

HCM Data Road Map

February 26, 2019
Employee Services



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Overview

- Managing the Master File
- Human Resources to Human Capital Management (HCM)
- Let's Get Started
 - Position
 - Funding Entry
 - Personal Data
 - Job Data
- Additional Compensation
- Templates
- Connecting the Data



MANAGING THE MASTER FILE



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What does HCM do?

- Master File for all CU payroll data
- Timely and accurate data
- Determine benefits
- Maintain leave accruals and usage
- Create paychecks
- Document payroll



How does HCM data work?

- Data stored in tables with fields
- Organizational relationships
- Positions connect to employees/retirees
- Job records – Multiple Jobs
- One paycheck for all jobs
- Benefits distribute across all positions
- Payroll posts to FIN based upon funding



Why is data integrity important?

- Paychecks are accurate
- Employee/Employer – Tax/Deductions
- Fed/State/Local Taxes and Agencies
- Internal reporting (budget, FTE, time, GL)
- External reporting (new hire and classified reports to state agencies)
- PRESERVE historical data – do NOT alter
 - AUDITS: Internal – External – DOL - IRS



HUMAN RESOURCES TO HCM



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Organizational Relationship



Person of Interest



Stipend Recipient



Employee Relationship

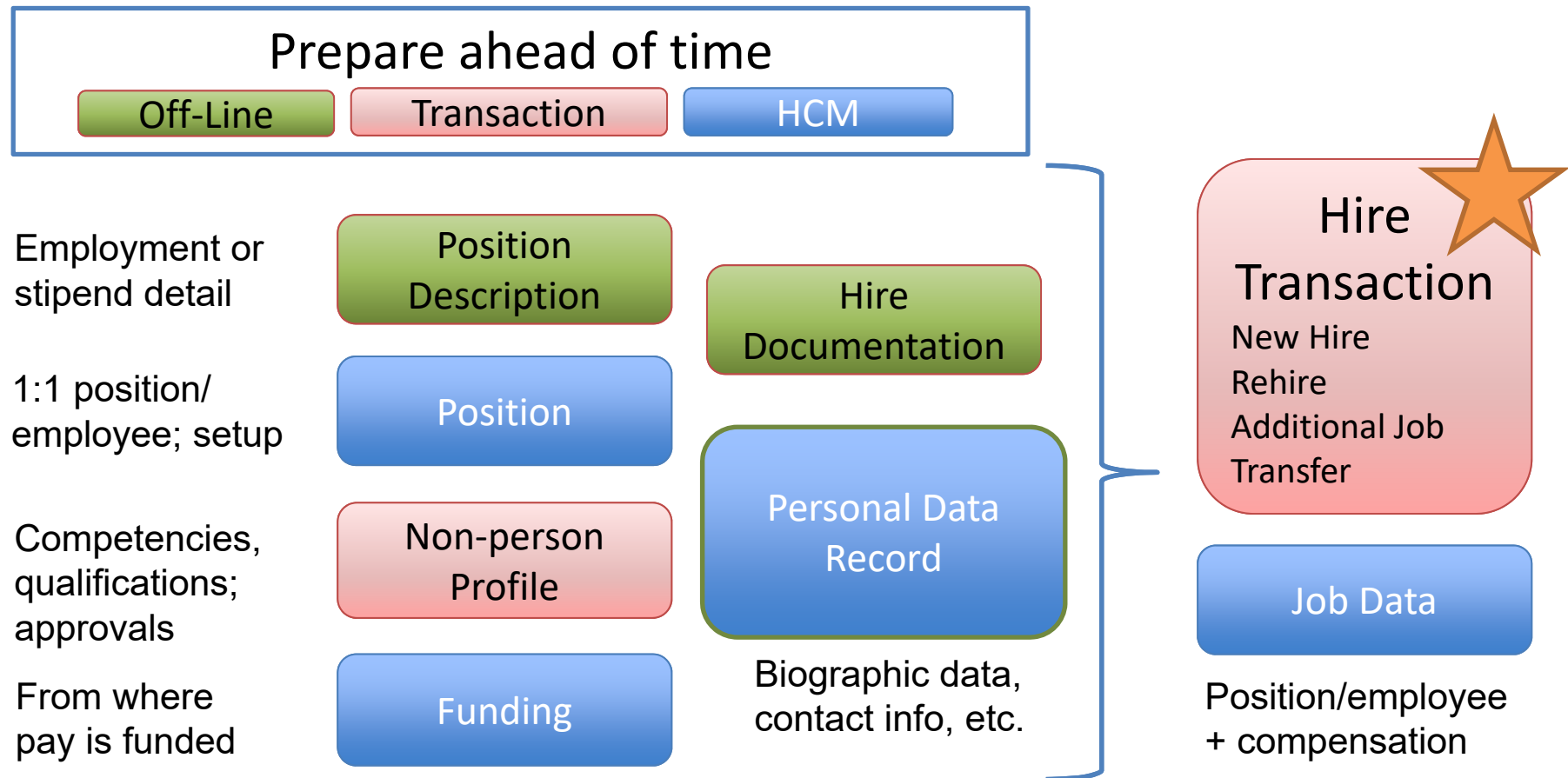


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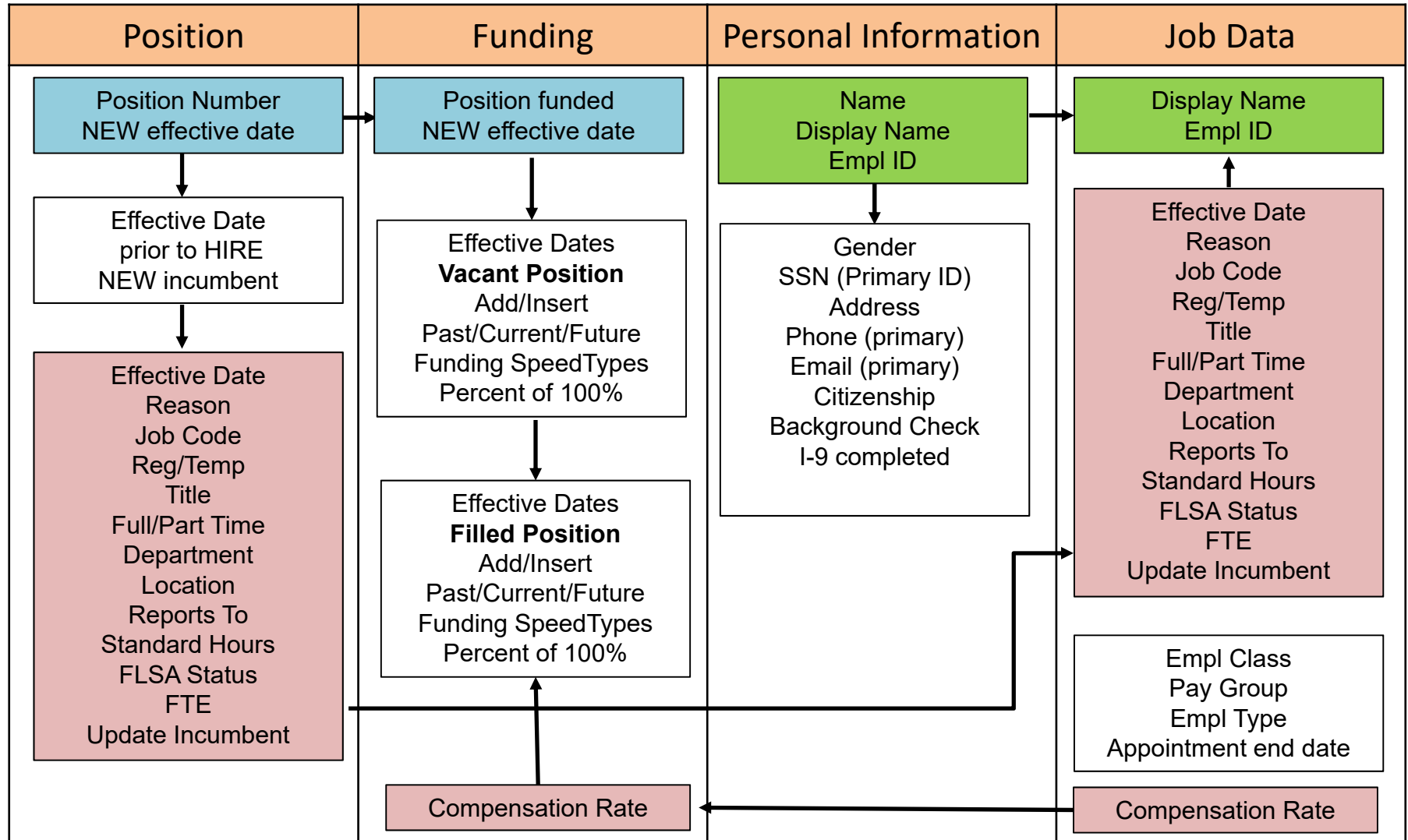
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Components of a Hire

Best Practices: Hire, Rehire, and Position Management –
<https://www.cu.edu/hcm-community/hcm-projects/training-webinars>



Data in HCM



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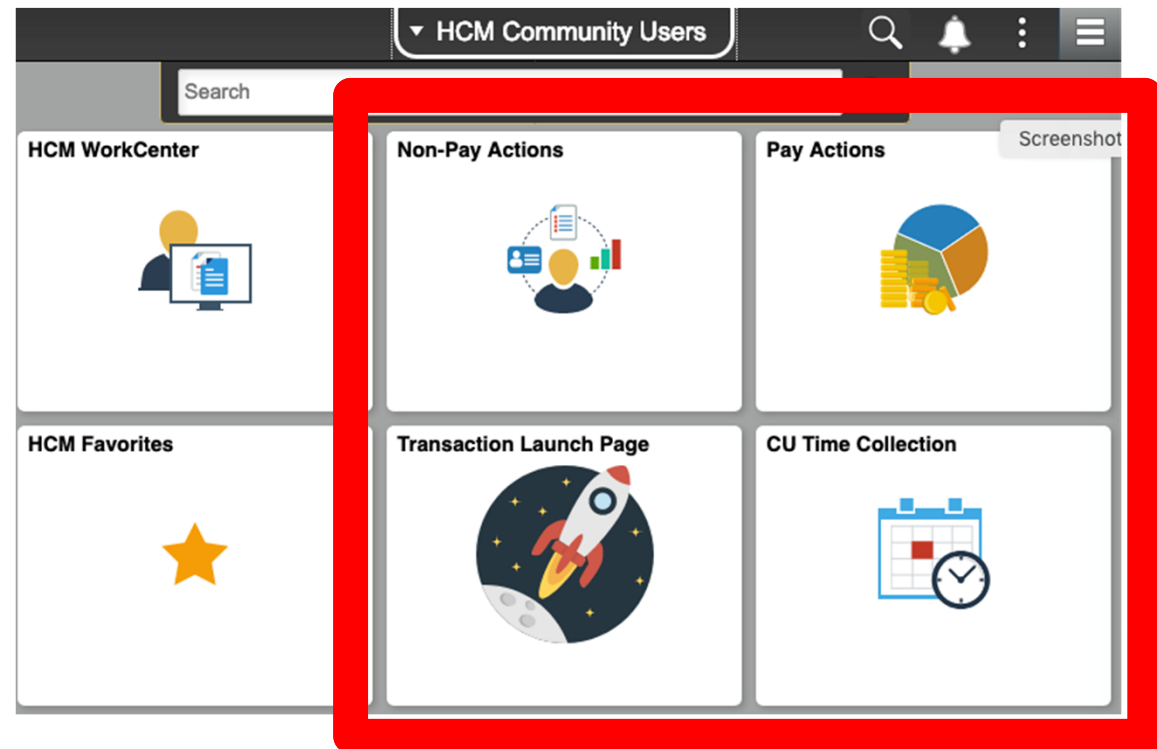
LET'S GET STARTED



