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

# Human Capital Management: Step-by-Step Guide

## Hiring an Employee

Hiring people puts the HC in HCM. The foundation of our HCM database is the records of personal and job information associated with our people. Processes that add people to the database need to be performed with care so people are hired correctly and paid on time.

When hiring employees, you may be using an applicant tracking system (ATS), such as CU Careers, to first recruit applicants and select a final candidate for hire. After selecting the candidate, you can have the ATS send that candidate's information to HCM where you will complete the hire process, as described in this guide. There may also be situations where you do not need an ATS to send information to HCM because the system already has that person's information, such as a rehire, transfer, or additional job.

In an ATS, the hire process begins with the collection of a candidate's personal information, which is then sent to HCM after completing the disposition process. Candidates in the ATS can be new to the university, former employees, current employees, and POIs. Because of these differences in candidate and employee status, you will have to disposition candidates differently.

In HCM, the process is completed by adding a transaction to finalize the hire. To better prepare for hiring an employee in HCM, read the *Before You Begin* section in this guide.

**Notes:**

- This guide also describes rehiring an employee or adding an additional job, where applicable.
- This guide includes hiring an employee on a contract.

  Contract pay is a calculation of pay that defines a contract pay type and its payment periods. Before the start of the academic year, faculty members elect the contract type indicating they are to be paid salary over 9, 10, or 12 months. Graduate students may also be paid on a fall, spring, or academic year (AY) contract.

  If you are hiring an active employee who is currently on a contract to a new position with a new contract, contact your campus HR for assistance with updating the current contract parameters.

  Refer to *Working with Contracts Step-by-Step Guide* for more information.

- If you are moving an active employee from one position to another, refer to *Transferring an Employee Step-by-Step Guide*.

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# Before You Begin

Before hiring an employee, make sure you are adequately prepared and have the following information:

- A person to hire, which may be any of the following:
  - A former employee (and Empl ID) you are rehiring.
  - An existing employee (and Empl ID) to whom you are assigning an additional job.
  - An existing or former person of interest (POI). If the POI does not have a Social Security number (SSN) in HCM, or has XXX-XX-XXXX or other invalid value as the SSN, you must update the SSN in Modify a Person before beginning the hire transaction. The value should be a valid SSN that will run through the HireRight/I9 E-Verify process. Modify a Person is available through Non-Pay Actions> Personal Information.
  - An applicant, who may be new to the HCM database or has a record in HCM.
    - For applicants that are new to the HCM database, you will need personal information, which may come from a candidate's application in the ATS. (This guide describes the hiring process using CU Careers as the ATS. For information about candidates in Avature, contact your campus HR.)
    - For applicants that are not in an ATS nor in HCM, you will be adding a person to the HCM database.

      **Caution:** To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you add a new employee to hire, you should run the Job List query (CUES_HCM_JOB_LIST) to make sure the person you are adding does not already exist in the system. The Job List query lets you search by Employee ID, Department ID, Job Code, the last four digits of the SSN, first name, last name and the position number.

    To run the query from the HCM Community Users dashboard:
    1. Click the **HCM WorkCenter** tile.
    2. Click the **Resources** tab.
    3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
    4. Select **Job List**.
    5. Make sure the Active ONLY check box is not selected.
    6. Type search criteria.
    7. Double-check that your criteria is entered correctly. Mistyping a name, ID, or SSN will yield incorrect and possibly misleading data; leading you to create a duplicate record.
    8. Click **View Results**.
- A position that has already been created, funded, and approved. For more information about positions, refer to either *Creating a Position with Funding Step-by-Step Guide* or *Updating a Position Step-by-Step Guide*.

- An effective date, which will be the hire date.

  If you are hiring an employee on a contract, the contract crosswalk table provides default dates for your campus based on the effective date you enter. You can run the Contract Crosswalk/Setup query to view the contract dates that are correct for your campus:

  1. From the HCM Community Users dashboard, click the **HCM WorkCenter** tile.
  2. Click the **Resources** tab.
  3. Select **Click here for ALL**.
  4. Select **Contract Crosswalk/Setup** (CUES_HCM_CONTRACT_CRSWLK).
  5. Click the Look up for **Business Unit**.
  6. Select your campus and click **Look Up**.
  7. Click **View Results**.

  This query is also available from the Related Content menu while entering the hire transaction.

