

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.

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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.

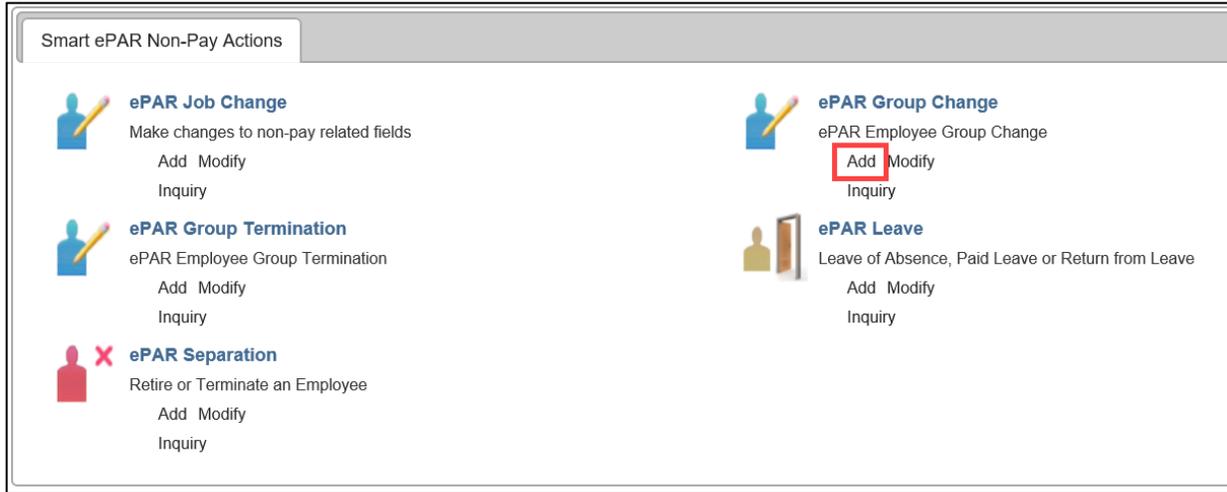


The down arrow lets you hide, or collapse, sections you do not want to view.

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**.

The screenshot shows the "Create ePAR Change Request" form, specifically "Step 1 of 3: ePAR Group - Employee Search".

Transaction Details:

PAR Action:	Group Change	Action:		Document ID:	ePAR Group Change
Request ID:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:		Document Status:	Initial / Add Entry
		Effective Seq:	0		

Group Total:

Search Criteria:

Department:

Pay Group:

Empl ID:

First Name:

Last Name:

2. Click **Search**.

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

Search Results								
Empl ID	Name	Empl Record	Department	Description	Pay Group	Job Code	Description	
<input checked="" type="checkbox"/>		0	51000	Employee Services	Student Workers	4103	Student Asst III	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4102	Student Asst II	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4101	Student Asst I	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4101	Student Asst I	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4102	Student Asst II	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4105	Student Asst V	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4101	Student Asst I	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4101	Student Asst I	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4102	Student Asst II	
<input type="checkbox"/>		0	51000	Employee Services	Student Workers	4103	Student Asst III	

- 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.

Selected for Group Transaction					
Empl ID	Empl Record	Name	Birthdate	National ID	
<input type="checkbox"/>	0		04/13/0000	000000252	+ -
<input type="checkbox"/>	2		08/11/0000	000000246	+ -
<input type="checkbox"/>	0		03/10/0000	000002618	+ -
<input type="checkbox"/>	1		03/05/0000	000001004	+ -

Select All Deselect All Remove Employees

Next

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

Step 2: Action/Reason

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

Action/Reason Selection	
*Action:	Position Change
*Reason:	New Supervisor/Manager
*Effective Date:	09/01/2015
Effective Sequence:	0
Comments:	to terminate students not returning this fall.

Previous Next

- Click **Next**.

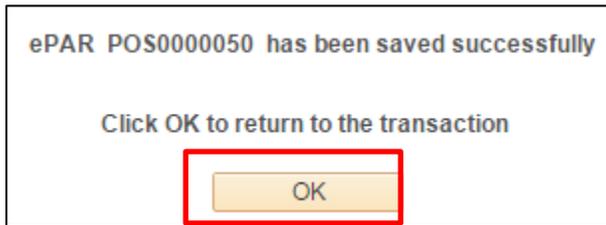
Step 3: Employee List

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

Group Employee Information			
Location Code:	<input type="text"/>	Reports To:	<input type="text"/>
Appointing Authority:	<input type="text"/>		

Step 4: Saving and Submitting

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



2. Click **OK**.
3. Click **Submit**. 