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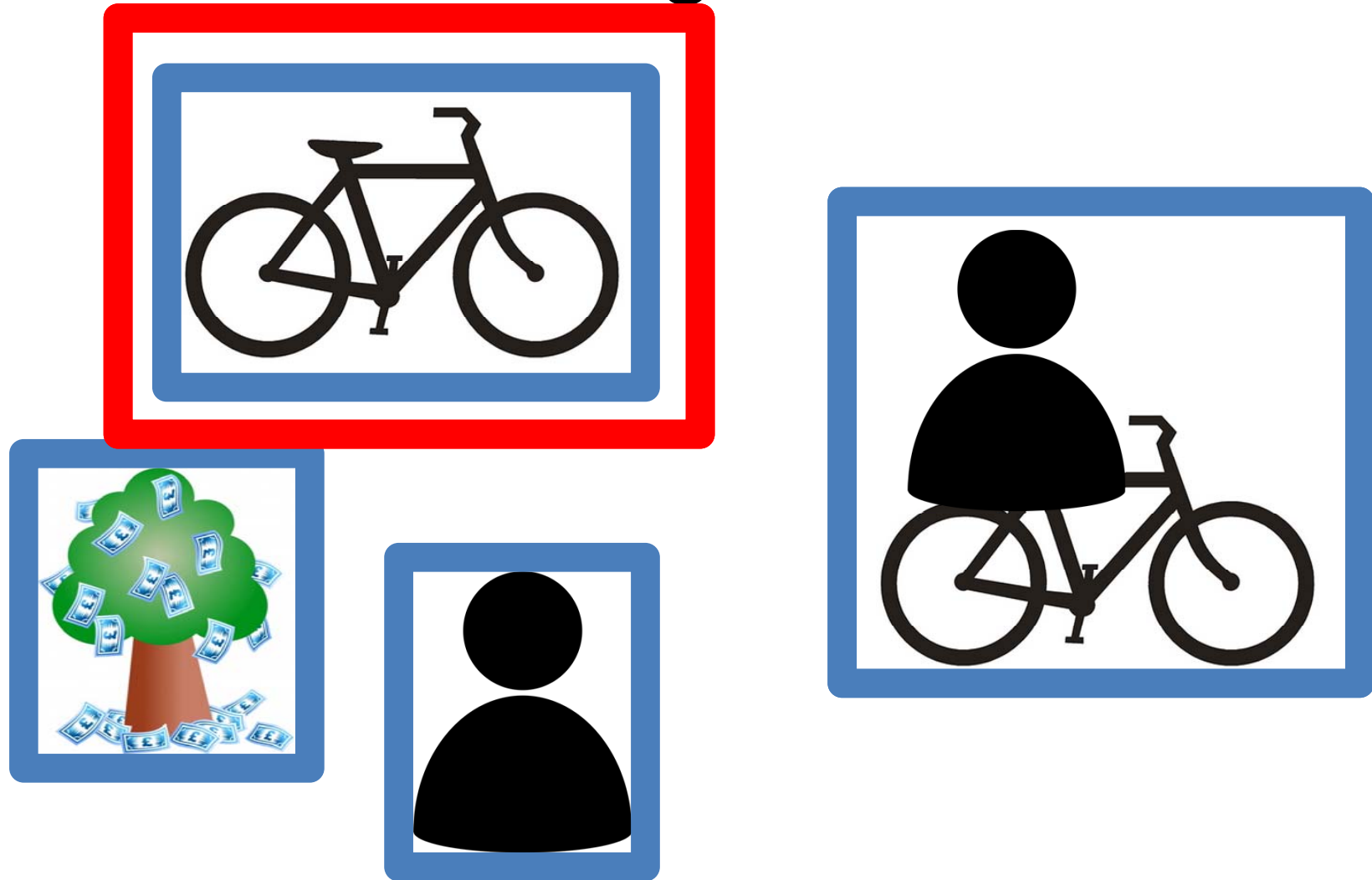
Login to HCM via the Portal



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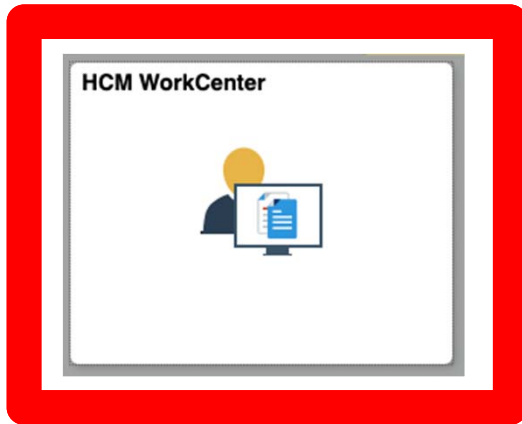
Position, Funding, Person, Job



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CU HCM WorkCenter



CU HCM User WorkCenter

WorkCenter

Resources

HCM Navigation

ePAR

- ePAR Actions
- ePAR Approval
- ePAR Status
- Inquire ePAR Transactions

Personal Information

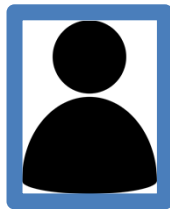
- Modify a Person
- Person Organizational Summary
- Maintain POI Relationship
- Emergency Contact

Job Information

- Job Data

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions



Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU Onetime Deductions Load
- CU One Time Payments Load
- CU One Time Tax Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

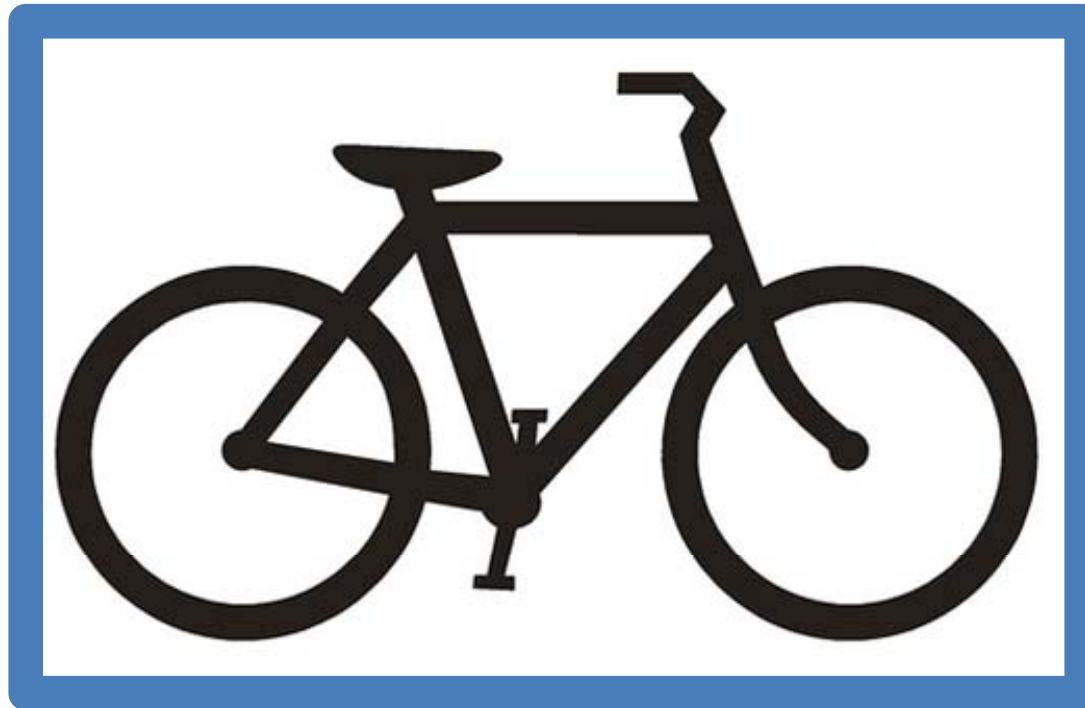
- CU Student Information
- CU Work Study Indicator
- CU Student Info Process
- CU Work Study Awards
- CU Work Study Limits Load
- CU Work Study Report
- CU Work Study Jobs



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Position



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Position



Description

Specific Information

Budget and Incumbents

CU Position Data

Description	Specific Information	Budget and Incumbents	CU Position Data
Position Information			
Position Number 00508204		Current Head Count 0 out of 1	
Headcount Status Open		Status Active	
Effective Date 03/01/2019		Action Date 02/25/2019	
Reason DPC		Department Change	
Position Status Submitted		Status Date 10/07/2013	
		<input type="checkbox"/> Key Position	
Job Information			
Business Unit USYS		System Administration	
Job Code G3A4XX		Admin Assistant III	
Reg/Temp Regular		Full/Part Time Full-Time	
Regular Shift Not Applicable		Union Code	
Title Admin Assistant III		Short Title AdmAsIII Detailed Position Description	
Work Location			
Reg Region USA		United States	
Department 51000		Employee Services	
Location 5UCA		Office of the President	
Reports To 00703909		Administrative Supervisor	
Supervisor Lvl		Dot-Line 00550801 Working PERA Retiree	
		Security Clearance	
Salary Plan Information			
Salary Admin Plan 950		Grade S11	
Standard Hours 40.00		Work Period W Weekly	
Mon 8.00		Tue 8.00	
Wed 8.00		Thu 8.00	
Fri 8.00		Sat 8.00	
Sun			
USA			
Updated on 02/25/2019 7:24:56PM Updated By MCCO000605 Catherine McCoy			



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Position

Add/Update Position Info

Find an Existing Value

Add a New Value

Position Number 00000000

Add

Description

Specific Information

Budget and Incumbents

CU Position Data

Position Information

Position Number 00000000

Headcount Status

*Effective Date 02/26/2019

Reason NEW

New Position

Position Status Proposed

Status Date 02/2

Job Information

Description

Specific Information

Budget and Incumbents

CU P

Position Information

Position Number 00001328

Headcount Status Filled

*Effective Date 02/26/2019

Reason

Position Status Proposed

Job Information

*Business Unit USYS

System Administ

Job Code 2288

Communication

*Reg/Temp Regular

*Regular Shift Not Applicable

Title Graphic Designer

Look Up Reason

Action

POS

Reason Code begins with

Description begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100 First 1-26 of 26 Last

Reason Code Description

ACT	Reactivate Position
APA	Change Appointing Authority
CNV	System Data Conversion
CON	System Study Conv-Classified
DEM	Demotion
DES	Change in Working Title
DPC	Department Change

Help

View All

First

of 2

Last

+ -



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Position



Description | Specific Information | Budget and Incumbents | CU Position Data

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

Position Information

Position Number 00508204
Headcount Status Open
*Effective Date 12/01/2015
Reason CNV
System Data - Conversion
Position Status Approved
Current Head Count 0 out of 1
*Status Active
Action Date 11/24/2015
Status Date 10/07/2013
Key Position

Job Information

Business Unit USYS
Job Code G3A4XX
*Reg/Temp Regular
*Regular Shift Not Applicable
Title Admin Assistant III
System Administration
Admin Assistant III
Full/Part Time Full-Time
Union Code
Short Title AdmAsstIII

Work Location

*Reg Region USA
Department 52000
Location SUCA
Reports To 00703909
Supervisor Lvl
United States
Procurement Service Center
Office of the President
Administrative Supervisor
Company CU
University of Colorado
Dot-Line 00550801
Assoc VP & Chief Proc Officer
Security Clearance

Salary Plan Information

Salary Admin Plan 950
Standard Hours 40.00
Mon 8.00
Tue 8.00
Wed 8.00
Thu 8.00
Fri 8.00
Grade S11
Work Period W
Week
Sun
FLSA Status Nonexempt
Bargaining Unit 8888

Updated on 11/24/2015 11:20:06PM
Updated By GURR000020
Srikanth Gurram



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Position



[Description](#) **[Specific Information](#)** [Budget and Incumbents](#) [CU Position Data](#)

Position Number 00508204
Headcount Status Open Current Head Count 0 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date 03/01/2019 Status Active

Max Head Count
Mail Drop ID
Work Phone
Health Certificate
Signature Authority

Incumbents

- ☐ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☐ Force Update for Title Changes
- ☒ Budgeted Position
- ☐ Confidential Position
- ☐ Job Sharing Permitted
- ☐ Available for Telework

Education and Government

Position Pool ID
*Pre-Encumbrance Indicator No Encumbrance
*Encumber Salary Option Salary Step
*Classified Indicator
Calc Group (Flex Service)
Academic Rank
FTE ☒ Adds to FTE Actual Count

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)



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Position



[Description](#) | [Specific Information](#) | **Budget and Incumbents** | [CU Position Data](#)

Position Number 00508204

Headcount Status Open

Current Head Count 0 out of 1

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents Personalize | Find | 1 of 1

Empl ID ▲	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
	0		0.00		02/25/2019				Job Data

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)



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Position



[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | **[CU Position Data](#)**

Position Number 00508204

Headcount Status Open

Current Head Count 0 out of 1

Position Information [Find](#) | [View All](#) First 1 of 1 Last

Effective Date 12/01/2015 **Status** Active

Campus Box [HRGL Request #](#)

No approvals required

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)



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Position



Position Status

- Proposed
- Submitted
- Approved
- Denied

*Classified Indicator

to Search

Information | Budget and

- ✓ Classified Staff
- Clinical Faculty
- Direct Only
- Fellowship
- High School/Trade School/Oth
- Medical Resident
- None
- Off Cpm WS
- Officer/Exempt/Professional
- Other Faculty
- Other State Institutions
- Regular Faculty
- Research Faculty
- Retirees
- Student Faculty
- Student Hourly
- Student Work Study
- Surviving Spouse
- Temporary
- Temporary

Look Up Reason

Action POS

Reason Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-26 of 26 Last

Reason Code	Description
ACT	Reactivate Position
APA	Change Appointing Authority
CNV	System Data Conversion
CON	System Study Conv-Classified
DEM	Demotion
DPC	Department Change
FLS	Change FLSA Status
INA	Inactivate Position
JCC	Job Code Change
JRC	Job Re-Classification
LCC	Location Change
LOC	Location Change
NEW	New Position
NRC	New Position - CU Recruitment
OTH	Other - Comment Required
PCT	Change Percent Time/Std Hours
PRO	Promotion
REC	Recruitment
RPT	New Supervisor/Manager
RTC	Reports To Change
RTP	Change Regular Temp Status
UFT	Correct FTE -
VNR	Vacant Position
VRC	Vacant Position

