job Information

Position Management

Time Collection

Employee Pay Data

**CU PETs and Funding**

- CU Process Direct PET
- CU Position Funding History**

**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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

University of Colorado HCM Community Users

Search

HCM WorkCenter

**Pay Actions**

Non-Pay Actions

**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** [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1	63013444	CHF SPTNG SCHLS IMPL COMP HLTH	100.000 30	21548			25A4972		06/30/2018

# Position Funding Query

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



HCM Community Users

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

CU HCM User WorkCenter

81 Position Funding This query returns current position funding for active positions only. 13362 CUES\_HCM\_POSITION\_FUNDING

**CUES\_HCM\_POSITION\_FUNDING - Position Funding**

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

SpeedType (Optional)

SpeedType Status (Optional)

Fund Code (Optional)

Organization (Optional)

Program Code (Optional)

Project ID (Optional)

Project Status (Optional)

Sub-Class (Optional)

Vacant ONLY ☐

View Results

	Position Nbr	Business Title	Busniess Unit	Dept ID	Dept Name	Job Code	Job Title	Company
1	00104640	Student Asst I	UCB	10161	Biology-MCD Instruction	4101	Student Asst I	CU

Funding Begin Date	Date Entered	SpeedType	SpeedType Status	SpeedType Descr	% of Distribution
07/01/2019	06/27/2019	13414805	Active	Poyton Research	100.000

Fund Code	Organization	Program Code	Project ID	Project Status	Project End Date	Sub-Class	Funding End Date
34	10163	11468					07/31/2018

Budget End Date	Headcount Status	Current Headcount	Max Headcount
06/30/2020	Open	0	1

Tip:  
Budget End Date = Fiscal Year End Date

# Funding Distribution Query

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



HCM Community Users

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter
Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution**
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

25
Funding Distribution
This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.
90444
CUES\_HCM\_FUNDING\_DISTRIBUTION

26
Funding Suspense Current Row
This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.
11070
CUES\_HCM\_FUNDING\_SUSPENSE

27
Funding Suspense Max Row
This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).
720
CUES\_HCM\_FUNDING\_SUSPENSE\_MAX

28
Funding Suspense Previous Rows
This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.
221
CUES\_HCM\_FUNDING\_SUSPENSE\_OLD

CUES\_HCM\_FUNDING\_DISTRIBUTION - Funding Distribution

Empl ID (Optional)

Dept ID (Optional)

SpeedType Org (Optional)

Posn Nbr (Optional)

SpeedType (Optional)

Node (Optional)

Include Future Job Data

Speedtype Status (Optional)

Project Status (Optional)

View Results

Tip:

- Ensure that the department matches in Job Data and Position Data.
- Project status must be in Open or Pre-Spending status.

University of Colorado
HCM Community Users

HCM WorkCenter

Transaction Launch Page

Pay Actions

Non Pay Actions

Name	Empl ID	Empl Rcd	Job Dept ID	Job Dept Name	Job Eff Date	Job Eff Seq	Pay Status
Job Code	Job Title	Reg/Temp	Std Hrs/Wk	% Time	Comp Rate	Comp Freq	
Appoint End Dt	Position Nbr	Posn Dept ID	Posn Entry Dt	Fund Eff Dt	Fund Eff Seq		
Distrb %	SpeedType	SpeedType Descr	SpeedType Status				
				Fund	Org	Program	
Project	Project Status	Sub-Class	Project End Date	Funding End Dt	Budget End Dt		

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>



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

## 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

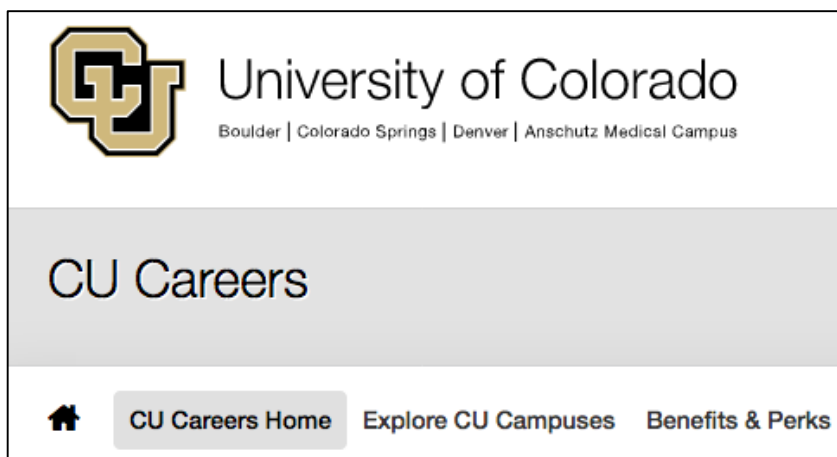
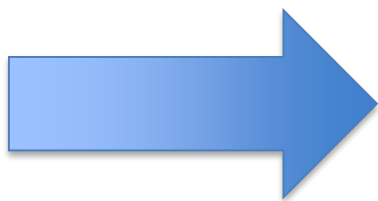


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# Non Person Profile

<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>



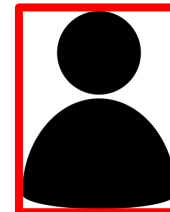
## Vacant Position with Description



## Vacant Position with New Description



## Incumbent with New Description



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CU Careers



CU Careers Home

Explore CU Campuses

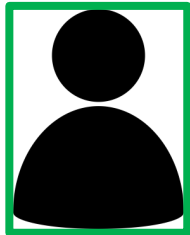
Benefits & Perks

# Non Person Profile

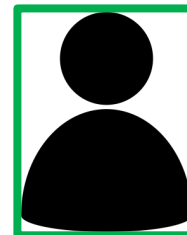
<https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile>



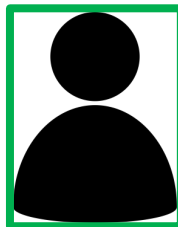
Incumbent with Description



Incumbent with New Description



Incumbent with New Description



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# 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

The screenshot displays the CU HCM User WorkCenter interface. On the left, the HCM Navigation menu is visible, with the ePAR section highlighted. The ePAR section includes links for ePAR Actions, ePAR Approval, ePAR Status, and Inquire ePAR Transactions. The ePAR Non-Person Profile (NPP) option is also highlighted. The main content area shows the Document Collection, which includes Smart ePAR Non-Pay Actions and Smart ePAR Pay Actions. The ePAR Non-Person Profile (NPP) option is highlighted in the Document Collection. The interface also shows a search bar and a navigation bar at the top.

