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

Human Capital Management: Step-by-Step Guide

Creating or Updating a Non-Person Profile

When creating positions you may want to create a non-person profile (NPP) to generate details needed for posting the position for recruiting.

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Before You Begin

You should have a position number of an existing position. You cannot create an NPP for a position that has not been created yet. Refer to *Creating a Position with Funding Step-by-Step Guide* for information about creating positions.

Caution: Although you will see fields related to the position, **do not** update the position itself. Any updates to position must be made through the position page, not through an ePAR transaction. Position changes include job code, business unit, title, standard hours/FTE, full/part-time indicator, classified indicator, location, department and reports to. If you want to update a position, refer to *Updating a Position Step-by-Step Guide*, which describes the process through Non-Pay Actions> Position Management. If you want to update funding, refer to *Making a Funding Entry Step-by-Step Guide*.

Navigation tips:



Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.

 The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

 The magnifying glass is called a look up and displays search results for you to select valid field values.

 The book and checkmark lets you spell check text boxes.

 The down arrow lets you hide, or collapse, sections you do not want to view.

Click the  arrow to expand the section.

Creating or Updating an NPP

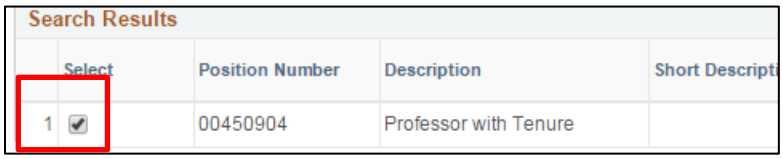
To create or update an NPP:

1. From the HCM Community Users dashboard, click the **Pay Actions** tile.
2. Under ePAR Non-Person Profile (NPP), click **Add**.



Position Search

1. Under **Search Criteria**, enter the information for your position and click **Search**.
   - Unless you know the position number, you must supply the department number. You can either type the number, or click the look up next to the field to search for and select the department.
   - You can also specify the business unit or the position number to limit your search results and make finding your position easier. If you are entering a position number that includes leading zeros (00 or 0000), you must include them.
2. Make sure the **Select** checkbox is selected for your position.

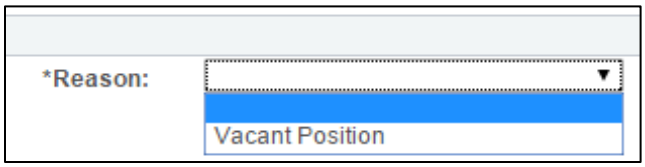


3. Click **Next**.

Action/Reason

Go to the Action/Reason Selection area to select your action reason and enter comments about the NPP update:

1. From the **Reason** dropdown, select **Vacant Position**. The Vacant Position reason is used regardless of whether the position is vacant and ready for recruitment or if you are just updating the NPP.



2. Choose an **Effective Date**.



   - If you are planning to have HCM feed the position to CU Careers for posting a requisition, the Effective Date must equal today's date or earlier (it cannot be future-dated).
   - If you are doing a direct hire (inviting a student or already identified candidate to apply), the Effective Date must be prior to the Hire Date of a new employee.
   - The old Effective Date reflects the date of the most current row of the selected position. If no position data is updated in the ePAR transaction, the new Effective Date may be the same date as the old Effective Date.
   - The Position table does not use Effective Date sequencing. If you have more than one action/reason combination, they must have different effective dates, or all the changes must be included under the most important action reason when updated on one row.
   - The Profile Type displayed in the Action/Reason Selection area is identified by employment group.



3. In the **Comments** box, type any information about the purpose of creating or updating the position that may be helpful for those who approve the transaction.
4. Click **Next**.  The ePAR Position Change page appears.

Caution: Do not make any changes to the position. Even though there are fields open, this is not the preferred method for updating a position. If you want to update the position, refer to *Updating a Position Step-by-Step Guide* for more information.

5. From the ePAR Position Change page, scroll to the bottom and click **Next** to display the ePAR NPP – Questionnaire page.

Non-Person Profile Questionnaire

This page of the transaction lets you choose which parts of the non-person profile (NPP) to update. The NPP options vary depending on the type of positon you are creating/updating (faculty, university staff, classified staff, or student/temporary).

To choose the areas of the non-person profile to update:

1. In the **Description** field, update the description to match your Position Title (working title).



2. Type a **Short Description**, which can be an identifier of your choice. The Short Description may be used in some reports where the Description is too long to include or is not included.
3. Select **Yes** for the areas of the NPP you want to update. Options that appear with Yes selected and grayed out are required for certain data to feed to CU Careers. If you select Yes to the non-required options, a step will be added to the process letting you edit information pertaining to that selection.