Look Up Job Code

Set ID UCOLO

Job Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Job Code	Description
1100	Distinguished Professor
1100CO	Distinguished Prof-Course Ovid
1100SR	Distinguished Prof-Summer Rsrc
1100ST	Distinguished Prof-Summer Tch
1101	Professor
1101CO	Professor-Course Overload
1101SR	Professor-Summer Research
1101ST	Professor-Summer Teaching
1102	Associate Professor
1102CO	Associate Prof-Course Overload
1102SR	Associate Prof-Summer Rsrc
1102ST	Associate Prof-Summer Teaching
1103	Asst Professor
1103CO	Asst Professor-Course Overload
1103SR	Asst Professor-Summer Research
1103ST	Asst Professor-Summer Teaching
1104	Senior Instructor
1104CO	Senior Instructor-Course Ovrld
1104ST	Senior Instructor-Summer Teach
1105	Instructor
1105CO	Instructor-Course Overload



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Position

Look Up Reason

Action POS

Reason Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-26 of 26 Last

Reason Code	Description
ACT	Reactivate Position
APA	Change Appointing Authority
CNV	System Data Conversion
CON	System Study Conv-Classified
DEM	Demotion
DES	Change in Working Title
DPC	Department Change
FLS	Change FLSA Status
INA	Inactivate Position
JCC	Job Code Change
JRC	Job Re-Classification
LCC	Location Change
LOC	Location Change
NEW	New Position
NRC	New Position - CU Recruitment
OTH	Other - Comment Required
PCT	Change Percent Time/Std Hours
PRO	Promotion
REC	Recruitment
RPT	New Supervisor/Manager
RTC	Reports To Change
RTP	Change Regular Temp Status
UFT	Correct FTE -
VNR	Vacant Position
VRC	Vacant Position

Position Information

Position Number 00001328

Headcount Status Filled

Reason

Position Status Proposed

Job Information

*Business Unit USYS System Administrator

Job Code 2288 Communication

*Reg/Temp Regular

*Regular Shift Not Applicable

Title Graphic Designer

Work Location

*Reg Region USA United States

Department 51000 Employee Services

Location 5UCA Office of the President

Reports To 00669328 Assistant Director

Supervisor Lvl

Salary Plan Information

Salary Admin Plan 228 Grade A08

Standard Hours 40.00 Work Period W

Mon	Tue	Wed	Thu
8.00	8.00	8.00	8.00

Updated on 02/26/2019 1:39:10PM



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Position



CU Funding Earnings

Funding Entry Deductions

CU Funding Entry Taxes

HRGL Request #:

Funding Entry Status: Searched/Draft

Originator: McCoy, Catherine Louise

Initiator:

Budget Begin Date: 07/01/2018

Budget End Date: 06/30/2019

Created Date/Time: 03/05/2019 7:04PM

Submitted Date/Time:

Completed Date/Time:

Last Update Timestamp:

Fiscal Year: 2019

Department: 51000

Funding Entry

Position Number: 00508204 Admin Assistant III

Effective Date: 03/01/2019

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 Hours	Annual Comp Rate
1		0		0													

Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	Description
1	View Details	DBT	07/01/2018	0				
2	SCHR000001-20170705-259	PET	12/31/2018	0	Completed	07/05/17 12:00AM	SCHR000001	Sohryver, Sharon Ann
3	SCHR000001-20170705-259	PET	11/30/2016	0	Completed	07/05/17 12:00AM	SCHR000001	Sohryver, Sharon Ann
4	SCHR000001-20170705-259	PET	10/31/2016	0	Completed	07/05/17 12:00AM	SCHR000001	Sohryver, Sharon Ann
5	SCHR000001-20170705-259	PET	09/30/2016	0	Completed	07/05/17 12:00AM	SCHR000001	Sohryver, Sharon Ann

New Distribution Data

ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code	Department	Program Code	Project	Account	PC Business Unit	Activity	Chartfield Descr
1	51090510	ES PAYROLL COUNSELORS				100.000	10	51005	47319		444444			Chartfield Descr

Comments

Comment	Date/Time Created	Added by User
Move position to 51000.	02/25/19 7:22:26.000000PM	McCoy, Catherine Louise

Attachments

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

Save / Submit



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Position



Description	Specific Information	Budget and Incumbents	CU Position Data
<p>Position Number 00508204</p> <p>Headcount Status Open</p> <p>Current Head Count 0 out of 1</p>			
<p>Position Information</p> <p>Effective Date 03/01/2019</p> <p>Status Active</p> <p>Campus Box 005 UCA</p> <p>HRGL Request # MCCO000605-20190225-001</p> <p>Submit</p>			

Find | View All First 1 of 2 Last

Save Return to Search Notify Add Include History Correct Hi

Description | Specific Information | Budget and Incumbents | CU Position Data



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Position



CU Position Data

Position Number 00508204
Headcount Status Open
Current Head Count 0 out of 1

Position Information Find | View All First 1 of 2 Last

Effective Date 03/01/2019 Status Active

Campus Box 005 UCA HRGL Request # MCCO000605-20190225-001

Position Approval

POSITION_NBR=00508204, DATE_OPTION=2019-03-01:Pending

Campus = Systems (USYS)

Pending
Multiple Approvers
Classified Staff

Return to Search Notify Add

Description | Specific Information | Budget and Incumbents | CU Position Data

Approver #1
Name: Hooker, Tracy Konen
Description: Hooker, Tracy Konen

Approver #2
Name: Klymkow, Kymberly
Description: Klymkow, Kymberly

Approver #3
Name: Ashley Sonja Eschler
Description: Ashley Sonja Eschler

Approver #4
Name: Bermudez, Savannah Nicole
Description: Bermudez, Savannah Nicole

Approver #5
Name: Alexander, James
Description: Alexander, James

Close



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HCM Resources Tab



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](#)
- [Dept Personnel & Org Roster](#)
- [Paycheck Distribution](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [Personnel Actions History](#)
- [Funding Suspense Current Row](#)
- [Position Funding](#)

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

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

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

Vacant ONLY ☐

[View Results](#)



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Position Data Query



Description	
Company	CU = Employees (CUR = Retirees)
Position Nbr	NEW or existing
Headcount Status	
Current Headcount	
Max Headcount	
Eff Date	Date data is active
Eff Status	
Action Reason	**Choose from List
Action Date	
Position Status	Approved
Status Date	
Business Unit	Campus
Job Code	**Choose from List
Job Title	
Reg/Temp	Use Temp if less than one year
Full/Part Time	Use Full Time if more than 20 hrs

Business Title	Use the directory description
Dept ID	Row level access is determined
Dept Name	
Location	Physical work location
Reports To	Supervisor; Approves leave
Dotted-Line	Appointing Authority for Classified
Std Hrs/Wk	>= 20 Benefits eligible (see matrix)
FLSA Status	Non-Exempt = Overtime eligible

Specific Information

Update Incumbents	Must be checked to update JOB DATA
Classified Indicator	Classified, University, Faculty, Student
FTE	Auto adjusts to Std Hrs/Wk

Budget and Incumbents

View Incumbents	Employee hired into this position
-----------------	-----------------------------------

CU Position Data

Campus Box	For Intercampus Mail
View Funding	HRGL Request # reference



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Position Data Checklist



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	
Dept ID	-----
Dept Name	
Location	-----

Reports To	-----
Dotted-Line	-----
Std Hrs/Wk	__ . __
FLSA Status	Exempt / Non-exempt
Update Incumbents	
Classified Indicator	**
FTE	__ . __
View Incumbents	(Job Data Link)
Campus Box	-----

HRGL Request # reference	- ----- -

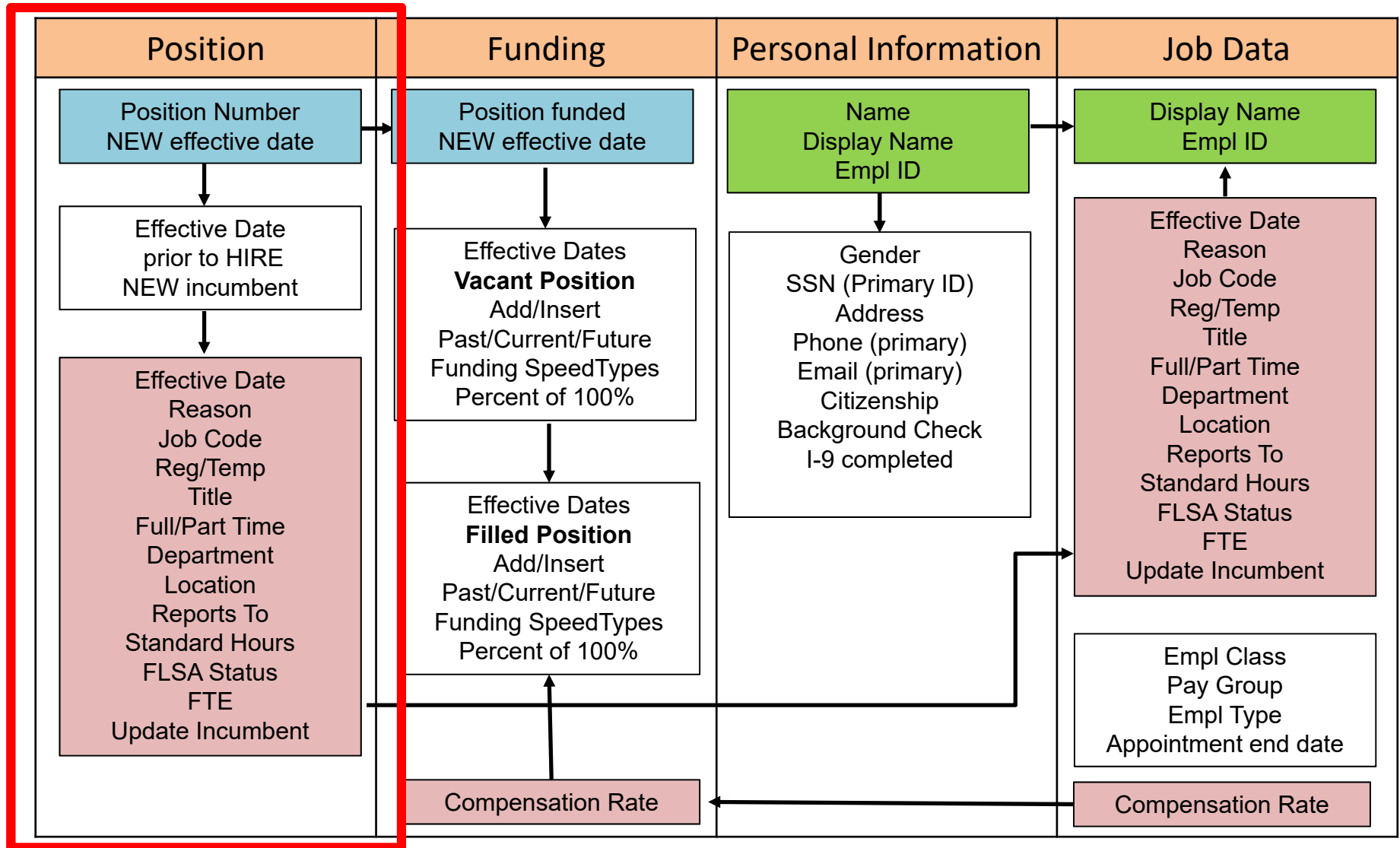
**Choose from list



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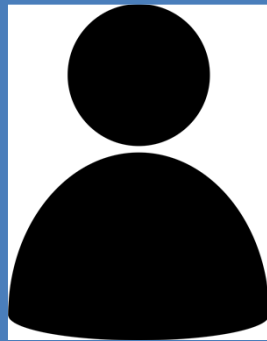
Data in HCM