CU HCM User WorkCenter

WorkCenter Resources

HCM Navigation

- ePAR
  - ePAR Actions
  - ePAR Approval
  - ePAR Status
  - Inquire ePAR Transactions
- Personal Information
  - Modify a Person
  - Person Organizational Summary
  - Maintain POI Relationship
  - Emergency Contact
- Job Information
  - Job Data
  - Contract Pay
- Position Management
  - Position Information

Document Collection

Smart ePAR Non-Pay Actions Smart ePAR Pay Actions

ePAR Additional Pay

Add One Time Pay or Recurring pay to Employee

Add Modify Inquiry

ePAR Non-Person Profile (NPP)

Add or Update

Add Modify Inquiry

University of Colorado HCM Community Users

Search

HCM WorkCenter Pay Actions Non-Pay Actions

# 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

Position Data

Collaborate Attach

New Window | Help | Personalize Page

Create ePAR Position Request

Step 1 of 4: ePAR - Position Search

Transaction Details

PAR Action:	Position	Action:	Position Change	Document ID:	ePAR Non-Person Profile (NPP)
Request ID:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:		Document Status:	Initial / Add Entry
		Effective Seq:	0		

Select Employee Type

Update/Recruit Filled Position

Search Criteria

Business Unit: UCD Denver Campus

\*Department: 30075 CEDC-Mechanical Engineering

Position Number: 00605409 Student Asst III

Search Clear

Next

Audit Details

Entered By:	Updated By:
Entered On:	Updated On:

Tip:

When the NPP effective date = today or earlier, it will feed to CU Careers.

Future dates will not feed to CU Careers.

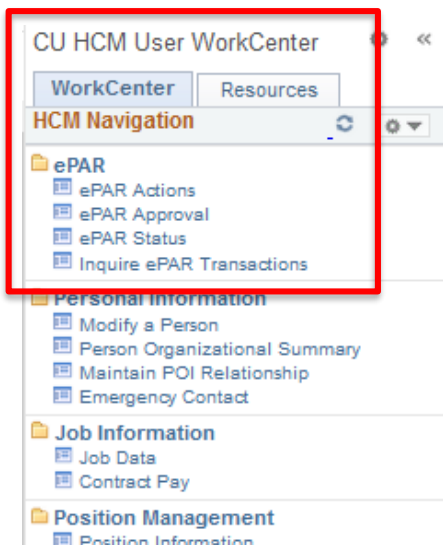
# Non Person Profile



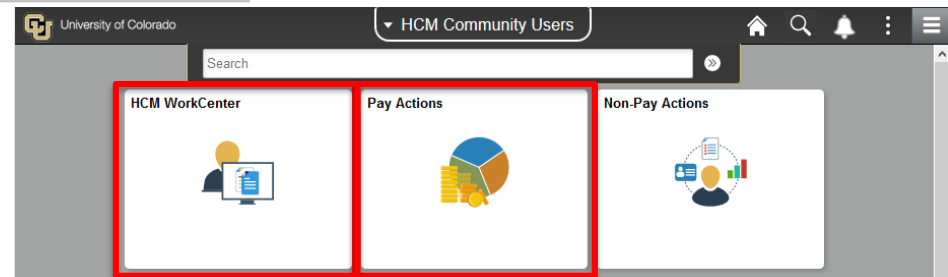
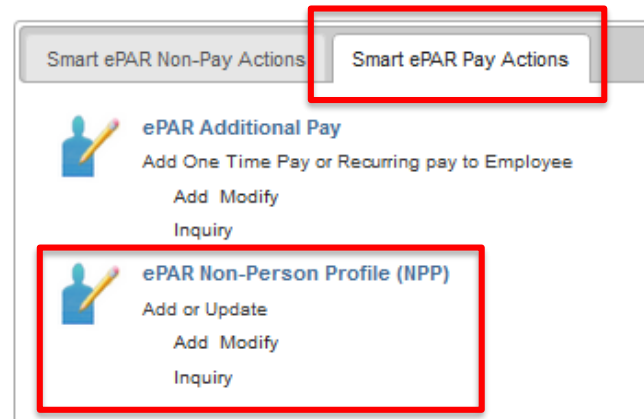
<https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile>

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



## Document Collection



# 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

**CU HCM User WorkCenter**

**ePAR Global Inquiry**

Use Saved Search:

**Search Criteria:**

ePAR #	equal to	<input type="text"/>
PAR Action	equal to	Position
ePAR Status	equal to	Approved
Action	equal to	<input type="text"/>
Reason Code	equal to	<input type="text"/>
Empl ID	equal to	<input type="text"/>
Department	equal to	<input type="text"/>
First Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Position Number	equal to	<input type="text"/>
Job Code	equal to	<input type="text"/>
Classified Indicator	equal to	<input type="text"/>
Document State	equal to	<input type="text"/>
State Detail	equal to	<input type="text"/>

Only the first 300 results can be displayed

**ePAR Details**

Request ID	View Name	Effective Date	Action	Reason	Document Status
1 POS0476705		08/12/2019	Position Change	Vacant Position	System Update Completed
2 POS0476681		08/12/2019	Position Change	Vacant Position	System Update Completed