   The NPP varies by position type. For example, the NPP for a student/temporary position has fewer options than the NPP for a faculty or staff position. The following figures illustrate the differences between an NPP for a faculty position and an NPP for a university staff position:

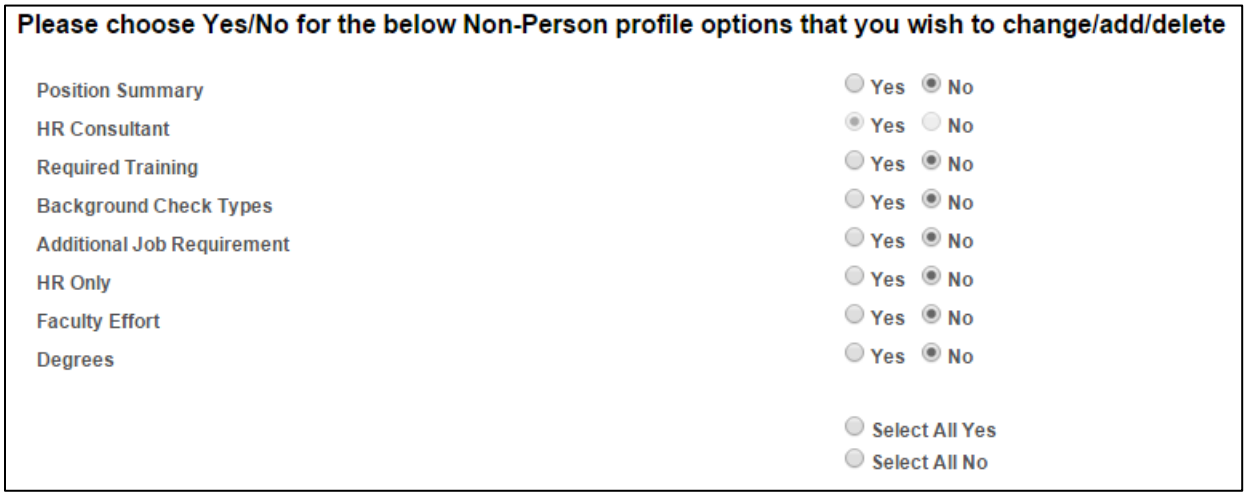


Figure 1. NPP Options for a Faculty Positon

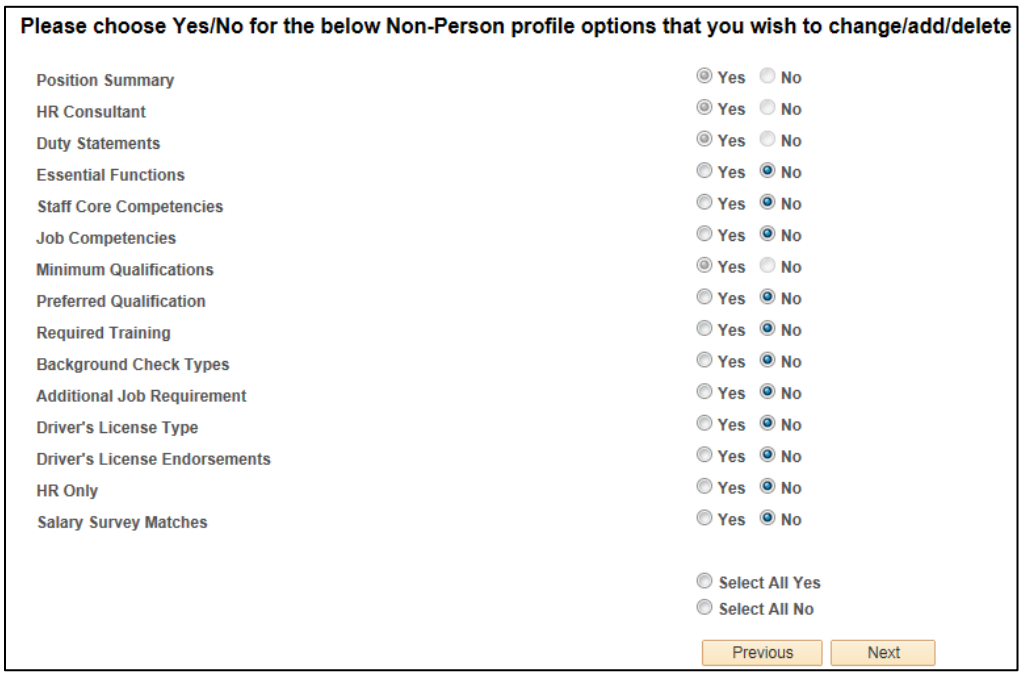
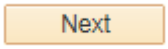


Figure 2. NPP Options for a University Staff Position

4. Click **Next**. 

The transaction will now present you with pages where you can update information associated with each of the NPP options for which you selected Yes from the Questionnaire. You will not be prompted to update those areas for which you selected No.