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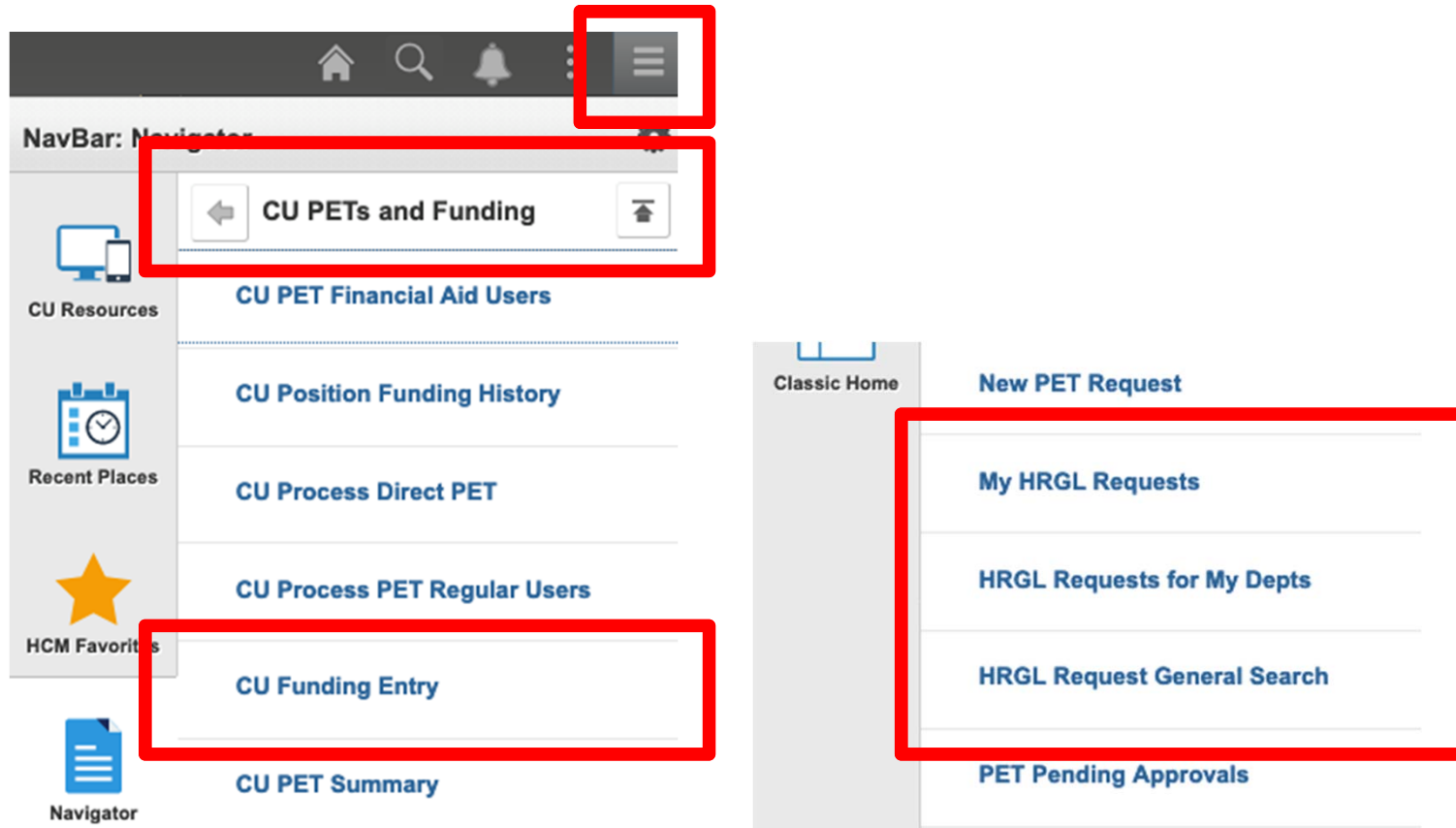
Position, Funding, Person, Job



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Funding Entry



The screenshot displays the University of Colorado HR system interface. The top navigation bar includes a home icon, a search icon, a notification bell, and a menu icon (highlighted with a red box). Below the navigation bar, the 'NavBar: Navigator' section is visible. The 'CU PETs and Funding' link is highlighted with a red box. The left sidebar contains links for 'CU Resources', 'Recent Places', 'HCM Favorites', and 'Navigator'. The main content area lists several options: 'CU PET Financial Aid Users', 'CU Position Funding History', 'CU Process Direct PET', 'CU Process PET Regular Users', 'CU Funding Entry' (highlighted with a red box), and 'CU PET Summary'. On the right side, the 'New PET Request' section is visible, containing links for 'My HRGL Requests', 'HRGL Requests for My Depts', 'HRGL Request General Search', and 'PET Pending Approvals' (all highlighted with a red box).



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Funding



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Funding Entry



CU Funding Earnings

Funding Entry Deductions

CU Funding Entry Taxes

HRGL Request #:

Funding Entry Status: Searched/Draft

Originator: McCoy, Catherine Louise

Initiator:

Budget Begin Date: 07/01/2018

Budget End Date: 06/30/2019

Created Date/Time: 03/05/2019 7:04PM

Submitted Date/Time:

Completed Date/Time:

Last Update Timestamp:

Fiscal Year: 2019

Department: 51000

Funding Entry

Position Number: 00508204 Admin Assistant III

Effective Date: 03/01/2019

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 Hours	Annual Comp Rate
1			0		0													

Department Budget and PET History

View Details	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Start/End Date/Time	Originator/Updater	Description
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Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
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Save / Submit



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HCM Resources Tab



CU HCM User WorkCenter

WorkCenter **Resources**

HCM Queries

Query Manager

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

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

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 ☐



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Position Funding Query

Position Nbr	Business Title	Busniess Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Funding Begin Date	Date Entered
1 00508204	Admin Assistant III	USYS	52000	Procurement Service Center	G3A4XX	Admin Assistant III	CU	07/01/2018	06/08/2018

SpeedType	SpeedType Status	SpeedType Descr	% of Distribution	Fund Code	Organization	Program Code	Project ID	Project Status	Project End Date	Sub-Class	Funding End Date	Budget End Date	Headcount Status	Current Headcount	Max Headcount
52690286	Active	PSC Projects	100.000	26	52005	47227						06/30/2019	Open	0	1



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HCM Resources Tab



CU HCM User WorkCenter

WorkCenter **Resources**

HCM Queries

Query Manager

- **Funding Distribution**
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Dept Personnel & Org Roster
- Paycheck Distribution
- Leave Balances
- Leave Accruals
- Personnel Actions History
- Funding Suspense Current Row
- Position Funding

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

CUES_HCM_FUNDING_DISTRIBUTION - Funding Distribution

EmpID (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](#)



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Funding Distribution

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
291466	0	60017	AVCASA-FA Financial Aid	01/27/2019	0	A	4101	Student Asst I T		1.00	2.50	12.00	H	05/27/2017	00623495

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
60017	03/22/2016	07/01/2018	0	100.000	61018449	FINANCIAL AID ADMIN	Active	10	60017	21705						06/30/2019



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Funding Data Checklist



Std Hrs/Wk	Use to calc % time
% Time	
Comp Rate	\$
Comp Freq	Pay Begin Date
Appoint End Dt	Stops encumbrances
Position Nbr	_____
Fund Eff Dt	__ / __ / ____
Fund Eff Seq	0 / 1 / 2
Distrb %	Total = 100%

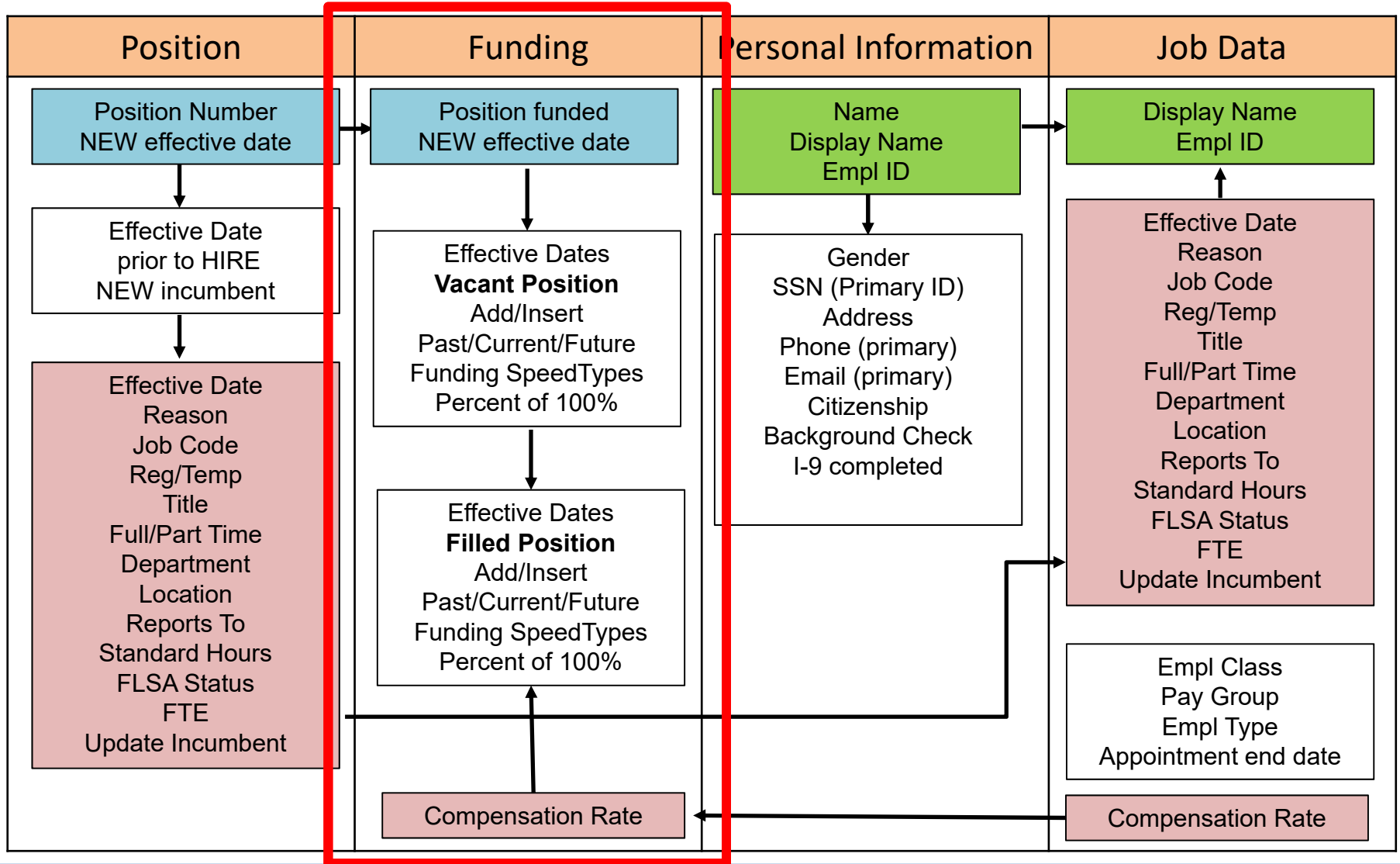
SpeedType	_____
SpeedType Descr	
SpeedType Status	Active
Fund	__
Org	_____
Program OR	
Project	
Project Status	Pre-Spending / Open
Sub-Class	
Project End Date	__ / __ / ____
Funding End Dt	__ / __ / ____
Budget End Dt	__ / __ / ____



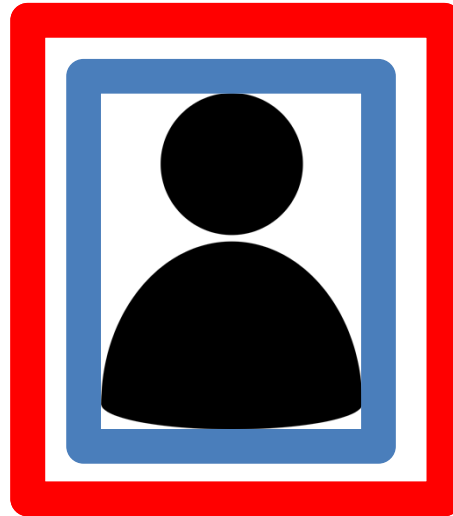
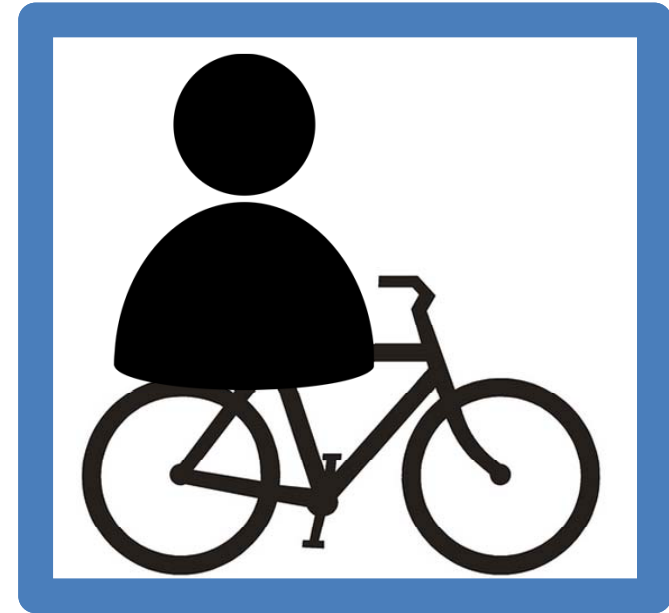
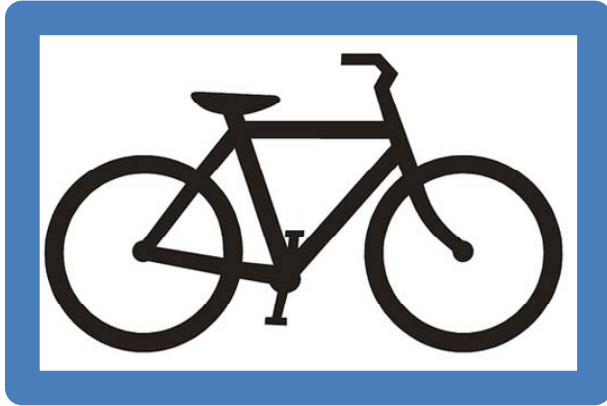
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Data in HCM