# Non Person Profile



<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 > Search ePAR Transactions

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

**Position Data**

[New Window](#) | [Help](#) | [Personalize Page](#)

### ePAR Position ReadOnly

Step 1 of 7: ePAR - Position Action/Reason (Display Only) Switch View:

**Transaction Details**

PAR Action: Position	Action: Position Change	Document ID: ePAR Non-Person Profile (NPP)
Request ID: POS0476416	Reason Code: Vacant Position	Document Instance: 495761
ePAR Status: <a href="#">Approved</a>	Effective Date: 08/12/2019	Document Status: <a href="#">System Update / Completed</a>
	Effective Seq: 0	GoTo: <input type="text"/>

**Position Details**

Position: 00750808	Position Title: Finance & Accounting Sr. Pro	Last Personnel Action: TER0466027
Department: 21424	Dept. Title: CSPH-CBH General Ops	Last Transaction Date: 06/25/2019 11:14AM
Profile Type: Univ Staff Pos Profile Templ	Profile ID: 00750808	
<a href="#">Historical ePARs</a>	<a href="#">Pending ePARs</a>	

**Action/Reason Selection**

*Action: <input type="text" value="Position Change"/>	*Reason: <input type="text" value="Vacant Position"/>
---	---



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Offline Business Process

HCM Transactions

HCM Data

# PERSONAL DATA



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# 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..



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# Job List Query



Portal > HCM > HCM Community User > HCM WorkCenter > Resources Tab >  
Click Here for ALL > Job List

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

CU HCM User WorkCenter

33 Job Future Dated Rows

This query returns data for employees with future dated rows in Job Data, including newly hired employees that do not appear in other reports.

2217 CUES\_HCM\_JOB\_LIST\_FUTURE\_DATED

34 Job List

This query returns the most recent job data for each empl rcd and the most recent POI data for each POI type.

333296 CUES\_HCM\_JOB\_LIST

CUES\_HCM\_JOB\_LIST - Job List

Empl ID (Optional)

Dept ID (Optional)

Job Code (Optional)

Last 4 SSN (Optional)

Last Name (Optional)

First Name (Optional)

Position Nbr (Optional)

Business Unit (Optional)

Company (Optional)

Active ONLY ☐

Include POIs? ☒

Node (Optional)

Pay Group (Optional)

Empl ID	Empl Rcd	POI Type	Eff Date	Status	Name	Org Relation
1		0	08/24/2011	Terminated		EMP

Company	Business Unit	Dept ID	Dept Name	Job Code	Job Descr	End Date
CU	UCOLO	30147	Gen Campus-Off Campus Wrk Stdy	4201	Studt Off-Campus Work Study	05/14/2011

Position Nbr	Reg/Temp	% Time	Std Hrs/Wk	FTE	Pay Group	Empl Type	Comp Rate	Comp Freq
00859889	T	2.50	1.00	0.000000	BW	H	10.920000	H

Sal Plan	Sal Grade	Criminal Background Chk Dt	19 Sign Dt
420	S20	05/18/2010	05/24/2010

University of Colorado HCM Community Users

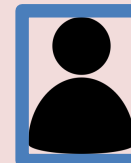
Search

Transaction Launch Page

Pay Actions

Non Pay Actions

# Search for Matching Persons



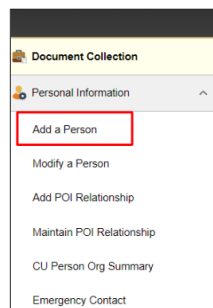
<https://www.cu.edu/docs/sbs-adding-person-interest-poi>

Portal > HCM > HCM Community Users > Non-Pay Actions > Personal Information > Add a Person

## Searching for Matching Persons

To search for matching persons before adding a person:

1. From the HCM Community Users dashboard, click the **Non-Pay Actions** tile.
2. Under **Personal Information**, click **Add a Person**.



3. Click **Search for Matching Persons**.



**Warning:** These fields are case-sensitive. (Searches entered in lowercase will not display results because names have the initials capitalized.) Enter as little information as possible to ensure a wide search.

Search Criteria

Search Type: Person ☒ Ad Hoc Search

Search Parameter: ADHOC\_CU1 ADHOC\_CU1

Search Result Rule:  Adhoc Results CU

User Default

Search Fields	Operand	Value
First Name	Begins With	<input type="text"/>
Middle Name	Begins With	<input type="text"/>
Last Name	Begins With	<input type="text"/>
Date of Birth	Equals	<input type="text"/>
National Id	Begins With	<input type="text"/>

## Tip:

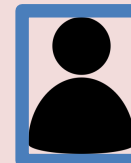
Complete a thorough search before hiring a new employee. New employees may have forgotten a previous CU employment relationship with CU, such as a former student employee. They may be in HCM already with a different last name or a different social security number. If a person already has an HCM EMPLID, 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.



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# Search for Matching Persons



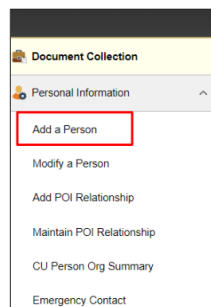
<https://www.cu.edu/docs/sbs-adding-person-interest-poi>

Portal > HCM > HCM Community Users > Non-Pay Actions > Personal Information > Add a Person

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Search Criteria

Search Type: Person ☒ Ad Hoc Search

Search Parameter: ADHOC\_CU1 ADHOC\_CU1

Search Result Rule:  Adhoc Results CU

User Default

Search Fields	Operand	Value
First Name	Begins With	<input type="text"/>
Middle Name	Begins With	<input type="text"/>
Last Name	Begins With	<input type="text"/>
Date of Birth	Equals	<input type="text"/>
National Id	Begins With	<input type="text"/>

## Tip:

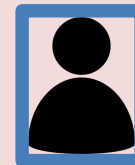
Complete a thorough search before hiring a new employee. New employees may have forgotten a previous CU employment relationship with CU, such as a former student employee. They may be in HCM already with a different last name or a different social security number. If a person already has an HCM EMPLID, 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.