Position Summary and HR Consultant

In this step, update the position summary page with a brief description of the position and with an HR Consultant. The HR Consultant is the person who will need to complete the hire process in HCM after a candidate has been selected from CU Careers for hire.

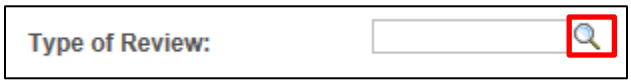
Step Applies To:	All Positions
For CU Careers:	Position Summary and HR Consultant are required for posting to CU Careers. Only HR Consultant is required for Student/Temporary positions to post in CU Careers.

To add a new position summary:

1. Click **Add New Position Summary** or select the row currently populated to edit existing information. New rows will need to be added when first creating a position.



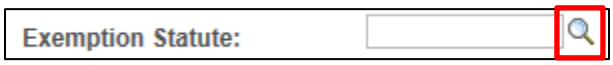
2. Click the look up next to **Type of Review** (Required).



3. Choose one of the following options:
   - **New:** Use when creating a new position or adding the job summary for the first time.
   - **Vacant:** Use when filling a vacant position or soon to be vacant position.
   - **Update Pos**: Choose only if updating a position.
   - **Reallocation**: Use for a position change that is **not** a Promotion or Demotion (no change in pay).
   - **Promotion**: Use if position change is with more pay/responsibilities.
   - **Demotion**: Use if position change is with less pay/responsibilities.

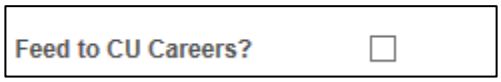
DEMOTION	(blank)	(blank)	Position Change with less pay/responsibilities
NEW	(blank)	(blank)	New Position
PROMOTION	(blank)	(blank)	Positon change with more pay/responsibilities
REALLOCATION	(blank)	(blank)	Position change that is not a Promotion or a Demotion (no chg in pay)
UPDATE POS	(blank)	(blank)	Update an existing position/NPP
VACANT	(blank)	(blank)	Vacant Position

4. Click the look up next to **Exemption Statute**.

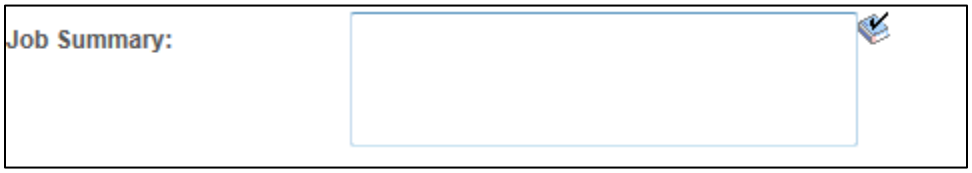


5. Select the appropriate exemption statute.

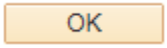
6. If you are recruiting for the position, click the **Feed to CU Careers?** chekbox. This sends the position to CU Careers after it is approved. Leave the box unchecked if you are only updating the NPP and not sending to CU Careers for recruitment.



7. Enter a **Job Summary**. (This will feed to CU Careers as part of your job description.)



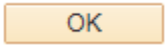
Note: The Job Summary text box is limited to 1,325 characters.

8. Click **OK**. 

9. Click **Add New HR Consultant** (Required, regardless of whether you are posting).



10. Click the look up next to HR Consultant and select the correct HR Consultant for your campus (refer to your campus HR for more information).

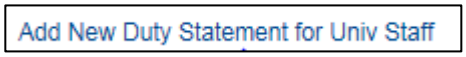
11. Click **OK**. 

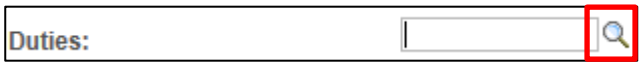
Duties

Duties, or duty statements, are part of a job description for staff.