Position, Funding, Person, Job



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CU HCM WorkCenter

The diagram illustrates the CU HCM WorkCenter interface. A red box highlights the 'HCM WorkCenter' logo in the top left. Another red box highlights the 'Personal Information' section, which includes options like 'Modify a Person', 'Person Organizational Summary', 'Maintain POI Relationship', and 'Emergency Contact'. A blue box highlights the 'Job Information' section, which includes 'Contract Pay'. Another blue box highlights the 'Position Management' section, which includes 'Position Information', 'Position Summary', 'Position History', 'Budget Status', and 'Vacant Budgeted Positions'. A third blue box highlights the 'Employee Pay Data' section, which includes 'Create Additional Pay'. A fourth blue box highlights the 'Student Info & Processes' section, which includes 'CU Student Information', 'CU Work Study Indicator', 'CU Student Info Process', 'CU Work Study Awards', 'CU Work Study Limits Load', 'CU Work Study Report', and 'CU Work Study Jobs'. A fifth blue box highlights the 'Time Collection' section, which includes 'CU Employee Reported Time', 'CU Reported Time Summary', 'CU Onetime Deductions Load', 'CU One Time Payments Load', and 'CU One Time Tax Load'. A sixth blue box highlights the 'Profile Management' section, which includes 'Person Profiles', 'Non-person Profiles', and 'Training'. A seventh blue box highlights the 'ePAR' section, which includes 'ePAR Actions', 'ePAR Approval', 'ePAR Status', and 'Inquire ePAR Transactions'. A eighth blue box highlights the 'Resources' tab. A ninth blue box highlights the 'WorkCenter' tab. A tenth blue box highlights the 'HCM Navigation' section. A eleventh blue box highlights the 'CU HCM User WorkCenter' header. A twelfth blue box highlights the 'CU HCM WorkCenter' logo. A thirteenth blue box highlights the 'CU HCM WorkCenter' logo. A fourteenth blue box highlights the 'CU HCM WorkCenter' logo. A fifteenth blue box highlights the 'CU HCM WorkCenter' logo. A sixteenth blue box highlights the 'CU HCM WorkCenter' logo. A seventeenth blue box highlights the 'CU HCM WorkCenter' logo. An eighteenth blue box highlights the 'CU HCM WorkCenter' logo. A nineteenth blue box highlights the 'CU HCM WorkCenter' logo. A twentieth blue box highlights the 'CU HCM WorkCenter' logo. A twenty-first blue box highlights the 'CU HCM WorkCenter' logo. A twenty-second blue box highlights the 'CU HCM WorkCenter' logo. A twenty-third blue box highlights the 'CU HCM WorkCenter' logo. A twenty-fourth blue box highlights the 'CU HCM WorkCenter' logo. A twenty-fifth blue box highlights the 'CU HCM WorkCenter' logo. A twenty-sixth blue box highlights the 'CU HCM WorkCenter' logo. A twenty-seventh blue box highlights the 'CU HCM WorkCenter' logo. A twenty-eighth blue box highlights the 'CU HCM WorkCenter' logo. A twenty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A thirtieth blue box highlights the 'CU HCM WorkCenter' logo. A thirty-first blue box highlights the 'CU HCM WorkCenter' logo. A thirty-second blue box highlights the 'CU HCM WorkCenter' logo. A thirty-third blue box highlights the 'CU HCM WorkCenter' logo. A thirty-fourth blue box highlights the 'CU HCM WorkCenter' logo. A thirty-fifth blue box highlights the 'CU HCM WorkCenter' logo. A thirty-sixth blue box highlights the 'CU HCM WorkCenter' logo. A thirty-seventh blue box highlights the 'CU HCM WorkCenter' logo. A thirty-eighth blue box highlights the 'CU HCM WorkCenter' logo. A thirty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A fortieth blue box highlights the 'CU HCM WorkCenter' logo. A forty-first blue box highlights the 'CU HCM WorkCenter' logo. A forty-second blue box highlights the 'CU HCM WorkCenter' logo. A forty-third blue box highlights the 'CU HCM WorkCenter' logo. A forty-fourth blue box highlights the 'CU HCM WorkCenter' logo. A forty-fifth blue box highlights the 'CU HCM WorkCenter' logo. A forty-sixth blue box highlights the 'CU HCM WorkCenter' logo. A forty-seventh blue box highlights the 'CU HCM WorkCenter' logo. A forty-eighth blue box highlights the 'CU HCM WorkCenter' logo. A forty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A fiftieth blue box highlights the 'CU HCM WorkCenter' logo. A fifty-first blue box highlights the 'CU HCM WorkCenter' logo. A fifty-second blue box highlights the 'CU HCM WorkCenter' logo. A fifty-third blue box highlights the 'CU HCM WorkCenter' logo. A fifty-fourth blue box highlights the 'CU HCM WorkCenter' logo. A fifty-fifth blue box highlights the 'CU HCM WorkCenter' logo. A fifty-sixth blue box highlights the 'CU HCM WorkCenter' logo. A fifty-seventh blue box highlights the 'CU HCM WorkCenter' logo. A fifty-eighth blue box highlights the 'CU HCM WorkCenter' logo. A fifty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A sixtieth blue box highlights the 'CU HCM WorkCenter' logo. A sixty-first blue box highlights the 'CU HCM WorkCenter' logo. A sixty-second blue box highlights the 'CU HCM WorkCenter' logo. A sixty-third blue box highlights the 'CU HCM WorkCenter' logo. A sixty-fourth blue box highlights the 'CU HCM WorkCenter' logo. A sixty-fifth blue box highlights the 'CU HCM WorkCenter' logo. A sixty-sixth blue box highlights the 'CU HCM WorkCenter' logo. A sixty-seventh blue box highlights the 'CU HCM WorkCenter' logo. A sixty-eighth blue box highlights the 'CU HCM WorkCenter' logo. A sixty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A seventieth blue box highlights the 'CU HCM WorkCenter' logo. A seventy-first blue box highlights the 'CU HCM WorkCenter' logo. A seventy-second blue box highlights the 'CU HCM WorkCenter' logo. A seventy-third blue box highlights the 'CU HCM WorkCenter' logo. A seventy-fourth blue box highlights the 'CU HCM WorkCenter' logo. A seventy-fifth blue box highlights the 'CU HCM WorkCenter' logo. A seventy-sixth blue box highlights the 'CU HCM WorkCenter' logo. A seventy-seventh blue box highlights the 'CU HCM WorkCenter' logo. A seventy-eighth blue box highlights the 'CU HCM WorkCenter' logo. A seventy-ninth blue box highlights the 'CU HCM WorkCenter' logo. An eightieth blue box highlights the 'CU HCM WorkCenter' logo. An eighty-first blue box highlights the 'CU HCM WorkCenter' logo. An eighty-second blue box highlights the 'CU HCM WorkCenter' logo. An eighty-third blue box highlights the 'CU HCM WorkCenter' logo. An eighty-fourth blue box highlights the 'CU HCM WorkCenter' logo. An eighty-fifth blue box highlights the 'CU HCM WorkCenter' logo. An eighty-sixth blue box highlights the 'CU HCM WorkCenter' logo. An eighty-seventh blue box highlights the 'CU HCM WorkCenter' logo. An eighty-eighth blue box highlights the 'CU HCM WorkCenter' logo. An eighty-ninth blue box highlights the 'CU HCM WorkCenter' logo. A ninetieth blue box highlights the 'CU HCM WorkCenter' logo. A ninety-first blue box highlights the 'CU HCM WorkCenter' logo. A ninety-second blue box highlights the 'CU HCM WorkCenter' logo. A ninety-third blue box highlights the 'CU HCM WorkCenter' logo. A ninety-fourth blue box highlights the 'CU HCM WorkCenter' logo. A ninety-fifth blue box highlights the 'CU HCM WorkCenter' logo. A ninety-sixth blue box highlights the 'CU HCM WorkCenter' logo. A ninety-seventh blue box highlights the 'CU HCM WorkCenter' logo. A ninety-eighth blue box highlights the 'CU HCM WorkCenter' logo. A ninety-ninth blue box highlights the 'CU HCM WorkCenter' logo. A hundredth blue box highlights the 'CU HCM WorkCenter' logo.

CU HCM WorkCenter

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

- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU Onetime Deductions Load
- CU One Time Payments Load
- CU One Time Tax Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

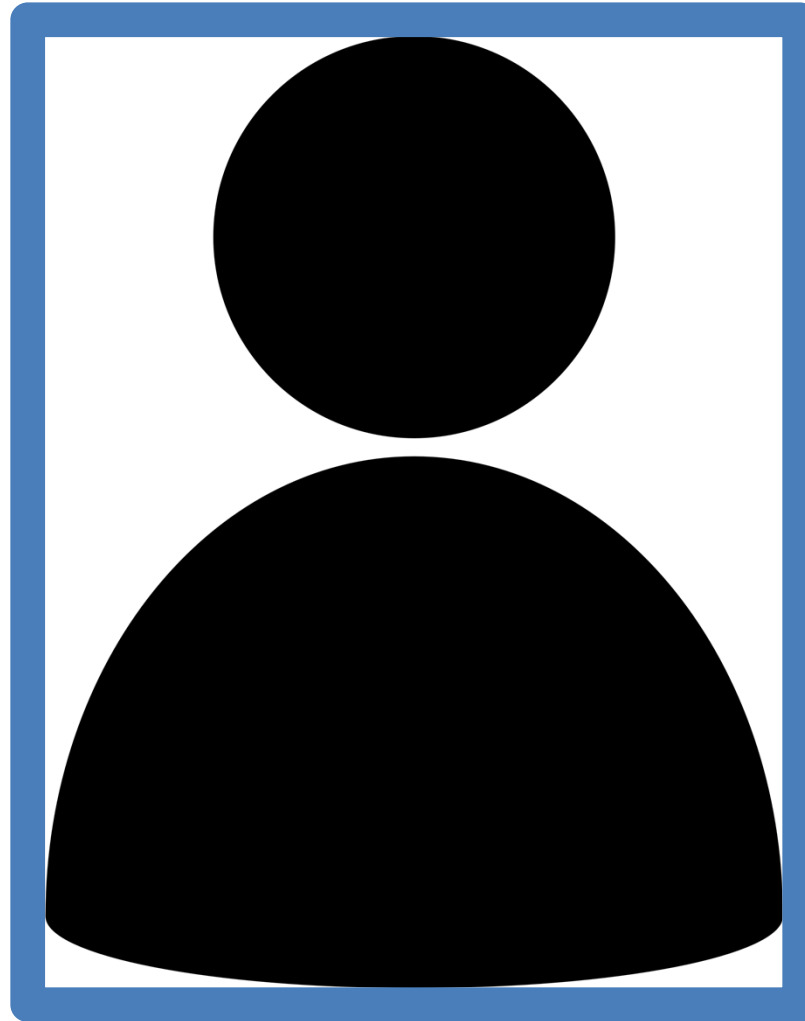
- CU Student Information
- CU Work Study Indicator
- CU Student Info Process
- CU Work Study Awards
- CU Work Study Limits Load
- CU Work Study Report
- CU Work Study Jobs



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Personal Information



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Personal Information



Biographical Details

Contact Information

Regional

CU Personal Data

CU Personal Data I9

Organizational
Relationship

Biographical Details

Contact Information

Regional

CU Personal Data

CU Personal Data I9

Organizational

Person ID NEW

Name

Find | View All

First 1 of 1 Last

*Effective Date09/24/2018

*Format TypeEnglish

Display Name

Add Name

Biographic Information

Date of Birth

Years 0

Months 0

Birth CountryUSA

United States

Birth State

Birth Location

☐ Waive Data Protection

Biographical History

Find | View All

First 1 of 1 Last

*Effective Date09/24/2018

*GenderUnknown

*Highest Education LevelA-Not Indicated

*Marital StatusUnknown

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		<input checked="" type="checkbox"/>



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Personal Information



Personal Information

[Find an Existing Value](#)[Add a New Value](#)

Empl ID

[Add](#)



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Personal Information



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

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 2/1/2019 + -

*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 02/25/2019 + -

*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		<input checked="" type="checkbox"/>



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Personal Information



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

Pat Administrator Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 02/25/2019

*Format Type English

Display Name Pat Administrator

Edit Name

Name

English Name Format

Name Prefix

*First Name Pat

Middle Name

*Last Name Administrator

Name Suffix

Display Name Pat Administrator

Formal Name Pat Administrator

Name Administrator,Pat

OK Cancel Refresh Name



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Personal Information



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

Pat Administrator Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 02/25/2019
*Format Type English
Display Name Pat Administrator Edit 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 02/25/2019

*Gender Unknown
*Highest Education Level A-Not Indicated
*Marital Status Unknown
Language Code
Alternate ID
☐ Full-Time Student

As of

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

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



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Personal Info Data Setup



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

Pat Administrator Empl ID NEW

Current Addresses Personalize Find View All First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	02/25/2019	A		Add Address Detail + -

Phone Information Personalize Find View All First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
			<input type="checkbox"/>	+ -

Email Addresses Personalize Find View All First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Address History

Address Type Home

Address History Find First 1 of 1 Last

*Effective Date	Country	*Status	Address
09/25/2018	USA	A	

Add Address

*Phone Type Telephone

- Business
- Campus 1
- Campus 2
- Cellular
- Cellular 2
- Dormitory
- Emergency Contact
- Emergency Contact Landline-1
- FAX
- Home
- Main
- Other
- Pager 1
- Pager 2
- Telex
- Work

*Email Type

- Business
- CU Boulder
- CU Colorado Springs
- CU Denver
- CU System
- Campus
- Dormitory
- Home
- Official
- Other



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Personal Information



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

Pat Administrator Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

R [] United States

Ethnic Group []

☐ Primary

History Find | View All First 1 of 1 Last

Effective Date [] Date Entitled to Medicare []

Citizenship (Proof 1) [] Citizenship (Proof 2) []

☒ Eligible to Work in U.S.