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# Template: Person Search



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

Portal > HCM > HCM Community Users > Transaction Launch Page


## Transaction Launch Page

**Search Criteria**

Empl ID

First Name

Last Name

Date of Birth  

National ID

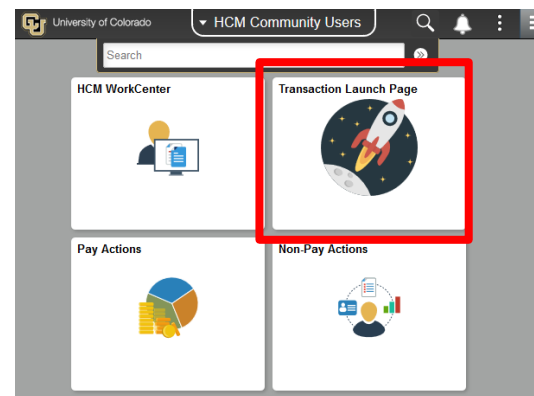
National ID Last 4

Department

\*Search Option

Search

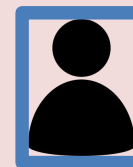
Clear All



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# Template: Person Search



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

Portal > HCM > HCM Community Users > Transaction Launch Page


## Transaction Launch Page

**Search Criteria**

Empl ID

First Name

Last Name

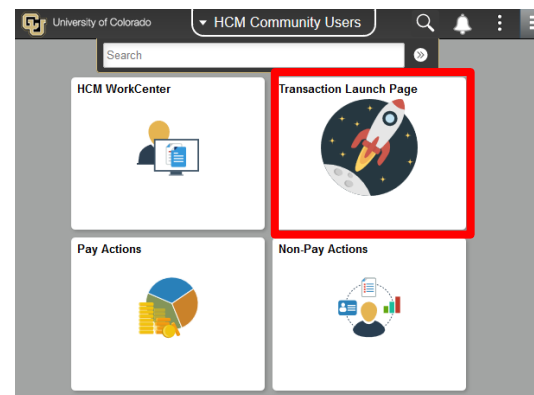
Date of Birth  

National ID

National ID Last 4

Department

\*Search Option





## ATS Applicants

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

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
<input type="checkbox"/>								

## 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"/>															

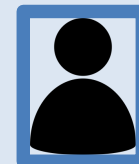
☐ Add a Person



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# Personal Information




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

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

**CU Non-Pay Actions**

 Document Collection

 **Personal Information** ^

Add a Person

Modify a Person

Add POI Relationship

Maintain POI Relationship

CU Person Org Summary

Manage Hires

Emergency Contact

**Personal Information**

Enter any information you have and click Search. Leave fields blank for a li

Find an Existing Value Add a New Value

▼ Search Criteria

Empl ID begins with |

Name begins with |

Last Name begins with |

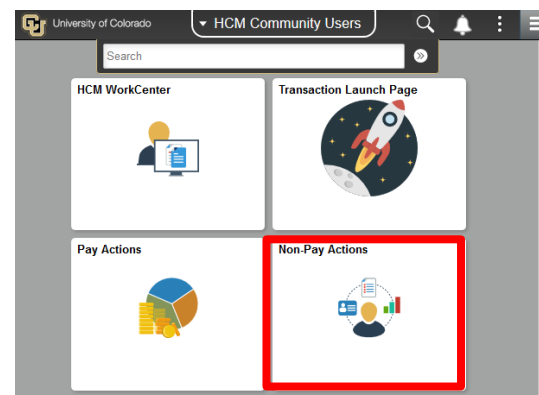
Second Last Name begins with |

Alternate Character Name begins with |

Middle Name begins with |

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria



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# Personal Information



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

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

**Biographical Details** | Contact Information | Regional | CU Personal Data | CU Personal Data I9 | Organizational

**Person ID NEW**  
Find | View All | First 1 of 1 Last

**Name**  
\*Effective Date 09/24/2018  
\*Format Type English  
Display Name Add Name

**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 09/24/2018  
\*Gender Unknown  
\*Highest Education Level A-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

## Tip:

The effective dates in each tab of Personal Information must be before the hire date for the hire transaction.

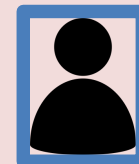
If a new hire transaction is back-dated before the effective date in the personal information tabs, the transaction will fail.



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# Personal Information



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

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

### Address History

Address Type Home

Address History

\*Effective Date 09/25/2018

Country USA

\*Status A

Add Address

### National ID

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

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

Find First 1 of 1 Last

Address

### Person ID NEW

Biographical Details | Contact Information | Regional | CU Personal Data | CU Personal Data I9 | Organizational Relationships

Find | View All | First 1 of 1 Last

Effective Date 09/25/2018

U.S. Citizen or Legal Permanent Resident ☐ Yes ☐ No ☐ Unknown

I-9 Completion Date I-9 Expiration Date

I-9 Verifier Emplid

Passed Date Expiration Date

Effective Date

☐ Privacy Flag

☐ PERA 140 Days

☐ EVerify Pass

### Background Checks

Background Check

Criminal Background Check



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# 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

## Description

Name	
Date of Birth	__ / __ / ____
Gender	Male / Female
Education Level	
Marital Status	
Alternate ID (Student #)	
Social Security No.	__ - __ - ____

## Contact Information

Home Address	
Mailing Address (Multi-state tax)	
Phone (DUO = cell/campus)	__ / ____ - ____
Email Addresses	__ @ __. __

## Regional

Ethnic Group	
Military Status	

## CU Personal Data

Background Check	__ / __ / ____
EVerify	

## CU Personal Data I9

I-9 Completion Date	__ / __ / ____
---------------------	----------------



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# Employee Home Address Query



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

HCM Community Users

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter
Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- TBT Manage Transactions
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

19

Emergency Contacts List

REVISED 07-03-2019: Returns a list of all emergency contacts for employees in a prompted Dept or Node. returns all available phone numbers for each contact. Please note: we have attempted to eliminate duplicate information in this report. However, widely varying phone number formats prevent us for eliminating all duplicates. Please advise your employees to update their data.

