

Human Capital Management: Step-by-Step Guide

Entering Job Changes

HCM lets you make changes to an employee's job and position including: Appointment, Campus Box, Supervisor, Appointing Authority, Location, FLSA, Pay Group, Working Title, and Faculty Promotion.

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

Entering Job Changes	1
Before You Begin	
Beginning the Transaction	
Step 1: Employee Selection	
Step 2: Action/Reason	
Step 3: Job Information	
Step 4: Saving and Submitting	5
Data Change: Change Appointment End Date	
Data Change: Other - Comment Required	7
Data Change: Pay Group Change	8
Data Change: Service Date Change	g
Position Change: Faculty Promotion	10
Position Change: Job Re-Classification	11
Position Change: Other - Comment Required	12

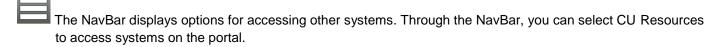
Before You Begin

Navigation tips:

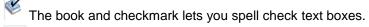
▼ HCM Community Users

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.





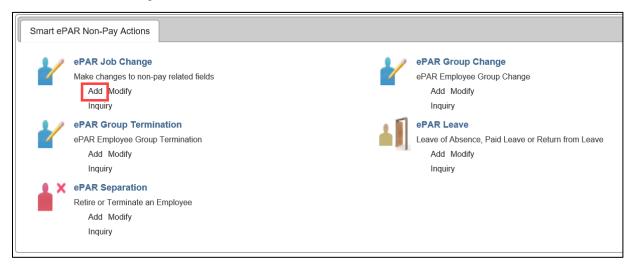


The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.

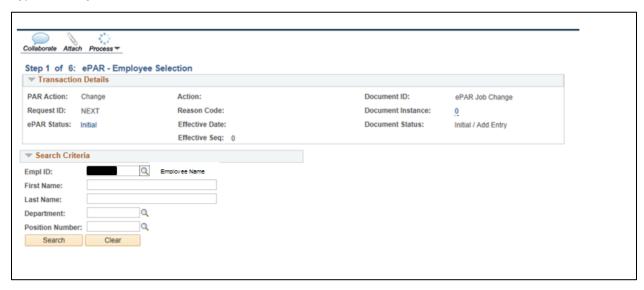
Beginning the Transaction

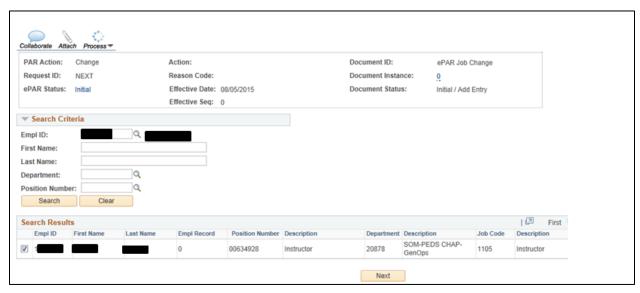
- 1. From the HCM Community Users dashboard, click the Non-Pay Actions tile.
- 2. Under ePAR Job Change, click Add.



Step 1: Employee Selection

1. Type the Empl ID, or other search criteria, and click Search.



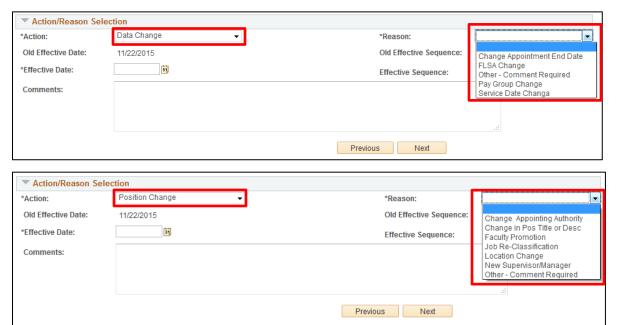


3. Click Next. Next

Step 2: Action/Reason

1. From the **Action** listbox, select an action code.

Depending on the action code you choose, the reason code choices change, as shown below:



2. From the Reason listbox, select a reason for the action you are taking.

Depending on which reason code you choose, HCM opens different fields for data entry. For information about what fields are opened, click the links from the table below. For information about which transactions use which action reasons, refer to the *Transaction Pages and Action Reasons* job aid, available from the HCM Community website.