Veteran

Military Status []

Military Discharge Date Edit Discharge Date

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

*Smoker	*As of
1 []	[]

Military Status ✓

Discharge Date

- Active Duty/Campaign Badge Vet
- Active Reserve
- Armed Forces Service Medal Vet
- Inactive Reserve
- No Military Service
- Not a Protected Veteran
- Not a Veteran
- Not indicated
- Protected, Not Classified
- Recently Separated Veteran
- Retired Military
- Separated & Active Duty Vet
- Separated & Service Medal Vet
- Separated/Srvc Medal/Active
- Service Medal & Active Duty
- Veteran (VA Ineligible)
- Veteran of the Vietnam Era
- Vietnam & Active Duty Vet



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Personal Information



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

Person ID NEW

Find | View All | First 1 of 1 Last

Effective Date 02/25/2019

☐ Privacy Flag

☐ PERA 140 Days PERA 140 Begin Date

☐ EVerify Pass EVerify completion Date

Background Checks Find First 1 of 1 Last

Background Check	Passed Date	Expiration Date
<input checked="" type="checkbox"/> Criminal Background Check		
<input type="checkbox"/> EPLS/Excluded Parties List Sys		
<input type="checkbox"/> Financial Background Check		
<input type="checkbox"/> Motor Vehicle Background Check		
<input type="checkbox"/> Other Background Check		
<input type="checkbox"/> Sex Offender Background Check		

Add Update/Display Include History Correct History



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Personal Information



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

Person ID NEW

Find | View All First 1 of 1 Last

Effective Date 02/25/2019 U.S. Citizen or Legal Permanent Resident ☐ Yes ☐ No ☐ Unknown

I-9 Completion Date I-9 Expiration Date

I-9 Verifier Emplid



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Personal Information



Navigation tabs: Contact Information | Regional | CU Personal Data | CU Personal Data 9 | **Organizational Relationships**

Person ID NEW

Choose Org Relationship to Add

Field Not Available

Field Not Available

☐ Person of Interest

Select Checklist Code Field Not Available

Add Relationship

Buttons: Notify | Refresh | Add | Update/Display | Include History | Correct History

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



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HCM Resources Tab



CU HCM User WorkCenter

WorkCenter **Resources**

Query Manager

16	Emergency Contacts	Emergency contact name, telephone number, and relationship for active employees by department.	251	CUES_HCM_EMERGENCY_CONTACTS
17	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	2420	CUES_HCM_EE_BIRTHDAYS
18	Employee Home Address	Produces a listing of employee home addresses by department.	1352	CUES_HCM_HOME_ADDRESS

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



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Personal Information



Effective Date	Must be earlier than hire/I-9/Background
EmplID	Avoid duplicate IDs!
First Name	Required field
Last Name	Required field
Date of Birth	Impacts benefits
Gender	Impacts benefits
Highest Education	
Marital Status	Impacts benefits
Alternate ID	May enter Student ID for reference
Full Time Student	
Social Security Number	Must enter USA Social Security Number for pay

Home Address	
Mailing Address	Determines state tax
Phone - Cell	Required for DUO
Phone - Campus	
Email - Home	
Email - Official	Official correspondence
Ethnic Group	
Military Status	
Everify Pass	
Everify completion Date	
Background Check	Enter date after effective date
Passed Date	
US Citizen or Legal Resident	
I-9 Completion Date	From HireRite



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Personal Information Checklist



Effective Date	
EmplID	-----
First Name	
Last Name	
Date of Birth	-- - - - -
Gender	Male / Female
Highest Education	
Marital Status	
Alternate ID	
Full Time Student	
Social Security Number	--- - -- - -

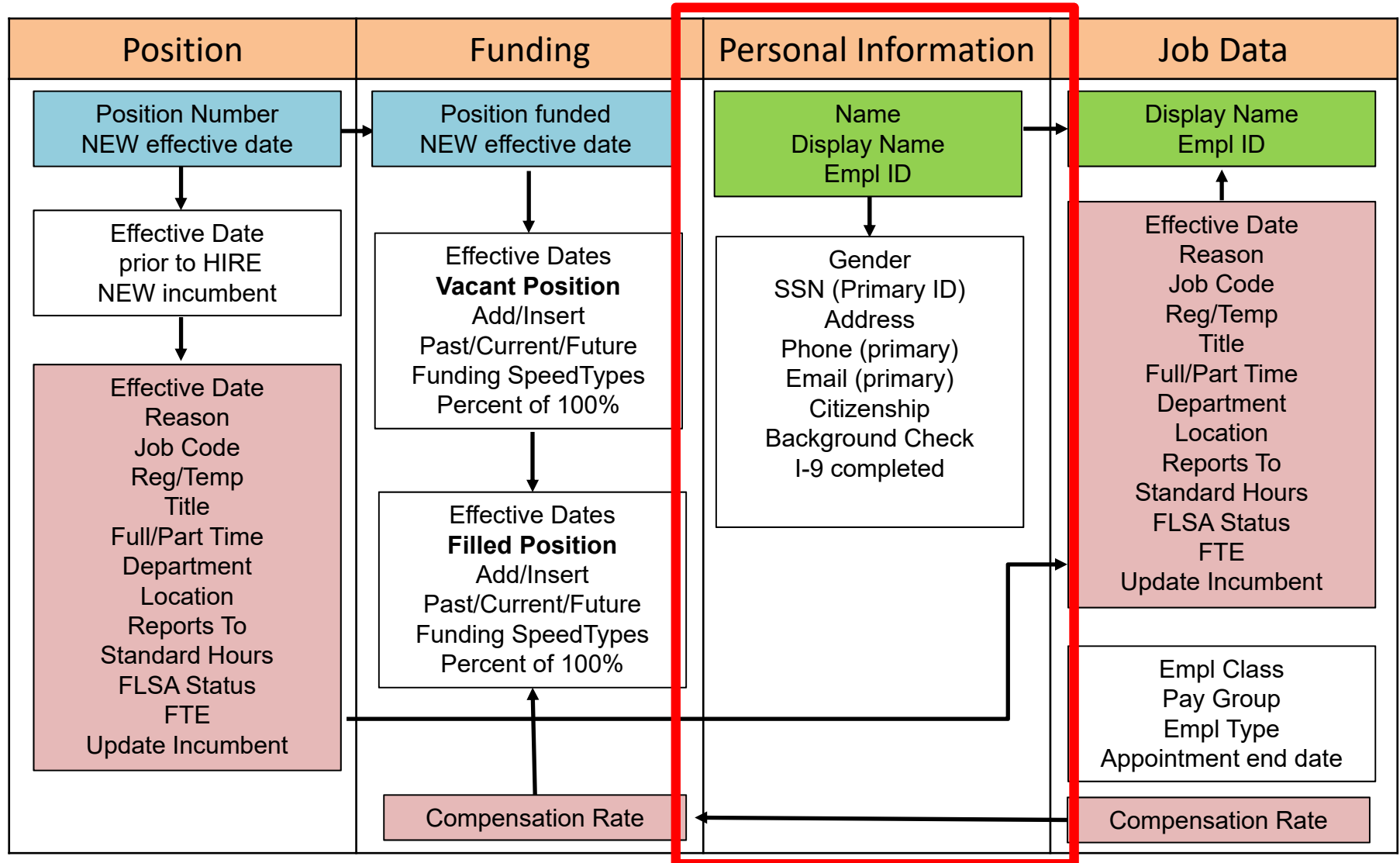
Home Address	
Mailing Address	
Phone - Cell	--- - --- - ---
Phone - Campus	
Email - Home	
Email - Official	
Ethnic Group	
Military Status	
Everify Pass	From HireRite
Everify completion Date	From HireRite
Background Check	From HireRite
Passed Date	From HireRite
US Citizen or Legal Perm Res	From HireRite
I-9 Completion Date	From HireRite



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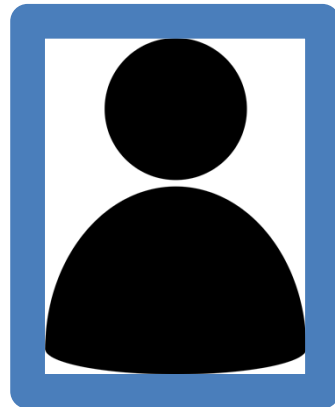
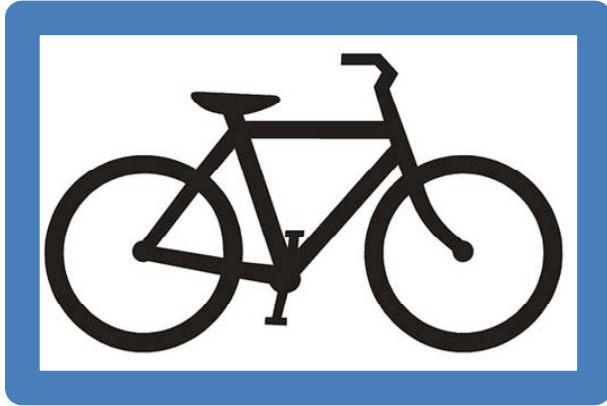
Data in HCM



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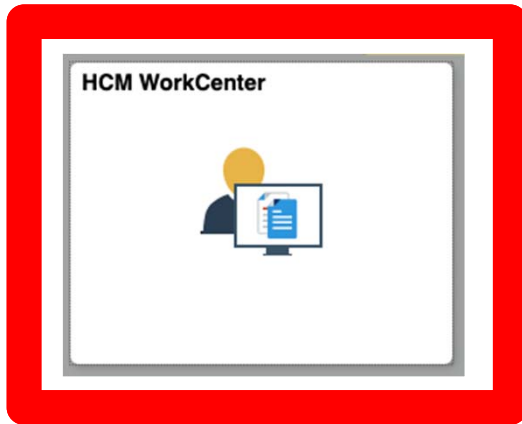
Position, Funding, Person, Job



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CU HCM WorkCenter



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
 - Position History
 - Budget Status
 - Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection




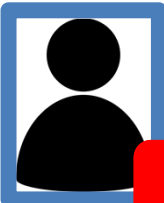
- CU Employee Reported Time
- CU Reported Time Summary
- CU Onetime Deductions Load
- CU One Time Payments Load
- CU One Time Tax Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Student Info Process
- CU Work Study Awards
- CU Work Study Limits Load
- CU Work Study Report
- CU Work Study Jobs



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Job Data



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Job Data



Work Location

Job Information

Payroll

Salary Plan

Compensation

Employment
Data

Employee Empl Record 0

Work Location ? Find First 5 of 15 Last Go To Row + -

*Effective Date 09/01/2017 Effective Sequence 1 *Action Position Change
HR Status Active Reason Job Code Change
Payroll Status Active *Job Indicator Primary Job History

Position Number 00631140 Professor Override Position Data

Position Entry Date 07/01/2017 ☒ Position Management Record

Regulatory Region USA United States
Company CU University of Colorado
Business Unit UCD Denver Campus
Department 30075 ENGR-Mechanical

Department Entry Date 07/01/2017
Location 3NC North Classroom
Establishment ID CU University of Colorado Date Created 09/07/2017

Last Start Date 07/08/2010
Expected Job End Date

Job Data Employment Data Earnings Distribution Benefits Program Participation



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Job Data



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

Employee Empl Record 0

Find First 5 of 15 Last

***Effective Date** 09/01/2017 **Effective Sequence** 1

HR Status Active
Payroll Status Active

Position Number 00631140 **Position Entry Date** 07/01/2017
☒ **Position Management Record**

***Action** Position Change
Reason Job Code Change

Company CU University of Colorado
Business Unit UCD Denver Campus
Department 30075 ENGR-Mechanical
Department Entry Date 07/01/2017
Location 3NC North Classroom
Establishment ID CU University of Colorado

Date Created 09/07/2017

Last Start Date 07/08/2010
Expected Job End Date

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



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Job Data



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

Marc Ingber Employee Empl ID 222261 Empl Record 0

Job Information ? Find First 5 of 15 Last Go To Row

Effective Date 09/01/2017
Effective Sequence 1
HR Status Active
Payroll Status Active

Action Position Change
Reason Job Code Change
Job Indicator Primary Job

History

Job Code 1101 Professor
Entry Date 07/01/2017
Supervisor Level
Reports To 00355003 Chair 118050 Samuel Welch
Regular/Temporary Regular Full/Part Full-Time
Empl Class 1 Univ Fac/Staff - All Bene *Officer Code Officer
Regular Shift Not Applicable Shift Rate
Classified Ind Regular Faculty Shift Factor

Standard Hours ?
Standard Hours 40.00 Work Period W Week
FTE 1.000000 As of Date 09/01/2017
Add to FTE Actual Count? Encumbrance Override
Combined Standard Hours 60.00 FTE 1.500000

Contract Number ?
Contract Number Next Contract Number
Contract Type

USA
FLSA Status Exempt Work Day Hours

Job Data Employment Data Earnings Distribution Benefits Program Participation



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Job Data



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

Employee Empl Record 0

Payroll Information ? Find First 5 of 15 Last

Effective Date 09/01/2017
Effective Sequence 1
HR Status Active
Payroll Status Active

Action Position Change
Reason Job Code Change
Job Indicator Primary Job

Go To Row

History

Payroll System Payroll for North America

Payroll for North America ?