60

CUES\_HCM\_EMERGENCY\_CONTACTS

20

Employee Birthdays

This query returns the name, title and birthday (month and day) for active employees by department.

2918

CUES\_HCM\_EE\_BIRTHDAYS

21

Employee Home Address

Produces a listing of employee home addresses by department.

1473

CUES\_HCM\_HOME\_ADDRESS

CUES\_HCM\_HOME\_ADDRESS - Employee Home Address

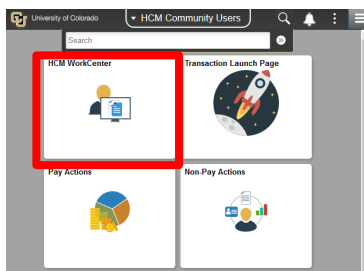
Dept ID (Optional)

Active Employees ONLY

Node (Optional)

Job Family (Optional)

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

HCM Community Users

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter
Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
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- Position Data
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- Personnel Actions History
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Top 15 Listed above. [Click here for ALL](#)

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Produces a listing of employee home addresses by department.

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CUES\_HCM\_HOME\_ADDRESS

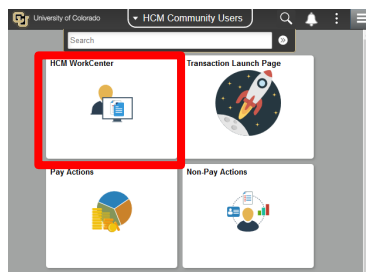
CUES\_HCM\_EMERGENCY\_CONTACTS - Emergency Contacts List

Employee ID (optional):

Dept ID (optional):

Node (optional):

View Results



Dept ID	Employee Status	Employee ID	Last Name	First Name	Primary Contact?	Relationship
			Emergency Contact Name	Emergency Phone	Emergency Phone Type	Alternate Phone
						Alternate Phone Type

Offline Business Process

HCM Transactions

HCM Data

# **JOB DATA**



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# 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.



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# 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

## 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**



**Streamline Guide: Hiring a New Employee (Direct Hire)**



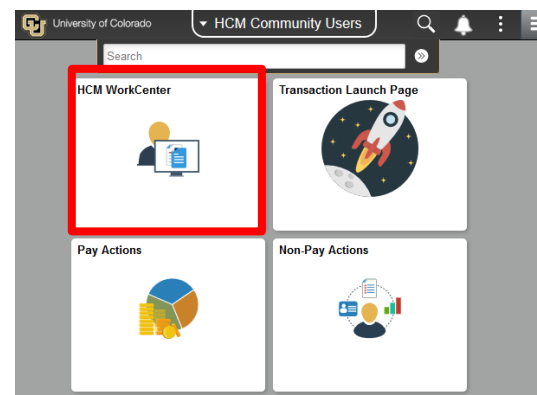
**Streamline Guide: Hiring an Applicant New Hire (ATS)**



**Streamline Guide: Adding an Additional Job**



**Streamline Guide: Hiring a Person of Interest (POI)**



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# 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

Webinars

Recorded Webinars

**HCM Courses**

HCM Practice

## 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



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# Template: Template Action



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

<https://www.cu.edu/docs/sbs-transferring-employee>

Portal > HCM > HCM Community Users > Transaction Launch Page

## Transaction Launch Page

### Search Criteria

Empl ID

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

\*Search Option

From the Search Option list select:

- **Hire**
- **Rehire**
- **Additional Job**
- **Transfer**

After Submit choose:

**New Contract? Yes / No**

### ATS Applicants

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

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
<input type="checkbox"/>								

### 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



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# Template: Template Action



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

<https://www.cu.edu/docs/sbs-transferring-employee>

<https://www.cu.edu/docs/jaid-valid-comp-freq-comp-rate-combinations>

Portal > HCM > HCM Community Users > Transaction Launch Page

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:

Field	Non-Contract Transfer	Contract Transfer
<b>Compensation Frequency</b>	Select how often this employee will be paid.	System displays C and is not editable.
<b>Comp Rate Code</b>	Select the compensation rate code.	System displays BASEC and is not editable.
<b>Compensation Rate</b>	Type the compensation rate that is correct for the employee type. (Hourly rate or annual salary)	Type the amount paid over the payment term of the contract.
<b>Contract Term Period</b>	Does not apply.	Select the term.
<b>CU Contract End Dt</b>	Does not apply.	Select the end date of the contract. This is the date on which payment of the contract ends.



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# Job Data



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

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

CU Pay Actions

Document Collection

Job Information

Job Data

Contract Pay NA

Position Management

Time Collection

Employee Pay Data

CU PETs and Funding

Transaction Status

Transaction Query

Transaction Launch Page

Job Data

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

Find an Existing Value

Keyword Search

Search Criteria

Empl ID 

begins with

Empl Record 

=

Name 

begins with

Last Name 

begins with

Second Last Name 

begins with

Alternate Character Name 

begins with

Middle Name 

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

HCM Community Users

CU HCM User WorkCenter

WorkCenter

Resources

HCM Navigation

ePAR

Personal Information

Job Information

Position Management

University of Colorado

HCM Community Users

Search

HCM WorkCenter

Pay Actions

Non-Pay Actions

# Job Data



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

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

Work Location | Job Information | Payroll | Salary Plan | Compensation

Empl ID  
Employee Empl Record 0

Work Location ? Find First 40 of 42 Last  
Go To Row + -

\*Effective Date 06/25/2000  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

