Human Capital Management: Step-by-Step Guide

Entering Group Changes

HCM lets you to make mass changes for a number of employees in your department. The types of changes you can make include, FLSA (Overtime Eligibility), Paygroup, Appointing Authority, Supervisor/Reports To, Location Changes. Refer to the Transaction Pages and Action Reasons job aid for definitions of each action.

Caution: Any updates that affect 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.

Contents

Before You Begin

Navigation tips:

▼ HCM Community Users

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

- From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
- Click **Employee Self Service**.
- 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.

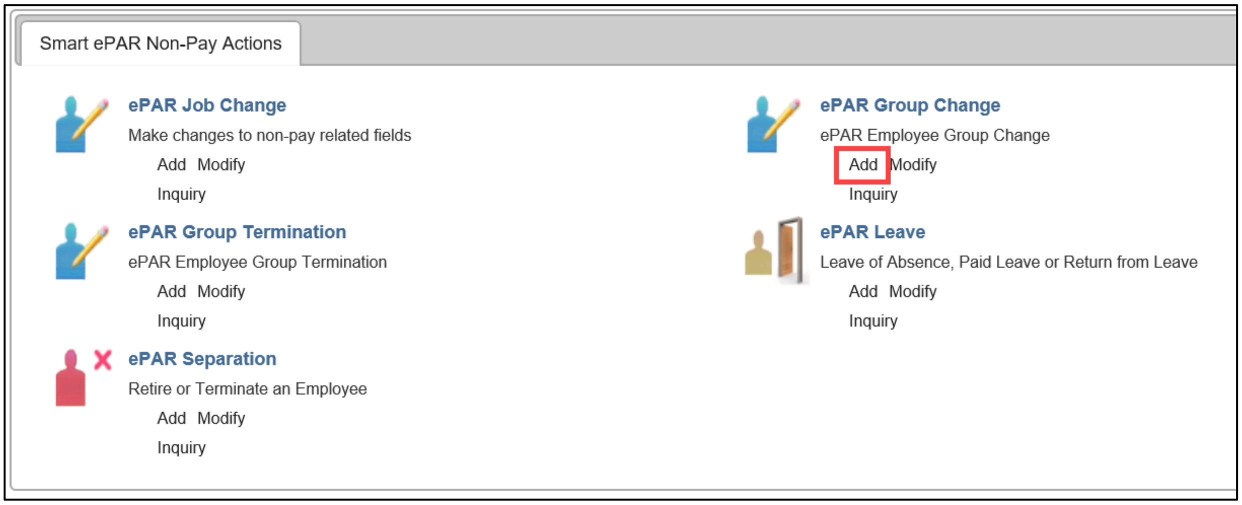
The book and checkmark lets you spell check text boxes.

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

Click the arrow to expand the section.

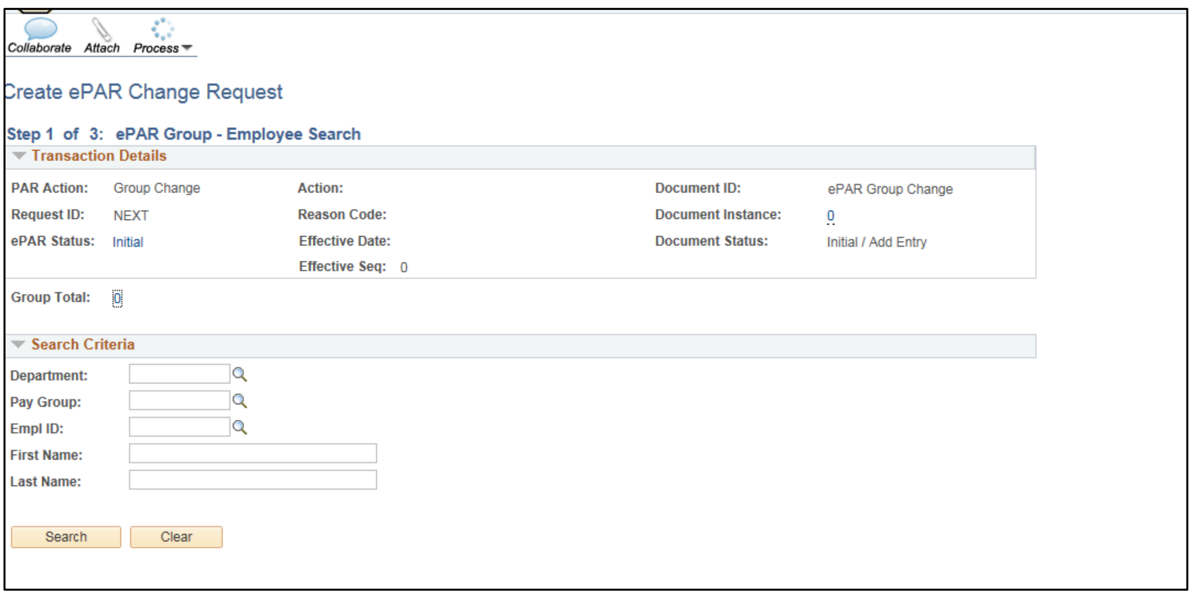
Beginning the Transaction

1. From the HCM Community Users dashboard, click the **Non-Pay Actions** tile.
2. Under ePAR Group Change, click **Add**.



