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

EMPLOYEE SERVICES

Glossary of Human Capital Management (HCM) Terms

To search the glossary, press **Ctrl+F** and enter a term.

Click a letter below

Send suggestions, additions, and corrections to system.training@cu.edu.

- ACE

  Abilities, Certifications, and Experience. Through the use of prescreening questions, the ACE methodology lets you identify top candidates quickly.

- action code

  Used to enter and update employee data on the Job Data - Work Location page.

  Alternate definition: A code used to record activities that impact the employee/position/funding data in HCM.

- action reason

  A code to record the reason for an action. The combination of the action code and the action reason code determines the approval workflow.

- additional pay

  Represents earnings that an employee is paid in addition to regular earnings, for example, a vehicle allowance. Additional pay is not part of an employee's regular base salary or appointment. A few examples of such payments are awards, bonuses, moving expenses, and incentive pay.

- applicant tracking system (ATS)

  A software application used for recruiting. The university uses CU Careers (provided by Taleo) and Avature. Refer to *Hiring an Employee Step-by-Step Guide* for details.

- approval path (workflow)

  A sequence of steps. For example, step two routes to its approvers only after step one is approved. A given approval could actually go through multiple approval paths based on some decisions. Paths can be mutually exclusive or parallel. They all converge at the final approval.

- approval stage

  A stage is a collection of approval paths. Approval stages come in a single sequence (stage 1, stage 2, and so on). An approval stage runs when it's immediately preceding stage finishes. When an approval stage runs, all the approval paths within it run simultaneously. The approval stage is considered complete when all approval paths within it have finished.

- approval status

    Statuses typically represent the overall state a transaction is in, such as pending, on hold, approved, denied, and terminated.

- approval step

    A step has one or more approvers, whose actions are tracked. A step can be configured to require a set number of approvers to act, and has criteria which govern whether or not the step is to be active for the request under consideration. Steps are sequential.

- Automated Clearing House (ACH)

    Automated Clearing House (ACH) is a secure payment transfer system that connects all U.S. financial institutions. The ACH network acts as the central clearing facility for all Electronic Fund Transfer (EFT) transactions that occur nationwide, representing a crucial link in the national banking system.

- Avature

    An applicant tracking system (ATS) used by CU Boulder.

C

- candidate selection workflow (CSW)

    The candidate selection workflow is comprised of the steps and statuses that a candidate will move through as they are being dispositioned.

- Central Information Warehouse (CIW)

    CU's system-wide centralized data repository for information sourced from administrative systems. Included are Human Capital Management (HCM), Finance (FIN), and Student Information Systems (CU-SIS).

- combination code

    See SpeedType.

- contract pay

    Used primarily to pay faculty, contract pay is a calculation of pay that defines a contract pay type and its payment periods. Refer to *Working with Contracts Step-by-Step Guide* for details.

- CU Careers

    An applicant tracking system (ATS) that replaced Jobs at CU used by most campuses to recruit candidates for positions. CU Boulder uses a different system called Avature.

- CU Time

  A folder within HCM that tracks uploaded and manual entries of time and leave for payroll processing. Employees' approved My Leave data, or other time-tracking data, may be uploaded. ePAR transactions post one-time additional pay, and manual entries add or adjust pay and leave usage and balances.

D

- Department Budget Table (DBT)

  The Department Budget Table (DBT) stores position funding in rows by effective date. The DBT funding rows and campus rules for suspense, earnings, taxes and deductions are used to determine how payroll will post to the general ledger. The DBT does not capture changes to funding after payroll processes.

- department user

  An HCM user who performs HR-related tasks for their department. The access a department user has depends on the user's role, which can range from view-only access to payroll personnel liaison (PPL) to CU Time entry.

- direct deposit

  The electronic transfer of a payment directly from the account of the payer to the recipient's account. A plan in which salaries or other payments are transferred by the paying agency directly to the accounts of the recipients.

- direct hire

  Hiring a candidate whom you did not recruit through an applicant tracking system (ATS), such as a temporary employee, POI, or student. Refer to *Hiring an Employee Step-by-Step Guide* for details.

- disposition

  Indicating the final status for each applicant to a particular requisition.

- duty statement

  Describes the major functions and responsibilities of a position. Describes "what" is being done and focuses on the job.

E

- earnings codes

    Earnings codes represent the types of earnings for which an employee in a job code is eligible—such as OTM (overtime), VAC (vacation), SHF (shift differential-salaried), STH (student hourly) and XRG (additional regular hours). Refer to *Common Earnings Codes and Their Paygroups* for details.

- effective date

    The date upon which an action takes effect, which may be a past, present, or future date. For example, the effective date of a termination is the first day an employee is no longer employed (not their last day of employment).