\*Action Data Change  
Reason Data Change Conversion  
\*Job Indicator Primary Job  
History

Position Number 00300111 Program Assistant I  
Override Position Data

Position Entry Date 01/10/2000  
☐ Position Management Record

Regulatory Region USA United States  
Company CU University of Colorado  
Business Unit UCOLO University of Colorado  
Department 30082 GSPA-Extended Studies  
Department Entry Date 06/25/2000  
Location 3LW Lawrence Street  
Establishment ID CU University of Colorado  
Date Created 06/25/2000

USA

☐ Owns 5% (or More) of Company  
Appointment End Date  
☐ Accrue Tenure Services  
Service Calculation Group

Contract Length Not Applicable  
FTE for Tenure Accrual  
FTE for Flex Service Accrual

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

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

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee Empl ID Empl Record 0

Work Location ? Find First 3 of 6 Last

\*Effective Date 09/01/2019 Go To Row

Effective Sequence 1 \*Action Pay Rate Change

Reason Merit - Base Building

HR Status Active \*Job Indicator Primary Job

Payroll Status Active Future

Position Number 00351073 Senior Instructor

Override Position Data

Position Entry Date 01/01/2016

☐ Position Management Record

Regulatory Region USA United States

Company CU University of Colorado

Business Unit UCD Denver Campus

Department 30062 SEHD DEAN

Department Entry Date 01/01/2016

Location 3NC North Classroom

Establishment ID CU University of Colorado

Last Start Date 09/01/2012

Expected Job End Date

Job Data Employment Data Earnings Distribution

Tip:

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

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee Empl ID Empl Record 0

Work Location ? Find First 4 of 6 Last

\*Effective Date 09/01/2019 Go To Row

Effective Sequence 0 \*Action Position Change

Reason Faculty Promotion

HR Status Active \*Job Indicator Primary Job

Payroll Status Active Future

Position Number 00351073 Senior Instructor

Override Position Data

Position Entry Date 01/01/2016

☒ Position Management Record

Regulatory Region USA United States

Company CU University of Colorado

Business Unit UCD Denver Campus

Department 30062 SEHD DEAN

Department Entry Date 01/01/2016

Location 3NC North Classroom

Establishment ID CU University of Colorado

Date Created 07/19/2019

Tip:

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



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# 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

Payroll System Payroll for North America

Payroll for North America ?

Pay Group  Monthly Employee

Employee Type  Salaried

Tax Location Code  DENVER HEAD TAX

GL Pay Type

Combination Code

### 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

Compensation Rate 2,850.000000

\*Frequency  MON Sal

► Comparative Information ?

► Pay Rates ?

Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency▼	Percent		
1 BASEM	0	2,850.000000	USD	M			

### Tip:

Confirm that a valid combination of Frequency, Rate Code, and Comp Rate are used.



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# 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

<b>Work Location</b>	
Effective Date	__ / __ / ____
Effective Sequence	0, 1, 2
Action	
Reason	
Position Number	From Position
Business Unit	From Position
Department	From Position
Location	From Position
<b>Employment Data</b>	
Appointment End Date	__ / __ / ____
<b>Job Information</b>	
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
<b>Payroll</b>	
	CLX, COT, USX, UOT, USN, F12, FOT, MON, RES, SPD, STP, STD, STM, STU, TMP, FRI
Pay Group	
Employee Type	H, S
Tax Location (Physical Work Location)	
<b>Compensation</b>	
Compensation Rate	\$
Frequency	D, H, M, C
Rate Code	BASE_, ____
Comp Rate	\$



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# Personnel Roster Query



Portal > HCM > HCM Community Users > HCM WorkCenter > Resources Tab >  
Click Here for ALL > Personnel Roster

**< HCM Community Users**

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

[Query Manager](#)

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Position Data](#)
- **Personnel Roster**
- [Training Report](#)
- [Paycheck Distribution](#)
- [Dept Personnel & Org Roster](#)
- [TBT Manage Transactions](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [Personnel Actions History](#)
- [Position Funding](#)

Top 15 Listed above. [Click here for ALL](#)

**CU HCM User WorkCenter**

79	Personnel Roster	description, FTE, reg/temp, employee class, etc. for active employees by department ID or campus.	35933	CUES_HCM_PERSONNEL_ROSTER
----	------------------	---	-------	---------------------------

**CUES\_HCM\_PERSONNEL\_ROSTER - Personnel Roster**

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Include Future Job Data ☐

Min Job Code (Optional)

Max Job Code (Optional)

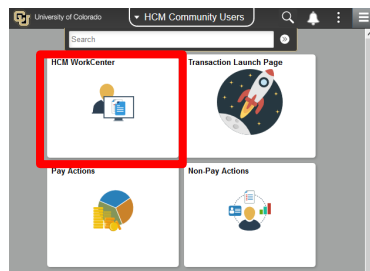
[View Results](#)

Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Business Unit	Dept ID
-----------	------------	---------	----------	----------	------------	---------------	---------