Step Applies To:	University staff and classified staff positions
For CU Careers:	Required for posting to CU Careers

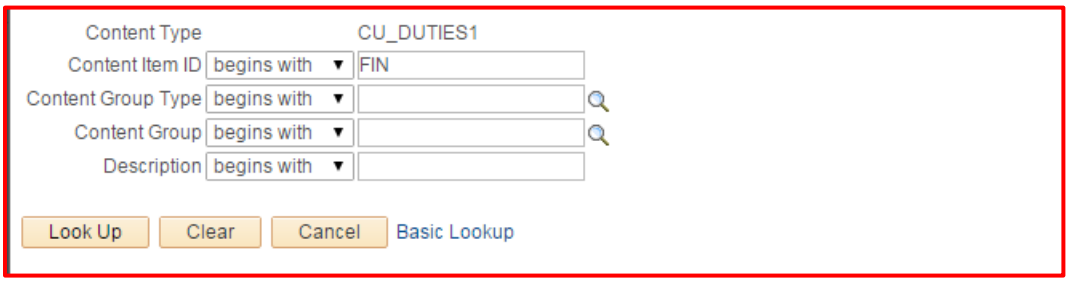
To identify and add duties of the position:

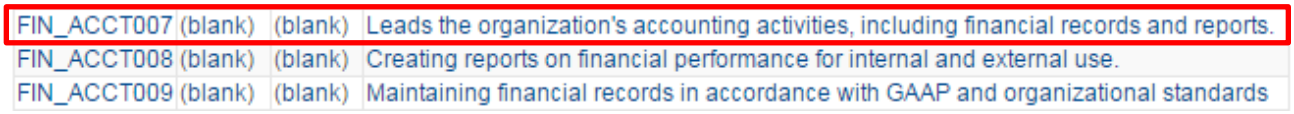
1. Choose **Add New Duty Statement.** 

2. Click the look up next to **Duties** (Required). 

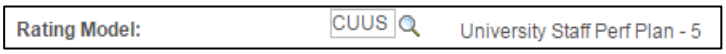
3. Use the search boxes on the top of the screen to find the duty you want to use. Use the Job Code/Job Family list to search by Content Item ID.
   Or,

Click the name of the duty from the list at the bottom.

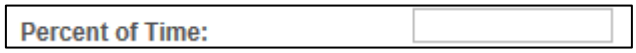




4. Verify that the **Rating Model** is **CUUS**.



5. Enter **Percent of time** (optional).



6. Enter the **Description of Work**. This lets you add more detail about how a person might accomplish the duty statement.



7. To add another duty, click **Apply and Add Another.**



Or,

Click **OK**.



8. Repeat until all duties have been added.
9. Click **Next**.



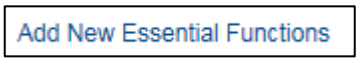
Essential Functions

Essential functions describe the requirements of the position for staff.

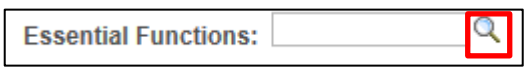
Step Applies To:	University staff and classified staff positions
For CU Careers:	Does not feed to CU Careers

To add essential functions:

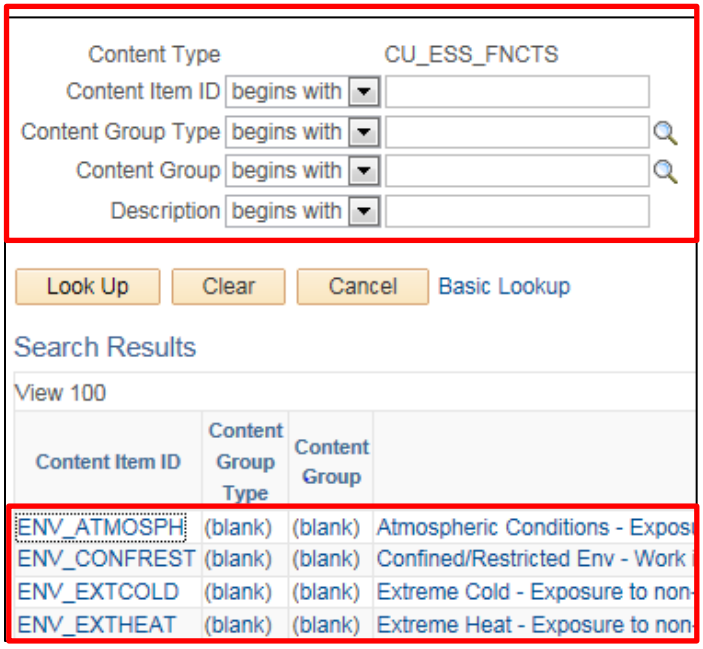
1. Click **Add New Essential Functions**.