Pay Group MON Faculty - Contracts
Employee Type S Salaried
Tax Location Code DENVER DENVER HEAD TAX
GL Pay Type
Combination Code

Holiday Schedule NONE No Hol Sch

FICA Status Subject
Edit ChartFields

Job Data Employment Data Earnings Distribution Benefits Program Participation



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Job Data



Work Location Job Information **Salary Plan** Compensation

More Inher Email ID: 222264

employee Empi Record U

Salary Plan ? Find First 5 of 15 Last

Effective Date 09/01/2017 Go To Row

Effective Sequence 1 Action Position Change

HR Status Active Reason Job Code Change

Payroll Status Active Job Indicator Primary Job

History

Salary Admin Plan 110 Regular Faculty

Grade 110 Regular Faculty

Step Includes Wage Progression Rule

Grade Entry Date 07/01/2017

Step Entry Date

Job Data Employment Data Earnings Distribution Benefits Program Participation



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Job Data



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

Employee Empl Record 0

Compensation ? Find First 3 of 15 Last Go To Row

Effective Date 01/05/2018
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Transfer
Reason To Another Department
Job Indicator Primary Job

History

Compensation Rate 7,027.790000 *Frequency M MON Sal

Pay Rates ?

Annual	84,333.480000	USD	Daily	324.359538	USD
MON Sal	7,027.790000	USD	Hourly	81.089885	USD

Pay Components ? Personalize Find 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEM	0	7,027.790000	USD	M	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation



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Job Data



Employment Information | Employment Dates

Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 07/08/2010 ☐ Override
Last Start Date 03/01/2018 First Start Date 07/08/2010
Termination Date
Org Instance Service Date 07/08/2010 ☐ Override

Years	Months	Days
8	7	17

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 03/01/2018 First Assignment Start 07/08/2010
Assignment End Date
Home/Host Classification Home
Company Seniority Date ☒ Override
Benefits Service Date 07/08/2010 ☐ Override
Seniority Pay Calc Date 07/08/2010 ☐ Override
Probation Date
Professional Experience Date
Business Title Faculty Retiree (ORP)
Last Verification Date
Position Phone

☒ USA

☐ Owns (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



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Job Data



Employment Information

CU Employment Dates

Employment Data

Classified Staff Seniority Date 07/27/1988

Classified Staff Save Pay End Date

Classified Staff Certification Date 05/15/2013

Classified Length of Service:

Active Classified Job Y/N: N

LOS # of Months: 336

Update LOS

Last Updated: 07/22/2016 12:07:43AM

by CUPAY560

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation



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HCM Resources Tab



CU HCM User WorkCenter

WorkCenter **Resources**

HCM Queries

Query Manager

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Act Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Position Data](#)
- [Personnel Roster](#)
- [Training Report](#)
- [Dept Personnel & Org Roster](#)
- [Paycheck Distribution](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [Personnel Actions History](#)
- [Funding Suspense Current Row](#)
- [Position Funding](#)

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

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



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Job Data Checklist



Description		Full/Part Time	Position
Eff Date	Position or Job Data	Business Title	Position
Action Reason	Position or Job Data	Std Hrs/Wk	Position
Position Nbr	Position	FTE	Position
Company	Position	ELSA Status	Position
Business Unit	Position	Payroll	
Dept ID	Position	Pay Group	Position - Job Code
Dept Name	Position	Employee Type	Job Data
Location	Position	Tax Location Code	Position - Dept
Job Information		Compensation	
Job Code	Position	Comp Rate	Job Data
Job Title	Position	Frequency	Job Data
Reports To	Position	Rate Code	Job Data
Reg/Temp	Position	Employment Data	
Empl Class	Job Data	Appointment end date	Job Data
Classified Indicator	Position		



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Job Data - Compensation



Pay Group	Description	Frequency	Employee Type	Earnings Program	Regular Earnings Codes	Overtime Code	Eligible for Leave*
FRI	Faculty Recreation Instructors (BW)	Biweekly	Hourly	FAC	RGS	OTP	N
STG	Student Faculty (BW)	Biweekly	Hourly	GSL	STS	SOT	N
STP	Stipends (BW)	Biweekly	Hourly	SSL	STP	STP	N
STU	Student Workers (BW)	Biweekly	Hourly	SHR	STH	SOT	N
TMP	Temporary - OT Eligible (BW)	Biweekly	Hourly	TMP	RFG	OTM	N
CLX	Classified Exempt (MON)	Monthly	Salary	CLE	RGS	OTP	Y
COT	Classified OT Eligible (MON)	Monthly	Salary	CLN	RGS	OTM	Y
F12	12 Month Faculty (MON)	Monthly	Salary	FAC	RGS	OTP	Y
FOT	Other Faculty (MON)	Monthly	Salary	FAN	RGN	OTP	N
MON	Faculty - Contracts (MON)	Monthly	Salary	FAN	CRG	OTM	N
RES	Residents (MON)	Monthly	Salary	RSL	RES	OTP	N
SPD	PreDoc & Stipends (MON)	Monthly	Salary	SSL	STP	OTP	N
STM	Student Faculty (MON)	Monthly	Salary	GSL	STS	SOT	N
UOT	University Staff OT Eligible (MON)	Monthly	Salary	EXN	RGS	OTM	Y
USN	University Staff Exempt - N/L (MON)	Monthly	Salary	EXL	RGN	OTP	N
USX	University Staff Exempt (MON)	Monthly	Salary	EXP	RGS	OTP	Y



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Job Data - Compensation



<u>Pay Cycle</u>	<u>Employee Type</u>	<u>Compensation Frequency</u>	<u>Code</u>	<u>Description</u>	<u>Rate Code Type</u>	<u>Notes</u>
Bi-weekly	H	H	BASEH	Base Hourly	Hrly Rate	
	S	BWS	BASEW	Base Biweekly Salaried	Flat Amt	
	H	H	BASTH2	Base Temporary Hour Rate 2	Hrly Rate	**UCB
	H	H	BASTH3	Base Temporary Hour Rate 3	Hrly Rate	**UCB
	H	H	BASTH4	Base Temporary Hour Rate 4	Hrly Rate	**UCB
				Base Temporary Hourly Rate Add	Hrly Rate	**UCB
Monthly	H	H	BASEH	Base Hourly	Hrly Rate	
	H	D	BASED	Base Daily	Flat Amt	
	S	M	BASEC	Base Contract	Flat Amt	
	S	M	BASEM	Base Monthly	Flat Amt	
	S	M	BASSUP	Base Supplemental	Flat Amt	
	S	M	BASADM	Base Administrative	Flat Amt	
	S	M	BASTPD	Base Temporary Pay Different	Flat Amt	OT ELIGIBLE
	S	M	BASTP2	Base Temporary Pay Amount 2	Flat Amt	**UCB
	S	M	BASTP3	Base Temporary Pay Amount 3	Flat Amt	**UCB
	S	M	BASTP4	Base Temporary Pay Amount 4	Flat Amt	**UCB



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Job Data Checklist



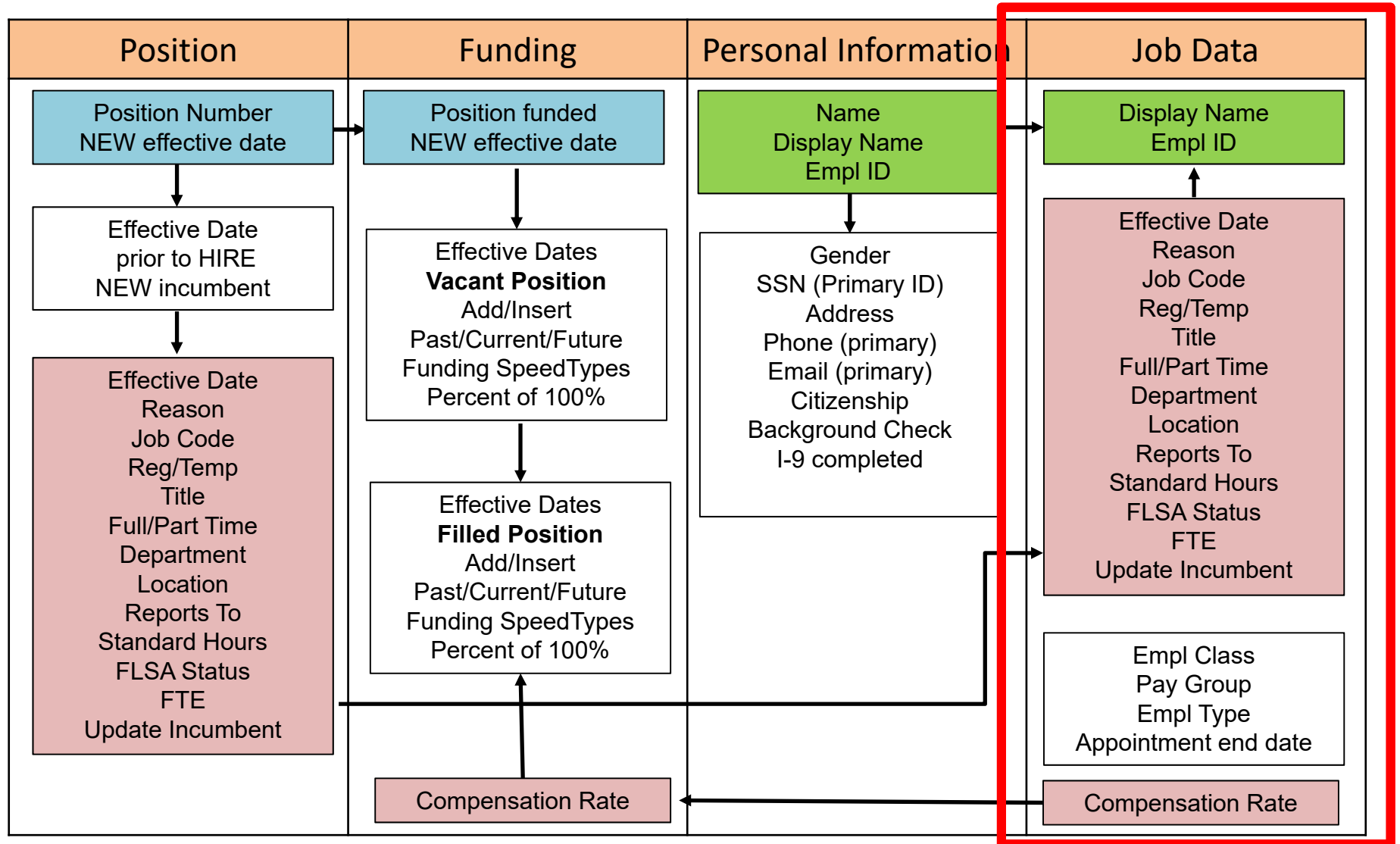
Description		Full/Part Time	Position
Eff Date	__ / __ / ____	Business Title	Position
Action Reason	__ / __ / ____	Std Hrs/Wk	Position
Position Nbr	Position	FTE	Position
Company	Position	FLSA Status	Position
Business Unit	Position	Payroll	
Dept ID	Position	Pay Group	COT /USX /F12 / STU
Dept Name	Position	Employee Type	H / S
Location	Position	Tax Location Code	Denver / Aurora
Job Information		Compensation	
Job Code	Position	Comp Rate	\$
Job Title	Position	Frequency	H / D / BWS / M
Reports To	Position	Rate Code	BASEH / BASEM
Reg/Temp	Position	Employment Data	
Empl Class	Job Data	Appointment end date	__ / __ / ____
Classified Indicator	Position		



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Data in HCM



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ADDITIONAL COMPENSATION



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CU HCM WorkCenter

The screenshot displays the CU HCM User WorkCenter interface. A red box highlights the HCM WorkCenter logo in the top left corner. Another red box highlights the Time Collection section on the right, which includes options like CU Employee Reported Time and CU Reported Time Summary. A blue box highlights the ePAR section in the center, listing actions like ePAR Actions and ePAR Approval. Another blue box highlights the Personal Information section, showing options like Modify a Person and Person Organizational Summary. A third blue box highlights the Job Information section, showing Job Data and Contract Pay. A fourth blue box highlights the Position Management section, showing Position Information, Position Summary, Position History, Budget Status, and Vacant Budgeted Positions. A fifth blue box highlights the Employee Pay Data section, showing Create Additional Pay. A sixth blue box highlights the CU Student Information section at the bottom right, showing options like CU Student Information, CU Work Study Indicator, and CU Student Info Process. A seventh blue box highlights a person icon in the middle left. An eighth blue box highlights a person on a bicycle icon in the bottom middle. A ninth blue box highlights a dollar sign icon in the middle right.