Data Change	Change Appointment End Date
	Other - Comment Required
	Pay Group Change
	Service Date Change
Position Change	Faculty Promotion
	Job Re-Classification
	Other - Comment Required

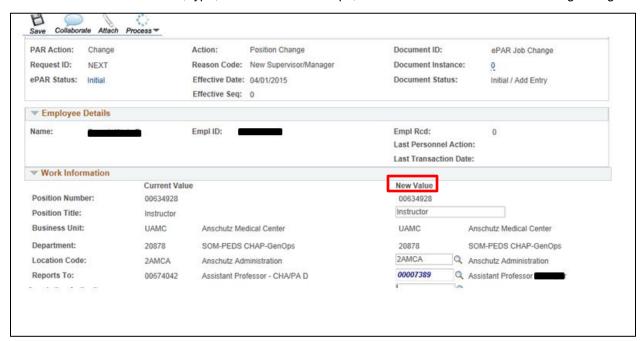
3. Type or select an Effective Date. The Effective Date should not be the same as the old effective date.

Note: All fields with an asterisk (*) are required.

4. Click Next. Next

Step 3: Job Information

1. Under the New Value column, type, or select from lookups, the new values for information being changed.



Step 4: Saving and Submitting



- 1. Click **Save** from the top left corner.
- 2. After you receive your ePAR Job Change number, click OK.





4. Click **OK**.

Note: The remaining pages of this guide describe which fields open for update depending on what action reason you selected in Step 2: Action/Reason. Each of the following sections provides a link back to Step 3: Job Information, reminding you to enter an Effective Date and complete Step 4: Saving and Submitting.

Data Change: Change Appointment End Date



Using the **Change Appointment Date** reason code, you will see the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

- Position Title
- Location Code
- Reports To
- Appointing Authority

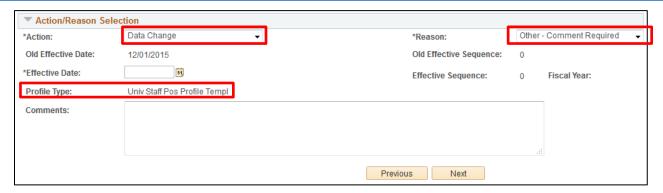
Job Information:

FLSA Status

Employment Data:

- Company Seniority Date
- Probation Date
- Appointment End Date

Data Change: Other - Comment Required



Using the **Other – Comment Required** reason code, you will see that the **Profile Type** is displayed in Step 2 of the transaction, and the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

- Position Title
- Location Code
- Reports To
- Appointing Authority

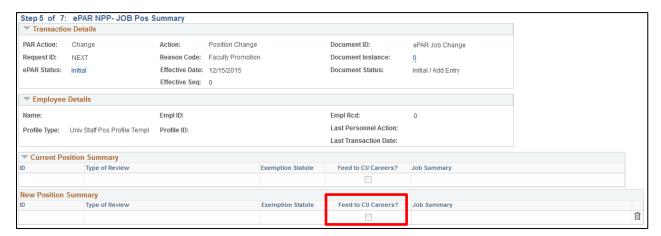
Job Information:

FLSA Status

Employment Data:

- · Company Seniority Date
- Probation Date
- Appointment End Date

In Step 5 of the **Other – Comment Required** transaction, you will be prompted to update the Non-Person Profile/Position. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox <u>unchecked</u>, as shown below:



Data Change: Pay Group Change



Using the **Pay Group Change** reason code, you will see the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

- Position Title
- Location Code
- Reports To
- Appointing Authority

Job Information:

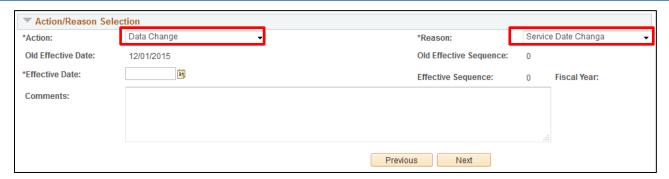
- Officer Code
- FLSA Status
- Pay Group

Employment Data:

- Company Seniority Date
- Probation Date
- Appointment End Date

Note: Changing the Pay Group will likely have an effect on the employee's benefits. Before proceeding with making this change, be certain that you know the impact.