2. Click the look up for **Essential Functions** (Required).

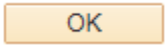


3. Use the search boxes on the top of the screen to find the essential function you want to use; then click the name of the duty from the list at the bottom.



4. To add another essential function, click **Apply and Add Another.** 

   Or,

   Click **OK**. 

5. Click **Next**. 

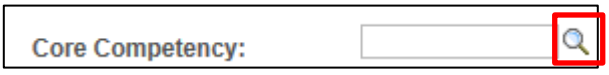
Core Competencies

Core Competencies populate from the university staff profile template or the classified staff profile template for existing positions. For new positions you may have to add them, depending on your campus policy or process.

Step Applies To:	University staff and classified staff positions
For CU Careers:	If populated, Core Competencies will feed to CU Careers.

To update core competencies for the position:

1. Click **Add New Univ Staff Core Competencies**. 

2. Click the look up for **Core Competency** (Required). 

3. Select compentencies. Be sure to add all six core competecies listed below:

New Univ Staff Core Competencies	
ID	Core Competencies
ACCTABLITY	Accountability
COLLABORAT	Collaboration
COMMUNICTN	Communication
DIV_INCLUSN	Diversity and Inclusion
ETH_INTEGR	Ethics and Integrity
RELATN BLDG	Relationship Building

4. To add another Core Competency, click **Apply and Add Another**. 

   Or,

   Click **OK**. 

5. Click **Next**. 

Job Competencies

Job Competencies populate from the university staff profile template or the classified staff profile template for existing positions. For new positions you will have to add them.

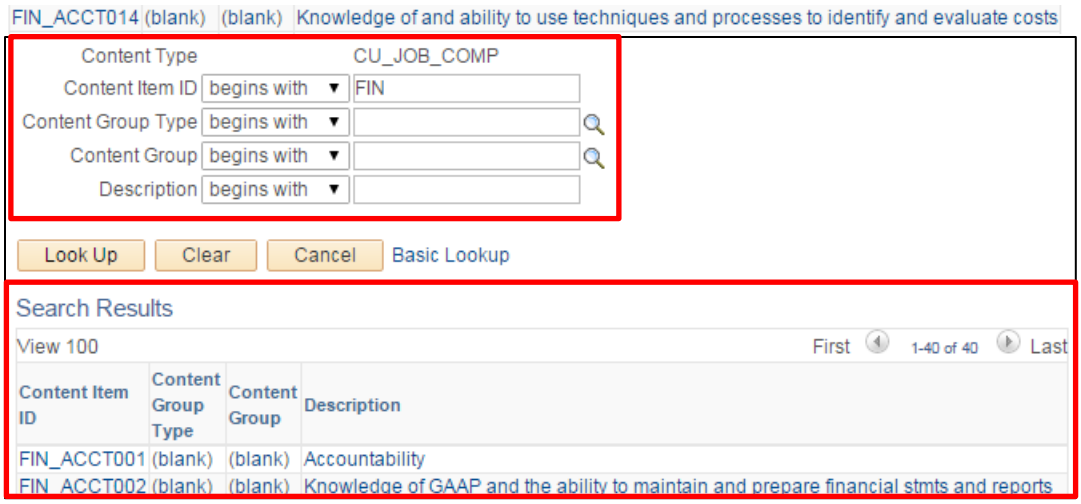
Step Applies To:	University staff and classified staff positions
For CU Careers:	If populated, Job Competencies will feed to CU Careers.

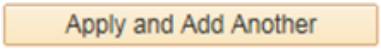
To add Job Competencies to a position:

1. Click **Add New Job Competency.** 

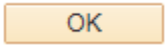
2. Click the look up for **Job Competency** (Required). 

3. Use the search boxes on the top of the screen to find the Job Competency you want to use, then click the name of the job competency from the list at the bottom.



4. To add another Job Competency, click **Apply and Add Another**. 

   Or,

   Click **OK**. 

5. Click **Next**. 

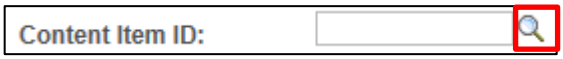
Qualifications

You can specify minimum qualifications as well as preferred qualifications.

Step Applies To:	University staff and classified staff positions
For CU Careers:	Required for posting to CU Careers

To define qualifications:

1. Click **Add New Minimum Qualifications**. 

2. Click the look up for **Content Item ID** (Required). 

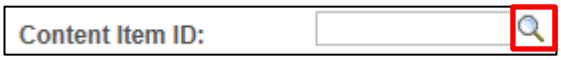
3. Click **Minimum Qualifications**.