    Effective dates help to maintain a chronological history of data as well as maintain the accuracy of data.

- employment instance

    An additional or concurrent job for an existing employee.

- E-offer

    An E-offer can be used to send an offer letter electronically through CU Careers. Candidates can accept an e-offer online. The acceptance will be marked with a date and time stamp in lieu of a physical signature.

- ePAR

    electronic personnel action request

- exception time

    Time that is an exception to a standard schedule and offsets salary, including vacation, sick, funeral leave, and jury duty. Non-exempt employees must enter and submit all regular hours worked and exception time. Exempt employees only enter and submit exception time.

F

- FIN

    PeopleSoft Finance System (FIN) is a web-based application used to manage financial information. It is used to transact, post, calculate, reconcile, store and report all financial activity of the university.

- Fluid

  A mobile user interface that enables HCM content, such as menus, pages, and tables, to be viewed and updated from mobile devices as well as desktop computers.

- folder

  A storage method for candidates.

H

- HireRight

  A provider of on-demand employment background checks, drug testing, Form I-9 and employment and education verifications.

- HireVue

  A video interviewing application used by recruiters and hiring managers to screen candidates and conduct live interviews over the internet.

- HRGL, or HR/GL

  Human Resources General Ledger that manages payroll accounting transactions, including employee earnings, deductions, federal and state tax deductions, and employer-paid insurance deductions.

- Human Capital Management System (HCM)

  HCM is an integrated suite of applications and business processes that enable the university to manage human resources from recruitment to retirement.

I

- instructional guides

  Training documents for HCM, including step-by-step guides, job aids, quick reference guides, and this glossary. Please send any suggestions, corrections, and feedback regarding training to system.training@cu.edu.

J

- job

  A collection of tasks and responsibilities, identified by a job code, that are required of a person who performs the job.

- job code

  A code used to identify a job classification and classification groupings that form the base default position data. Job code information includes regulatory reporting data as well.

- Job data

  In HCM, jobs are identified by job codes. In addition to the job code, job data includes a job title, a salary grade, regular or temporary status, and full-time or part-time status. This data is determined by Position data that adds a row to Job data. Additionally, Job Data includes compensation, payroll, and tax data. Job data allows sequencing. Contrast with Position data.

- job description

  Job descriptions are written statements that describe the duties, responsibilities, required qualifications of candidates, and reporting relationship and coworkers of a particular job.

  Job descriptions are based on objective information obtained through job analysis, an understanding of the competencies and skills required to accomplish needed tasks, and the needs of the organization to produce work.

- job posting owner (JPO)

  May be a department recruiting liaison, business partner, or payroll personnel liaison.

M

- multiple components of pay (MCOP)

  Breaks an employee's pay into different components for reporting and budgeting purposes. MCOP are controlled by job code; not every job code is eligible for all types of MCOP.

- My Leave

  Application used to collect, review and approve employees' time and leave data.

N

- non-person profile

  A position description that describes the duties, competencies, required qualifications, and additional job requirements for a particular job. Non-Person Profiles are based on objective information obtained through an understanding of the competencies and skills required to accomplish needed tasks and the needs of the organization to produce work.

O

- off-cycle processing

  Refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are typically made to correct prior payments, or to make early termination payments that can't wait until the next scheduled on-cycle payroll. Contrast with on-cycle processing.

- on-cycle processing

  Refers to performing regularly scheduled payroll runs. These are recurring runs for which a period, calendar, and calendar group have been predefined. A pay group with a monthly frequency has twelve regularly scheduled on-cycle payrolls each year. Contrast with off-cycle processing.

- one-time pay

  Used to pay an employee a specific dollar amount for service provided over and above their regular appointment, such as an incentive award or bonus.

P

- pay group

  A pay group is a logical grouping of employees based on shared characteristics that facilitates payroll processing because of common requirements such as employee type, pay frequency, same country location, and so on. A pay group consolidates a set of employees for payroll processing.

- payroll expense transfer (PET)

  An HCM transaction that moves expenses related to earnings, deductions, and taxes to different combination codes (SpeedTypes). PETs do not increase, or decrease, expenditures and cannot change anything except the SpeedType for the regular user.

The campus controllers' offices can create PETs for taxes and deductions, as well as change account codes.

- payroll personnel liaison (PPL)

    A department user role for those who enter, change, or approve position data, job data, time entry, time approval, PET entry or approval, funding and My Leave department views.

- person of interest (POI)

    Any person not paid by the university, such as a volunteer, who needs access to a university system as part of their relationship with the university. The security role of a POI is defined by the POI type. All POIs require a department and a sponsor.

- person profile

    Describes a person's skills, competencies, and other content items such as accomplishments and performance.

