Human Capital Management: Step-by-Step Guide

Adding Required Training to a Non-Person Profile (NPP)

When creating or updating a position, you can assign required training through the non-person profile (NPP). This document describes techniques for finding the training you want to assign. Refer to <u>Creating or Updating a Non-Person</u> <u>Profile (NPP) Step-by-Step Guide</u> for more information about NPPs.

 As you progress through an ePAR Non-Person Profile (NPP), you will come to the step, ePAR NPP – Questionnaire, where you can choose the NPP options you want to add or change. Make sure the **Yes** button for the **Required Training** option is selected.

Please choose Yes/No for t	he below Non-Person profile options that you wish to change/add/delete
If you intend to feed to CU Careers, er	nsure you have selected yes for the Position Summary button, as the box on that page must be checked on for the feed to occur.
Position Summary	Yes No No
HR Consultant	Yes O No No
Duty Statements	Yes O No No
Essential Functions	O Yes 💿 No
Staff Core Competencies	O Yes 💿 No
Job Competencies	O Yes 💿 No
Minimum Qualifications	◎ Yes 0 No
Preferred Qualification	O Yes 💿 No
Required Training	● Yes ◎ No
Background Check Types	© Yes ∣® No
Additional Job Requirement	O Yes O No
Driver's License Type	© Yes ◎ No
Driver's License Endorsements	O Yes O No
HR Only	© Yes ◎ No
Salary Survey Matches	O Yes O No
	◎ Select All Yes
	Previous Next

2. When you reach the ePAR NPP - Required Training step, you can remove and add required training.

New Required Training				
ID	Required Training			
		Î		
Add New Required Training				

- Click the **Delete row** trashcan ^{III} to remove training you do not want required for the position.
- Click Add New Required Training to search for and select training courses that are required for the position.

When you click Add New Required Training, the Required Training pop up appears:

Required Training			
Required Traini	ng:	Q	
OK	Cancel	Apply and Add Another	

3. Click the **Look Up** \bigcirc to display a list of courses from which to select.

The Look Up Required Training window appears. When this window first appears, it lists all courses numerically by Content Item ID, which is the HCM course code. In addition, this list displays only the first 300 results. Because there are more than 300 courses available, you can use filters to limit the results.

- To limit by course code, you can enter the first letter or characters of the course code in the **Content Item ID** box.
- To limit by course titles, you can enter a term or characters from the course's title in the **Description** box.

Look Up Required Training	×
	Help 🔺
Content Type CU_REQ_TNG	
Content Item ID begins with 🔻	
Content Group Type begins with 🔻	Q
Content Group begins with 🔻	Q
Description begins with 🔻	
Look Up Clear Cancel Basic Lookup	

Deciphering Course Codes

The letter that course code begins with indicates the type of course; for example, whether the course is an instructor-led course (ILT) or it is an online web-based course. The second character in the course code is a numeral indicating whether the course is specific to a campus or is for all campuses. The table below shows the definitions of these first course code characters.

Course Category Codes	Subcategory Codes
A=ILT courses	0=All campuses
U=Custom web-based courses	1=CU-Boulder
X=Skillsoft third-party online content	2=CU Anschutz
Z=CITI courses	3=CU Denver
	4=UCCS
	5=System
	6=CU Anschutz/CU Denver combined

For example, courses beginning with U0 are web-based courses for all campuses.

Note: Not all courses comply with these conventions.

2 HCM Step-by-Step Guide | hcm_sbs-Adding-Required-Training.docx Revised: April 15, 2021 | Prepared by: Employee Services

Common Required Course Codes

The following table lists some commonly required courses and their codes. Course requirements vary by campus. If you are unsure of what courses to require, contact your campus HR for assistance.

HCM Database Title of Course	CU Boulder and System	CU Denver	CU Anschutz	UCCS
Information Security-WEB (Required for all faculty and staff)		U00	063	
DiscrimMisconduct (Skillsoft title: Discrimination and Sexual Misconduct. Required every three years, campus-specific courses)	S10007	UOC	067	U00135
HIPAA Regulations (Campus-specific courses)	A00020			U40060
FERPA-WEB (Family Educational Rights and Privacy Act; Required for employee access to CU-SIS)		U00	049	
FERPA for Faculty-WEB (Family Educational Rights and Privacy Act; Required for faculty)		U00	156	
Fiscal Code of Ethics-WEB		F00	001	
Fiscal Code of Ethics – Off-WEB (Officers training)		F00	002	

UCCS Required Course Codes

The following table lists required courses for UCCS faculty and staff.

HCM Database Title of Course	Course Number
Information Security-WEB	U00063
DiscrimMisconduct-UCCS-WEB	U00135
Fiscal Code of Ethics-WEB	F00001
UCCS: Conflict of Interest	U40058
UCCS: Violence Prevention SaVE	U40059

Examples

For example, if you type **U** in the **Content Item ID** box and click **Look Up**, you will see the following result:

Look l	Jp Rec	uired Tra	ining			
			Help			
C	Content 1	Гуре	CU_REQ_TNG			
Cor	ntent Iter	m ID begin	swith ▼ U			
Content	Group 1	Type begin	s with 🔻 🔍			
		roup begin	`			
		tion begin				
	Descrip	non begin	5 With -			
Look	Lin	Clear	Cancel Basic Lookup			
Look	Op	Clear	Cancel Basic Lookup			
Search	Result	s				
View 100)		First 🕚 1-97 of 97 🕑 Last			
view roo						
Content	Content Group	Content	Description			
Item ID	Туре	Group	Description			
U00049		(blank)	FERPA-WEB			
U00050	(blank)	(blank)	Lab Safety-WEB			
U00053	(blank)	(blank)	Procurement Card Holder-WEB			
U00055	(blank)	(blank)	ePER-WEB			
U00057	(blank)	(blank)	ADA - WEB			
U00059	(blank)	(blank)	Direct Charging-WEB			
U00062	(blank)	(blank)	Performance Management-WEB			
U00063	(blank)	(blank)	Information Security-WEB			
U00064	(blank)	(blank)	Information Security ITS-WEB			

Or, if you type FERPA in the Description box and click Look Up, you would see the following result:

Look Up Required Training				×	
				Help	
Conte	ent Type	CU_F	REQ_TNG		
Content	Item ID begins	with 🔻			
Content Gro	up Type begins	with 🔻		Q	
Conter	t Group begins	with 🔻		Q	
Des	scription begins	with 🔻 FERF	PA	1	
Look Up	Clear	Cancel	Basic Lookup		
Search Results					
View 100 First 🕢 1-2 of 2 🕑 Last					
Content Item ID	Content Group Type	Content Group	Description		
U00156	(blank)	(blank)	FERPA for Faculty-	WEB	
U00049	(blank)	(blank)	FERPA-WEB		

- 4. Click a course to select it. The system returns you to the Required Training pop up.
- 5. If you are assigning only one course, click **OK**, to add the selected course to the position and return to the transaction. If you are assigning more than one course, click **Apply and Add Another** to save your selection, and then click the Look Up again to select another course.
- 6. Complete the remaining steps of your transaction and submit it for approval as described in <u>Creating or Updating</u> <u>a Non-Person Profile (NPP) Step-by-Step Guide</u>.