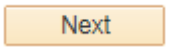
Content Item ID	Content Group Type	Content Group	Description
1_US_MINQUAL	(blank)	(blank)	Minimum Qualifications

4. Enter <u>all</u> minimum qualifications in the text box.
5. Click **OK**. 

(Do not click Apply and Add Another.)
6. Click **Add New Preferred Qualifications**. 

7. Click the look up for **Content Item ID** (Required). 

8. Enter <u>all</u> preferred qualifications in the text box.
9. Click **OK**. 

(**Do not** click Apply and Add Another.)
10. Click **Next**. 

Required Training

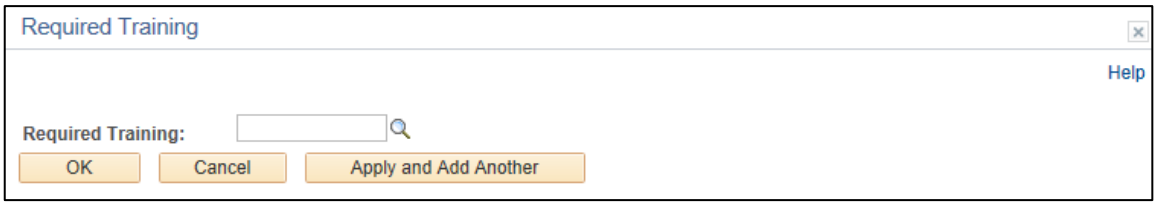
For filled positions, the Required Training for all employees will already be listed for university-wide training. Any additional job-specific training will need to be added. For new positions you will need to add those trainings and any additional required training for that position.

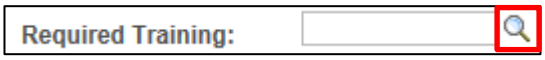
Step Applies To:	All positions
For CU Careers:	Does not feed to CU Careers

To add required training:

1. Click **Add New Required Training** 

the Required Training pop up appears:



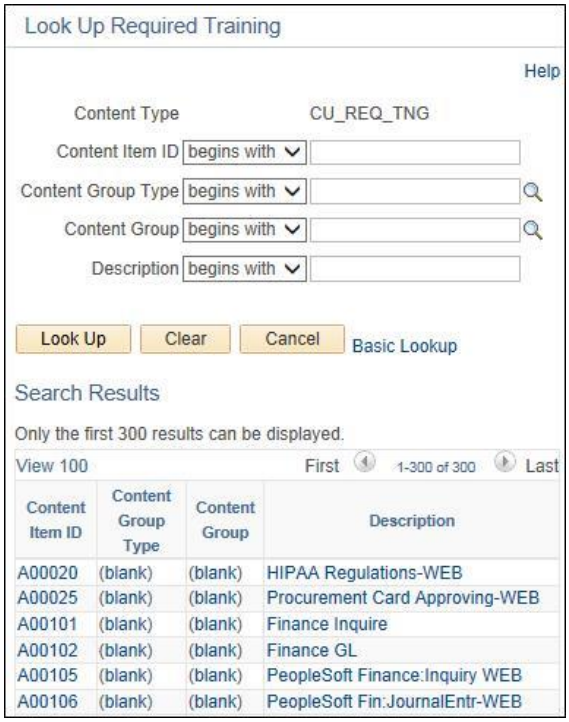
2. Click the look up for **Required Training** (Required). 

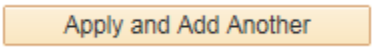
   A list of courses from which to select appears. When this window first appears, it lists all courses numerically by Content Item ID which is the HCM course code. In addition, this list displays only the first 300 results. Because there are more than 300 active courses available, you can use filters to 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.

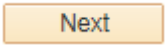
   Refer to the *Adding Required Training* step-by-step guide for more information about course codes and requirements, which vary by campus.

3. Select a training option from the list. This is where you can add the Required Training specific to the position. To add another required training, click **Apply and Add Another**.





Or, click **OK**. 

4. Click **Next**. 

Background Checks and Additional Information

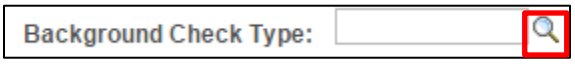
This section describes how to add background checks, job requirements, and driver's license requirements. The Criminal Background check will be listed for filled positions; it will need to be added for new positions.