- POI type

    Defines the security role of a POI which determines the POI's type of access. A POI may have more than one POI type. Refer to *POI Type Job Aid* for more details.

- position

    The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes that are identified by campus. There can be a many-to-one relationship between the Position and Job Code. Positions are defined at the department level.

- Position data

    When a position is created, it inherits much of its information based on defaults associated with the job code. Information specific to a position includes the department, location, and the position to which it reports. Position data does not allow sequencing. When a hire or incumbent exists, this data is added to Job data. Contrast with Job data.

- position description (non-person profile)

    Describes the duties, competencies, required qualifications, and additional job requirements for a particular job. Position profiles are based on objective information obtained through an understanding of the competencies and skills required to accomplish needed tasks and the needs of the organization to produce work. Also referred to as non-person profile in PeopleSoft. In the system, this is currently labeled as Non-Person profile.

- posting

    The information that is posted to the career section for applicants to use while searching and applying for a job.

- preferences (My Leave)

    Settings in My Leave that define the default holiday schedule, workdays and hours, and email triggers. Refer to *My Leave Basics* for more information.

- proxy

    A My Leave user who is set up to enter approvals on another user's behalf because that user may be away from the office and unable to perform approvals.

    Back to Contents

Q

- query

    A request for information from a database. In HCM, a query is much like a report, in that results can be exported to Excel or other formats. You can find available HCM queries on the Resources tab of the HCM WorkCenter.

    Back to Contents

R

- reason code

    A code used to indicate reasons for performing actions on job data.

- reports to

    The position number of the supervisor to which a position reports.

- requisition

    Job posting information once it has been fed from HCM to CU Careers.

- retroactive pay

    Wages due for past services at a new pay rate. Retroactive pay is usually in the form of a pay increase attributed partly to past service. The amount of retroactive pay that is paid to the employee is based upon the difference between what the employee was paid up to the point when the retroactive pay increase went into effect and what the employee should have been paid had the retroactive pay increase been in effect since the beginning of the contract.

- revert

    The ability to move a candidate backwards in the candidate selection workflow.

- role

    Refers to PeopleSoft security. The role identifies the particular PeopleSoft functionality that an individual is able to access.

S

- sequencing

    If more than one action occurs on the same date, then effective sequencing is used to identify each unique row of data for that date. The highest number in the sequence is the most current record for the given date. For example, if you have the same effective date for three separate updates, they will be numbered 0, 1, and 2, with 2 being the most current row. Job data allows sequencing, while Position data does not. Funding only processes the highest sequence for a single date.

- Skillsoft

    A learning management system (LMS) the university uses to provide online training and instructor-led training (ILT) to faculty, staff, and students. When a person enrolled in an ILT completes a session, the course administrator records participation and marks the session as complete. The completion record is then sent automatically to HCM overnight. Similarly, when a person completes an online course in Skillsoft, that completion record is sent automatically to HCM overnight.

- SmartERP

    Third-party provider that delivers packaged solutions to streamline business processes, such as transaction pages.

- SpeedType

    Also called a combination code, a SpeedType identifies specific information for processes that post transactions to the general ledger in the PeopleSoft Finance System (FIN).

- sponsor

    A university employee who is responsible for a POI relationship. A sponsor is required for every POI.

- syndication

    Syndication reduces maintenance by enabling administrators to set up common content once in a source profile and copy it to multiple target profiles. You can also syndicate

content through a series of related profiles. For example, you could set up a job function profile and syndicate the content through the hierarchy to job family, job code, and position number profiles.

- systems integration testing (SIT)

    A software testing process in which testers verify that all related systems maintain data integrity and can operate in coordination with other systems in the same environment.

T

- Taleo

    Third-party provider of the CU Careers recruiting system.

- termination date

    The first day an employee is no longer employed (not their last day of employment).

- template based transaction (TBT)

    A data entry method that streamlines repetitive data entry. Templates in HCM expedite processes by providing default values and reducing data entry that would otherwise involve multiple data pages.

- time reporting

    Non-exempt employees must report all regular hours worked and exception time. Exempt employees only report exception time.

- transaction pages

    Also referred to as forms, transaction pages are areas within HCM where users perform data entry.

U

- user acceptance testing (UAT)

    The last phase of software testing in which actual software users test the software to make sure it can handle required tasks in real-world scenarios, according to specifications.

V

- validation and verification (V&V)

    Processes to check whether a software system meets the specifications and that it fulfills its intended purpose.

W

- WorkCenter

    A streamlined user interface that reduces navigation. This page is primarily used by department users. This page lets users conduct transactions, run reports, and view data necessary to complete their work.

- workflow

    Generic term for steps and rules necessary to complete a specific task. Workflow encompasses routing and approval.