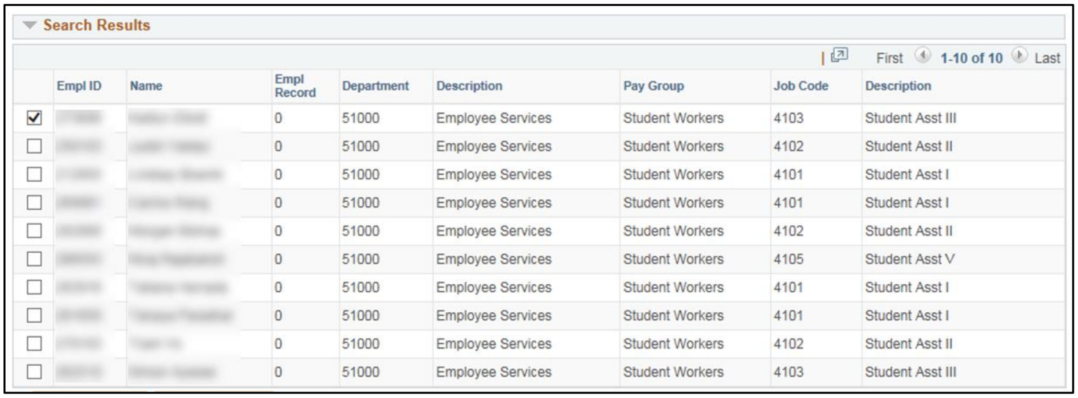
Step 1: Employee Search

1. Type the **Department Number**, **Paygroup** or **Empl ID**.

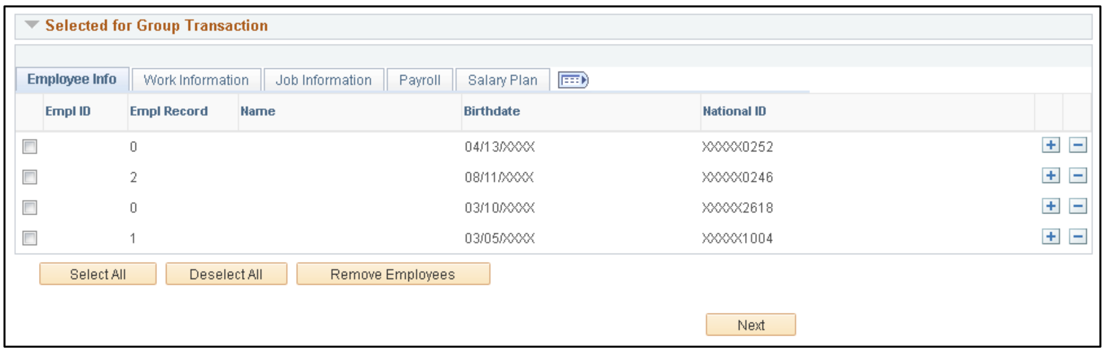


2. Click **Search**.

3. From the Search Results list, select checkboxes for employees, and click **Add Employees**.



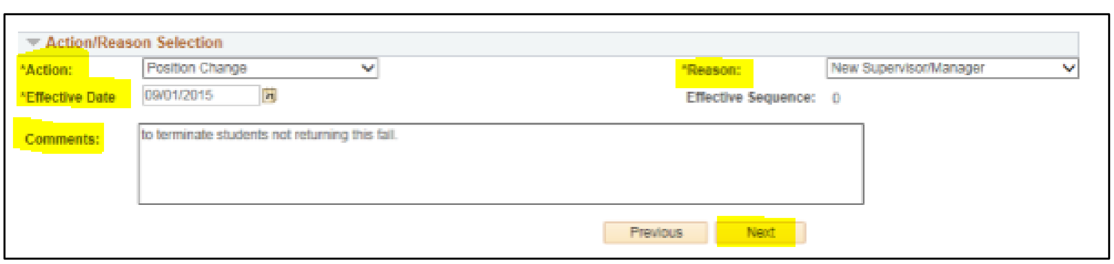
4. Continue to look for and select employees until you have chosen all that you want to take action on. The selected employees appear in a second window, **Selected for Group Transaction**, below the first window.



5. From the selected group, click **Select All**.
6. After you've made your selections, click **Next**.

Step 2: Action/Reason

1. Complete all of the required fields marked by an asterisk (*).
2. Select an **Action** from the dropdown list.
3. Select a **Reason** from the dropdown list. Refer to the *Transaction Pages and Action Reasons* job aid for definitions of each action reason.
4. Choose an **Effective Date**.
5. Type any comments.



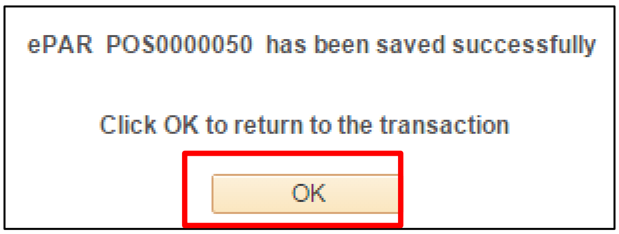
6. Click **Next**.

Step 3: Employee List

Enter the information you would like to change. The following fields are available: Location Code, Reports To, and Appointing Authority:

Step 4: Saving and Submitting

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

2. Click **OK**. 

3. Click **Submit**.