HCM WorkCenter

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
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU Onetime Deductions Load
- CU One Time Payments Load
- CU One Time Tax Load

Employee Pay Data

- Create Additional Pay

CU Student Information

- CU Student Information
- CU Work Study Indicator
- CU Student Info Process
- CU Work Study Awards
- CU Work Study Limits Load
- CU Work Study Report
- CU Work Study Jobs



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Create Additional Pay Data Setup



ePAR Additional Pay –
Recurring
(Add, Change, End)

EMPLID
EARN CODE
EFFECTIVE DATE
END DATE (OPT)
EARNINGS
GOAL AMOUNT (OPT)
DEFAULT JOB DATA

SPEEDTYPE (OPT)

Create Additional Pay

Kristen Valente Employee Empl ID 270413 Empl Record 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code

Effective Date 02/26/2019

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr

End Date

Earnings

Goal Amount

Hourly Rate

Goal Balance

☐ Disable Direct Deposit

☐ Prorate Additional Pay

☐ OK to Pay

Applies To Pay Periods

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Employee Type Hourly Standard Hours 1.00

Compensation Rate \$9.500000 Frequency Hourly

Default Job Data

Position 00631934

Business Unit UCB Boulder Campus

Department 10443 Rec Ctr-Special Ops

Combination Code

Shift Not Applicable



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CU Time



Employee Reported Time Details														
Regular Earnings														
Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code
1	<input type="checkbox"/>	Q4MVP1				52600067		OneTime Payment	Sent to Payroll	Brown,Lauren Shelley	01/14/2019	01/18/2019 06:10:04 PM	01/14/2019 04:36:52 PM	

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[Return to Search](#)
[Previous in List](#)
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Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Hours	Amount
MVP									75.000

Employee Reported Time Details													
Regular Earnings													
Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll	Sawusch, Gabrielle Mallory	12/10/2015	12/10/2015 01:31:23 PM	12/10/2015 01:15:51 PM

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[Previous in List](#)
[Next in List](#)
[Notify](#)

Employee Reported Time Details															
Regular Earnings															
Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
2	<input type="checkbox"/>							My Leave	Sent to Payroll		12/10/2015		12/16/2015 09:57:36 AM	VAC	5.00
8	<input type="checkbox"/>							My Leave	Sent to Payroll		12/10/2015		12/16/2015 09:57:36 AM	OTM	13.50
20	<input type="checkbox"/>							My Leave	Sent to Payroll		12/10/2015		12/16/2015 09:57:36 AM	OTM	2.09
24	<input type="checkbox"/>							My Leave	Sent to Payroll		12/10/2015		12/16/2015 09:57:36 AM	ATS	0.25

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Benefits Matrix

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

Job Classification								
Job Code	Job Title		Title Definition					
Medical/Dental/Life ¹	Disability ²		Flexible Spending Account ²	Tuition Assistance Benefit ²	Tax Deferred Annuity (Optional Savings Plans - 403B, 457, 401K)	Retirement Plans		
M/D/L	Short-Term Disability (STD)	Long-Term Disability (LTD)	FSA	TAB	TDA	401a ²	PERA ³	Student Employment Retirement Plan (SERP)
Federal Mandatory (FICA)		Wage Protection		Leave Plans				FMLA
Social Security - OASDI ³	Medicare Tax ⁴	Unemployment	Workers Compensation	12 Month Sick Leave	12 Month Vacation Leave	9 Month Sick Leave	9 Month Vacation Leave	Family Medical Leave Act (If FMLA requirements are met)
Default Job Code Values								
Std Hrs/Wk	Comp Freq	Job Family	Reg/Temp	FLSA Status	Pay Group		Empl Class	



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TEMPLATES



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Template Data – Where does it go?

Personal Data Pos and Job Infor

Employee Information

*Position Number Position Title

Work Location - Job Fields

Regulatory Region USA Company CU

Department Department Description

Location Code Location Code Description

Business Unit

Job Information - Job Code

Job Code Job Code Description

Job Information - Reporting Information

Reports To Position Number Appointing Authority

Job Information - Status

Regular/Temporary Full/Part Time

Job Information - Employee Classification

Employee Classification Officer Code None

Job Information - Standard Hours

Standard Hours FTE

Job Information - United States

FLSA Status

Employee Information

Work Location - Position Data

*Position Number 00001234 Position Title Program Mgr

Work Location - Job Fields

Regulatory Region USA Company CU

Department 11007 Department Description UCB Development Administration

Location Code 1RGNT Location Code Description Regent Administrative Ctr

Business Unit UCB

Job Information - Job Code

Job Code 2345 Job Code Description External Relations P

Job Information - Reporting Information

Reports To Position Number 00001201 Appointing Authority

Job Information - Status

Regular/Temporary Regular Full/Part Time Full-Time

Job Information - Employee Classification

Employee Classification 1 Unv Fac/Staff - All Benefits Officer Code None

Job Information - Standard Hours

Standard Hours 40.000000 FTE 1.000000

Job Information - United States

FLSA Status Exempt

Job - Payroll Information

*Pay Group USX *Employee Type

Tax Location Code NO LOCAL



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Position Data Checklist



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	
Dept ID	-----
Dept Name	
Location	-----

Reports To	-----
Dotted-Line	-----
Std Hrs/Wk	__ . __
FLSA Status	Exempt / Non-exempt
Update Incumbents	
Classified Indicator	**
FTE	__ . __
View Incumbents	(Job Data Link)
Campus Box	-----

HRGL Request # reference	- ----- -

**Choose from list



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Templates – Job Data

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency

Job Compensation - Pay Components

*Comp Rate Code

*Compensation Rate

*Compensation Frequency

Job Compensation - Pay Components - 2

Comp Rate Code

Compensation Rate

Compensation Frequency

Job Compensation - Pay Components - 3

Comp Rate Code

Compensation Rate

Compensation Frequency

Employment - Additional Data

Appointment End Date



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Job Data Checklist



Description		Full/Part Time	Position
Eff Date	__/__/----	Business Title	Position
Action Reason	__/__/----	Std Hrs/Wk	Position
Position Nbr	Position	FTE	Position
Company	Position	FLSA Status	Position
Business Unit	Position	Payroll	
Dept ID	Position	Pay Group	COT /USX /F12 / STU
Dept Name	Position	Employee Type	H / S
Location	Position	Tax Location Code	Denver / Aurora
Job Information		Compensation	
Job Code	Position	Comp Rate	\$
Job Title	Position	Frequency	H / D / BWS / M
Reports To	Position	Rate Code	BASEH / BASEM
Reg/Temp	Position	Employment Data	
Empl Class	Job Data	Appointment end date	__/__/----
Classified Indicator	Position		



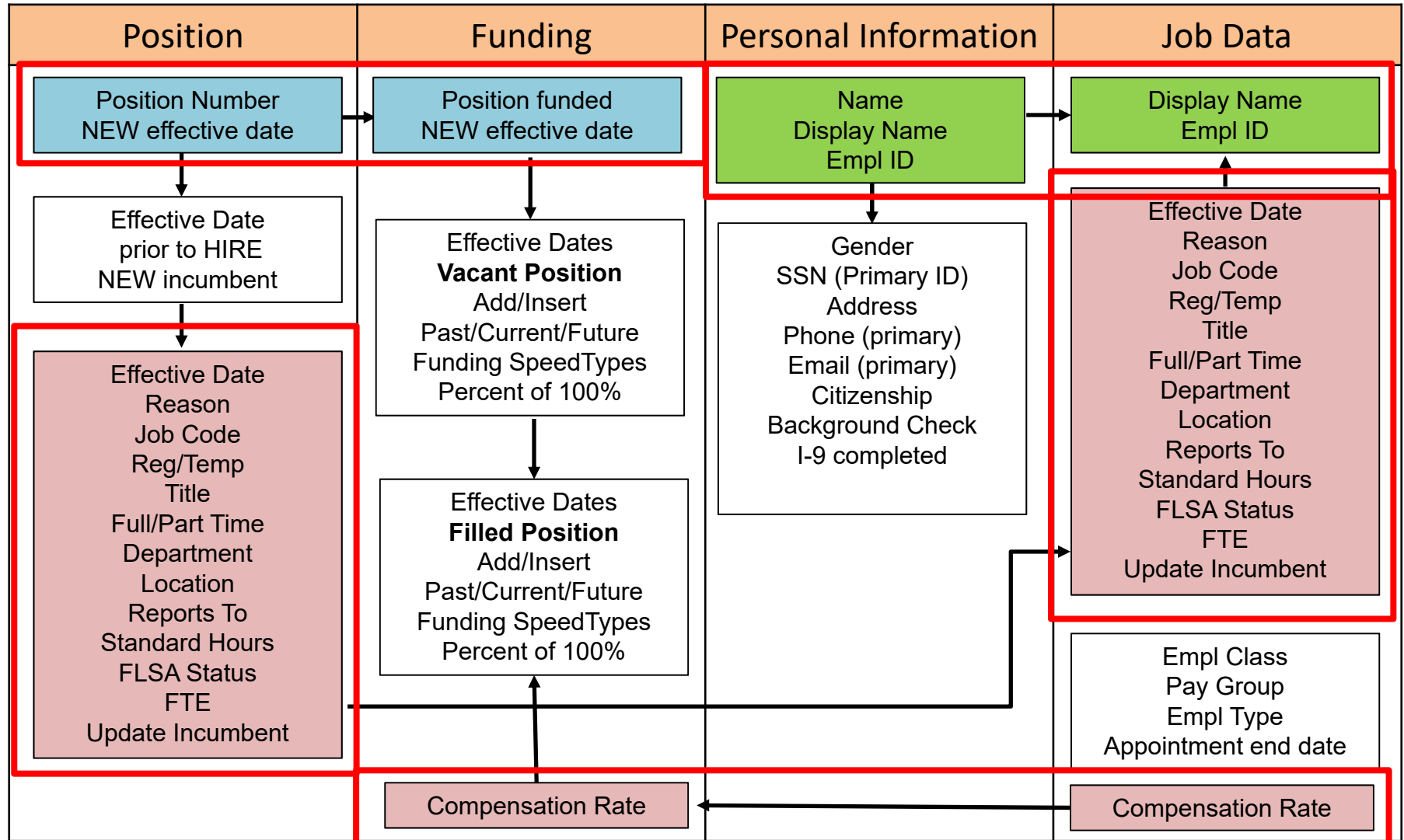
CONNECTING THE DATA



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Data in HCM



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RESOURCES



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Resources

www.cu.edu/docs

- <https://www.cu.edu/docs/sbs-creating-position-funding>
- <https://www.cu.edu/docs/sbs-funding-entry>
- <https://www.cu.edu/docs/personal-information-worksheet>
- <https://www.cu.edu/docs/sbs-job-changes>
- <https://www.cu.edu/docs/jaid-transaction-pages-action-reasons>
- <https://www.cu.edu/docs/jaid-valid-comp-freq-comp-rate-combinations>
- <https://www.cu.edu/docs/sbs-additional-pay-entering-one-time-payment>
- <https://www.cu.edu/docs/sbs-additional-pay-entering-and-reviewing-recurring-payments>
- <https://www.cu.edu/docs/sbs-hiring-employee>
-



Resources

- <https://www.cu.edu/employee-services/social-security-number-verification-use>
- <https://www.cu.edu/employee-services/benefits-wellness/new-employee/total-compensation-calculators>
-
- <https://www.cu.edu/docs/benefit-eligibility-matrix>
- [HCM Query:](#) Returns a list of active job codes with default job data, job family and pay group/empl class crosswalk data. CUES_HCM_JOB_CODE_CRSWLK
[Job Code Crosswalk/Setup](#)
- <https://www.cu.edu/hcm-community/hcm-projects/training-webinars>
 - Best Practices: Hire, Rehire, and Position Management
 - HCM Faculty Contracts
 - HCM and General Ledger for Payroll
 - HCM Funding Distribution Basics
 - HCM Department Budget Table and Fiscal Year Rollover



Thank you for joining us.

- ES.Campus-Outreach@cu.edu
- [HCM Community@cu.edu](mailto:HCM_Community@cu.edu)
- Telephone: 303-860-4200
 - x1 - Employment Verification
 - x2 - HCM Support Team
 - x3 - Benefits Team
 - x5 - Cu Careers
 - x0 - Operators



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