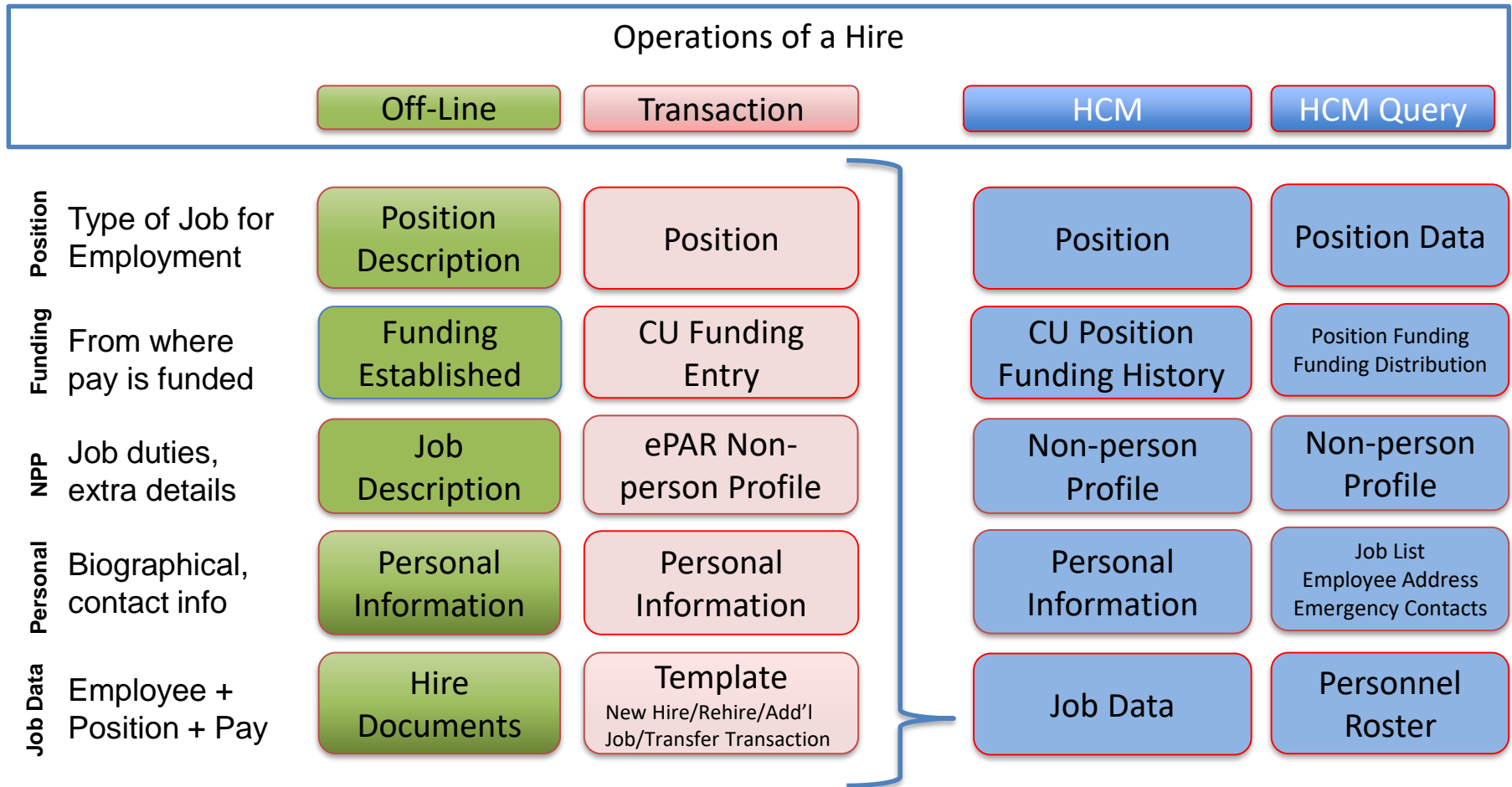
Job Code	Job Title	Position Nbr	Position Title	Reg/Temp	FLSA Status	% Time	Std Hrs/Wk
----------	-----------	--------------	----------------	----------	-------------	--------	------------

Empl Class	Pay Group	Comp Rate	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
------------	-----------	-----------	-----------	-----------	------------	-----------

Job Rcd IBS (UCB Only)	Overall IBS (UCB Only)	Official Email	Supervisor ID	Supervisor Name	Supervisor Email
------------------------	------------------------	----------------	---------------	-----------------	------------------