Step Applies To:	All positions
For CU Careers:	If populated, background checks and job requirements will feed to CU Careers.

To add additional background checks:

1. Click **Add New Background Check Types**. 

2. Click the look up for **Background Check Type** (Required).



3. Select the background check.

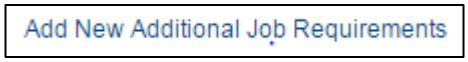
View 100 First 1-6 of 6 Last

Content Item ID	Content Group Type	Content Group	Description
CREDIT	(blank)	(blank)	Financial/Credit Check
CRIMINAL	(blank)	(blank)	Criminal Background Check
DRIVING	(blank)	(blank)	Driving Record Check
EPL	(blank)	(blank)	EPLS - Excluded Parties List
OTHER	(blank)	(blank)	Other Background Check
SEX_OFFEND	(blank)	(blank)	Sex Offender Registry Check

4. To add another Background Check Type, click **Apply and Add Another**. 

   Or,

   Click **OK**. 

5. Click **Add New Additional Job Requirements** (optional). 

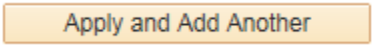
6. Click the look up for **Additional Job Requirements** (Required).



7. Choose **HIPAA**, **Hazardous materials**, **Environmental**, and any other additional job requirements.

Content Item ID	Content Group Type	Content Group	Description
CALL BACK	(blank)	(blank)	Call Back
CAMP_SEC_ATH	(blank)	(blank)	Campus Security Authority
DRUG FREE WK	(blank)	(blank)	Drug Free Workplace
DR_LIC_REQ	(blank)	(blank)	Driver's License Requirement
ESSNTAL SVCS	(blank)	(blank)	Essential Services Designation

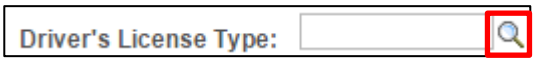
8. To add another Additional Job Requirement, click **Apply and Add Another**.



   Or,

   Click **OK**. 

9. Click **Add New Driver's License Type** (optional). 

10. Click the look up for **Driver's License Type**. 

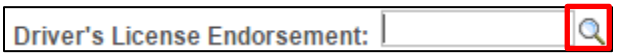
11. Choose a **Driver's License Type**.

Content Item ID	Content Group Type	Content Group	Description
CDL	(blank)	(blank)	Commercial Driver's License
REG	(blank)	(blank)	Regular Driver's License

12. Click **OK**. 

13. Click **Add New Driver's License Endorsements** (optional). 

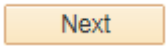
14. Click the look up for **Driver's License Endorsement**.



15. Choose an endorsement.

Content Item ID	Content Group Type	Content Group	Description
HAZ_MATERIAL	(blank)	(blank)	Hazardous Materials Endorsement
MOTORCYCLE	(blank)	(blank)	Motorcycle
PASSENGER	(blank)	(blank)	Passenger Endorsement
SCHOOL BUS	(blank)	(blank)	School Bus Endorsement

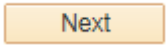
16. Click **OK**. 

17. Click **Next**. 

HR Only

This section is used by HR or Faculty position reviewers only (e.g., Dean's Office Staff). They will be able to add notes about the position.

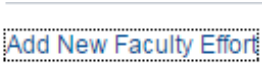
Step Applies To:	All positions
For CU Careers:	Does not feed to CU Careers

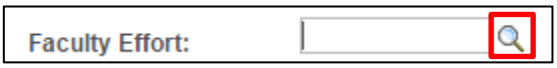
1. Click **Next**. 

Faculty Effort

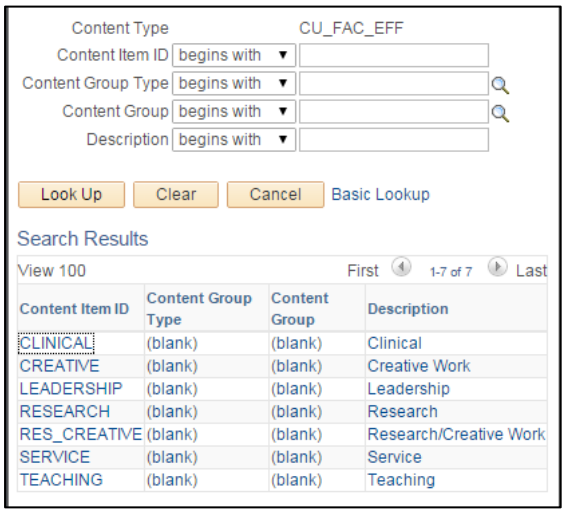
This section describes faculty effort, which includes any teaching, research, service, clinical, creative, leadership activities performed by faculty.

