



LET'S TRACE YOUR PATH TO SUCCESS

Here's what you can expect to learn in HCM campus workshops, labs and beyond.

Before training begins, we want to outline key topics and skills you'll learn at each HCM Campus Workshop.

1.

HCM Overview (July 7-21)

Key Skills:

Preview new WorkCenters, transaction pages and Non-Person Profiles; go over new approval processes; discover what changes and what stays the same.

2.

Non-Person Profiles (July 28-Aug. 8)

Key Skills:

Develop familiarity with HCM modules and systems; review key elements of Non-Person Profiles; understand new approval processes.

3.

CU Careers (Aug. 5-18)

Key Skills:

Review the new recruiting process; understand the system workflow between HCM and CU Careers; learn about background check integration, dispositioning candidates, approval process and the new internal career site; run reports; learn about eOffer, a new recruiting feature.

4.

HCM Transactions (Aug. 19-Sept. 21)

Key Skills:

See how transactions for jobs, positions, pay, personnel data and funding will be done; understand the procedure for the new approval processes.

5.

Paying People (Sept. 3-16)

Key Skills:

Understand the high-level process flow of pay, transaction, contract pay and other cases on different cycles; assign and use earning codes and pay groups; review new processes to collect time.



6.

HCM Review and Reports (Sept. 17-30)

Key Skills:

Pull data; run reports and queries for HCM and CU Careers.

7.

Hands-On Open Labs (Oct. 1-29)

Apply your knowledge to real-world scenarios and workflows in HCM.

8.

Go Live (Nov. 3)

Open Labs (Nov. 3 - Dec. 3)

Troubleshoot issues you've come across at live, interactive computer sessions for HCM and CU Careers, and share your tips for success.

9.

Online Training (December)

Coming to my.cu.edu

10.

HCM Community Meetings (Ongoing)

By the time you complete the training series, you'll know HCM inside and out!