Data Change: Service Date Change



Using the **Service Date Change** reason code, you will see the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

- Position Title
- Location Code
- Reports To
- Appointing Authority

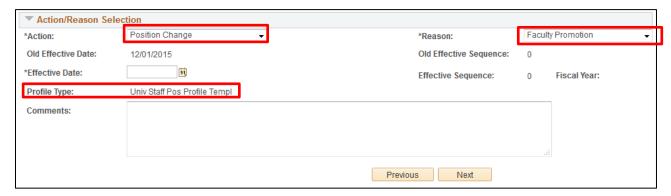
Job Information:

FLSA Status

Employment Data:

- Company Seniority Date
- Probation Date
- Appointment End Date

Position Change: Faculty Promotion



Using the **Faculty Promotion** reason code, you will see that the **Profile Type** is displayed in Step 2 of the transaction, and the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

Position Title

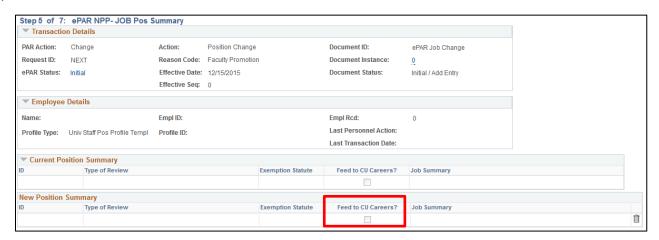
Job Information:

- Job Code
- FLSA Status

Employment Data:

- · Company Seniority Date
- Probation Date
- Appointment End Date

In Step 5 of the **Faculty Promotion** transaction, you will be prompted to update the Non-Person Profile/Position. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox <u>unchecked</u>, as shown below:



Position Change: Job Re-Classification



Using the **Job Re-Classification** reason code, you will see that the **Profile Type** is displayed in Step 2 of the transaction, and the following **Work Information**, **Job Information**, and **Employment Data** fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

Position Title

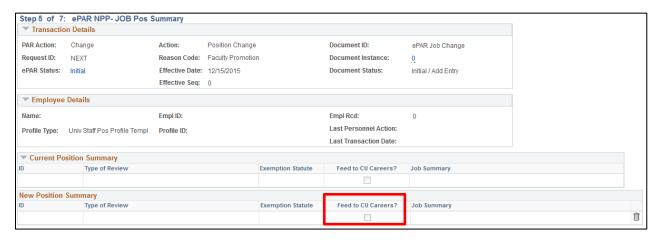
Job Information:

- Job Code
- FLSA Status

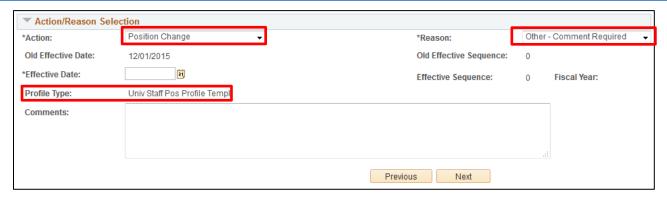
Employment Data:

- Company Seniority Date
- Probation Date
- Appointment End Date

In Step 5 of the **Job Re-Classification** transaction, you will be prompted to update the Non-Person Profile/Position. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox <u>unchecked</u>, as shown below:



Position Change: Other - Comment Required



Using the Other – Comment Required reason code, you will see the following Work Information, Job Information, and Employment Data fields opened for update in Step 3: Job Information (shown on page 5) of the transaction:

Work Information:

- Position Title
- Location Code
- · Reports To
- Appointing Authority

Job Information:

- Officer Code
- FLSA Status
- Pay Group

Employment Data:

- · Company Seniority Date
- Probation Date
- Appointment End Date

Note: Changing the Pay Group will likely have an effect on the employee's benefits. Before proceeding with making this change, be certain that you know the impact.