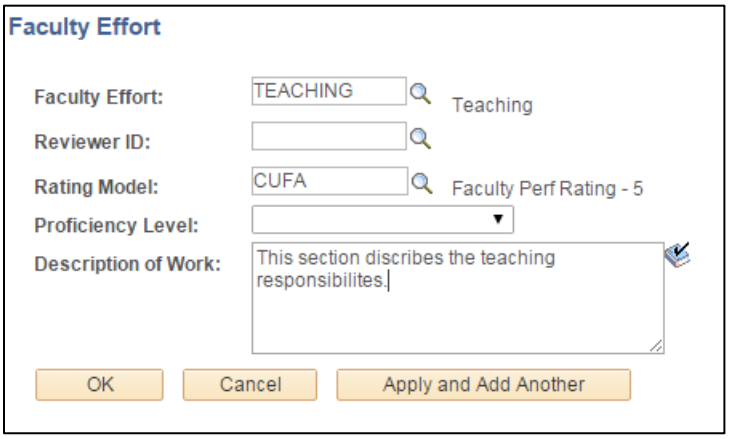
Step Applies To:	Faculty positions
For CU Careers:	Does not feed to CU Careers

1. Click **Add New Faculty Effort**. 

2. Click the look up for **Faculty Effort** (Required). 

3. Select the **Faculty Effort** type:





4. Click **OK**. 

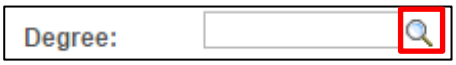
5. Click **Next**. 

Degree and Field of Study

This section lets you define any degrees and requirements for fields of study. If populated, the field of study will feed to CU Careers.

Step Applies To:	Faculty positions
For CU Careers:	If populated, field of study feeds to CU Careers.

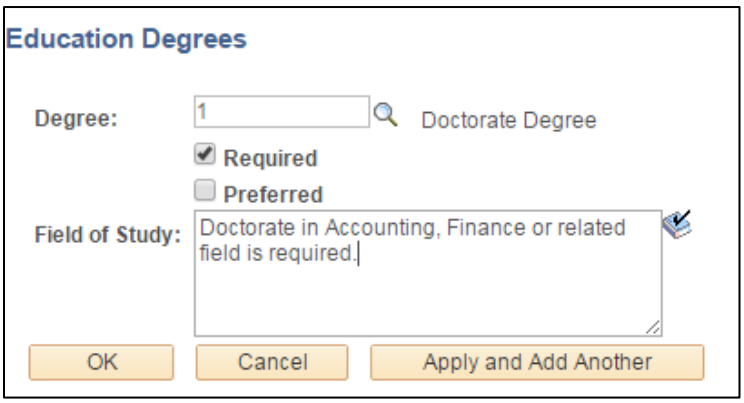
1. Click **Add New Degree**. 

2. Click the look up for **Degree** (Required). 

3. Click the appropriate Degree type:

Content Item ID	Content Group Type	Content Group	Description
1	(blank)	(blank)	Doctorate Degree
1DA	(blank)	(blank)	Doctor of Arts
1DARCH	(blank)	(blank)	Doctor of Architecture
1DBA	(blank)	(blank)	Doctor of Business Admin
1DE	(blank)	(blank)	Doctor of Engineering

4. Indicate whether the degree is **Required** or **Preferred**. You can add select **Apply and Add Another** if one is Required and another is Preferred.
5. Complete the **Field of Study Section**.



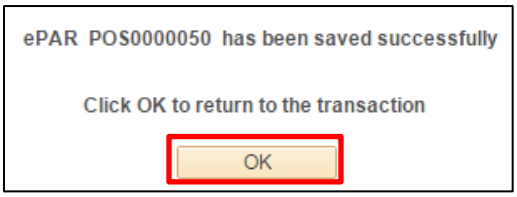
Saving and Submitting an NPP

When you have reached the end of the transaction, click **Next** to go to the ePAR New Department Budget Table, which displays funding information. You can then save and submit it for approval.

Important: The Department Budget information is view only. If you want to update the funding, refer to *Making a Funding Entry Step-by-Step Guide* for more information.

Step Applies To:	All transactions

1. Click **Save** from the top left corner. 

2. Click **OK**. 

3. Click **Submit**. 

   The Approval Map will display indicating who needs to approve the transaction.