# Operations of a Hire



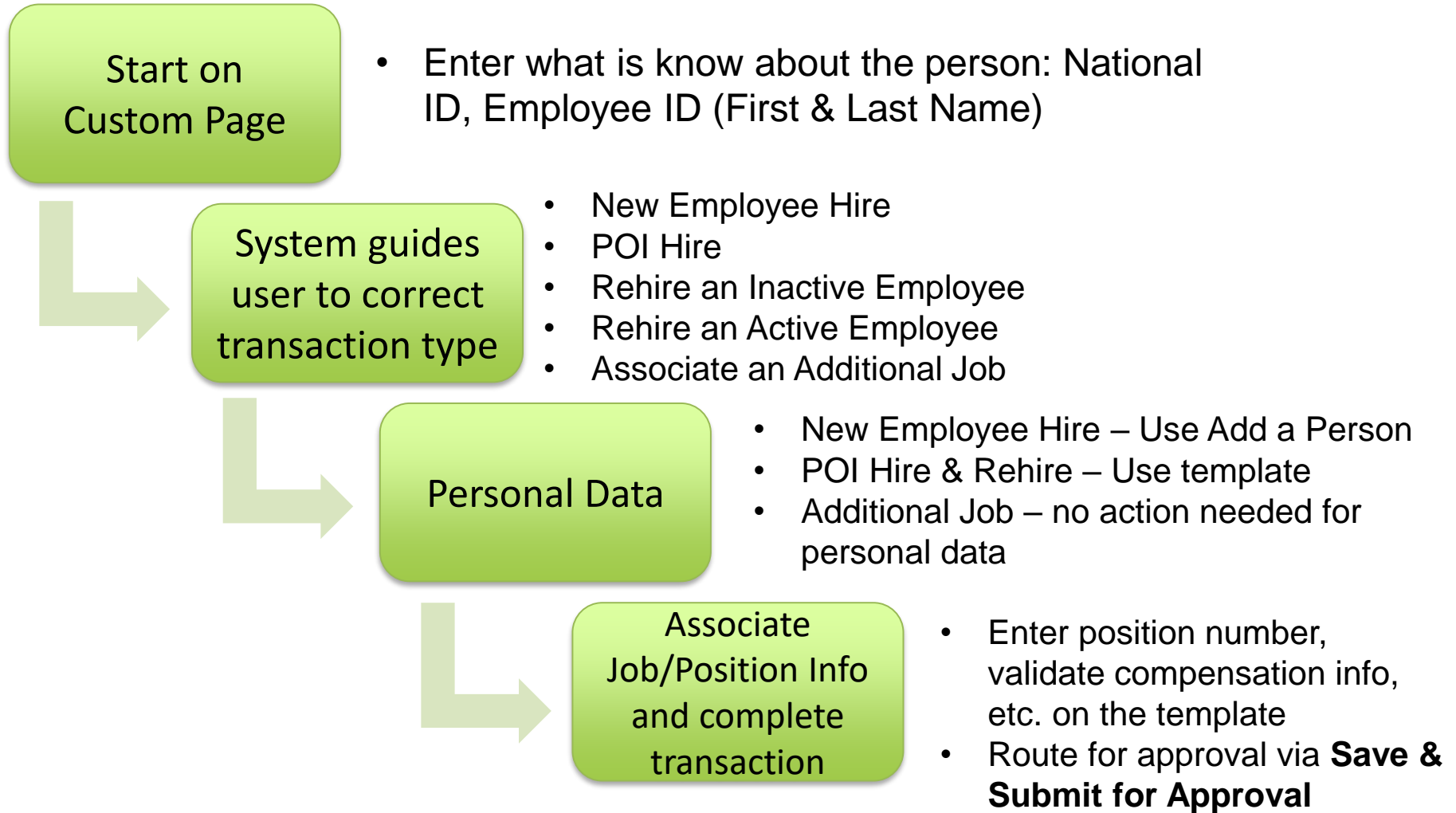
# HIRE CONSIDERATIONS



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# Template Process



# 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

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM					August	2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
19 Run Payroll Register BW PPE 08/10/19	20 MON uploads due 5 pm Pay Run ID MN083119 Processing MON PPE 08/31/19 NO OFF-CYCLE THIS WEEK *	21 PULL DEADLINE 10 AM; BW PPE 08/10/19 Processing MON PPE 08/31/19 NO OFF-CYCLE THIS WEEK *	22 Processing MON PPE 08/31/19	23 BW PPE 08/10/19 PAYDAY (Pay Run ID BW081019) Run Payroll Register MON PPE 08/31/19 NO OFF-CYCLE THIS WEEK *	24/25 PPE 08/24/19 Pay Run ID BW082419 Earn dates 08/11-08/24/19	
26	27 OC082219 uploads due 5 pm	28 PULL DEADLINE 10 AM; MON PPE 08/31/19 Processing OC082219	29 BW uploads due 5 pm	30 Processing BW PPE 08/24/19 MON PPE 08/31/19 PAYDAY Pay run ID MN083119 OC082219 PAYDAY	31/1	

## Hire Scenario # 1

August 19

Create/Update Position

Add Funding row (vacant position)

August 24

Add Row Personal Data Background Check

Effective Date August 24

August 26

Enter Hire transaction

Effective Date August 20

Template will error – Personal Data dated after Hire effective date

## Payroll Scenario # 2

August 19

Create/Update Position

Add Funding row (vacant position)

August 24

Enter Hire transaction

Effective Date August 28

August 26

Enter pay on August 26

Off cycle period = OC082419

Entry will cause an error– employee did not exist when off-cycle began

# Position Data -> Job Data

000000



State Tax  
Local Tax

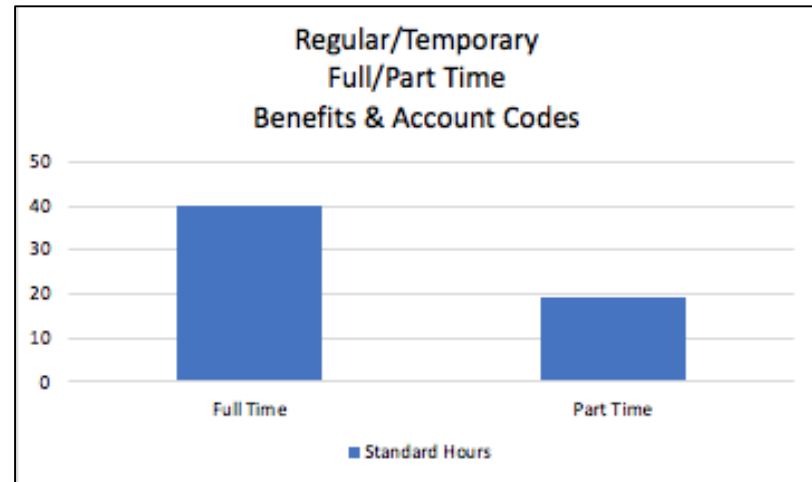
- **REG**
- **OTM**
- **VAC**
- **SCK**

Exempt  
Or  
OT Eligible



# Position Data -> Job Data

FTE	Standard Hours	Percent of Time
1	40	100%
0.875	35	88%
0.75	30	75%
0.625	25	63%
0.5	20	50%



## 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).

# HCM HR Entries – Position – Funding – Personal – Job Data

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

# Internal & Compensating Controls

<https://www.cu.edu/controller/internal-controls-compensating-controls>



# 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.

Webinars	Recorded Webinars	HCM Courses	HCM Practice
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### 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 Practices

**Description:** To hire, or to rehire? 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](#)

Webinars	Recorded Webinars	HCM Courses	HCM Practice
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### 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.

[Complete Course](#)

#### Resources

📍 Step-by-Step: [Hiring an Employee](#)

Tip:  
Additional  
SkillSoft  
training  
courses are  
also  
available.

[HCM Fundamentals](#)

[HCM Paying People](#)

[HCM Updating Data](#)

[Recruiting with CU Careers](#)

[My Leave for Supervisors](#)

# 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/hcmsbs-hiring-employeepdf-13>
- <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



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Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# 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

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Questions and comments are always  
welcome

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