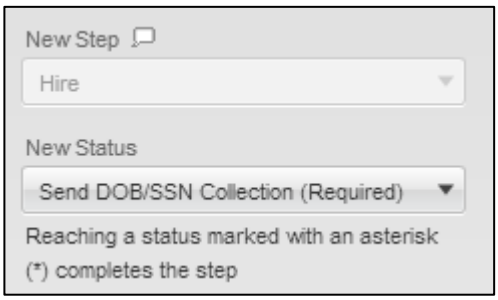
# Ensuring Applicant Data is Ready for Hire

This guide describes applicant processes as they pertain to CU Careers. Before hiring an applicant in HCM, you will need the personal information from CU Careers and the applicant needs to be dispositioned to the Hired status.

## Collecting a Candidate's Personal Data

After completing the offer process, the final step to complete the recruiting process is to gather the candidate's date of birth (DOB) and SSN. This information is confidentially stored within the candidate profile. This step is not required for candidates who are existing employees.

1. Contact your HR representative to post to the DOB/SSN page.
2. After HR has confirmed this posting change, open CU Careers and move your candidate to the **Send DOB/SSN Collection (Required)** status and click **Save and Close**.




The system automatically sends an email to the candidate requesting DOB and SSN information. After the candidate submits the requested information, the system automatically progresses the candidate to the next step, which is Hire; and status, which is DOB/SSN Completion (Required).



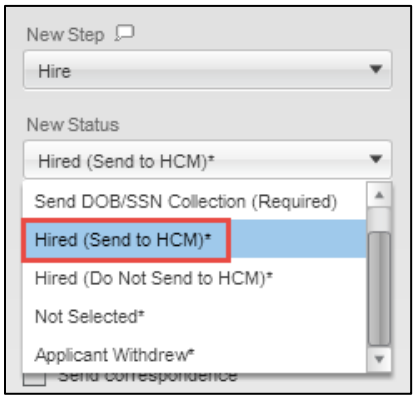
## Dispositioning a Candidate for Hire in CU Careers

After receiving the candidate's SSN and DOB information, you should disposition the candidate for hire so that you can complete a hire transaction in HCM.

1. Disposition the selected candidate with the final status as described below:

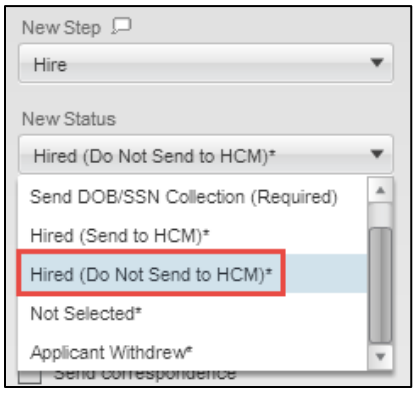
   - If the candidate is a new employee or rehire, the candidate's personal information and offer data needs to be sent to HCM where the hire can be completed.

     Update the candidate to the final status of **Hired (Send to HCM)**, and click **Save and Close**.

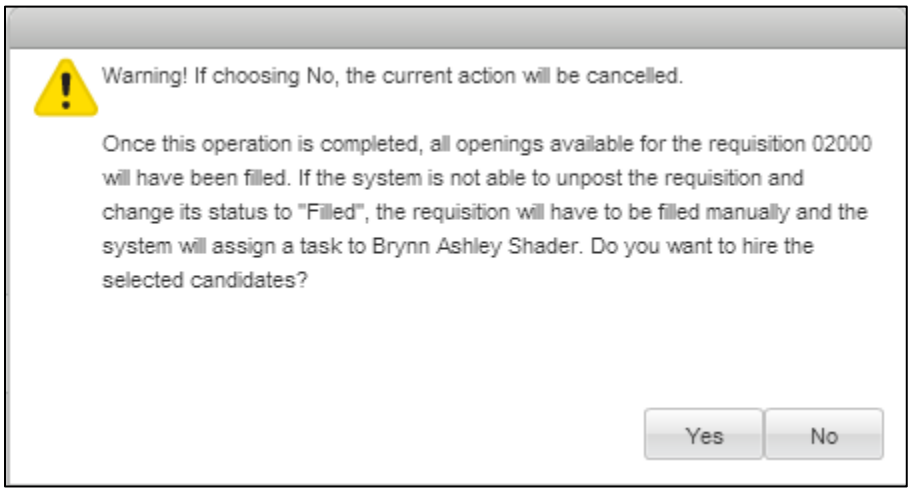



   - If the candidate is an existing active employee, but is transferring to a new position or will have an additional job, then you do not need CU Careers to send data to HCM.

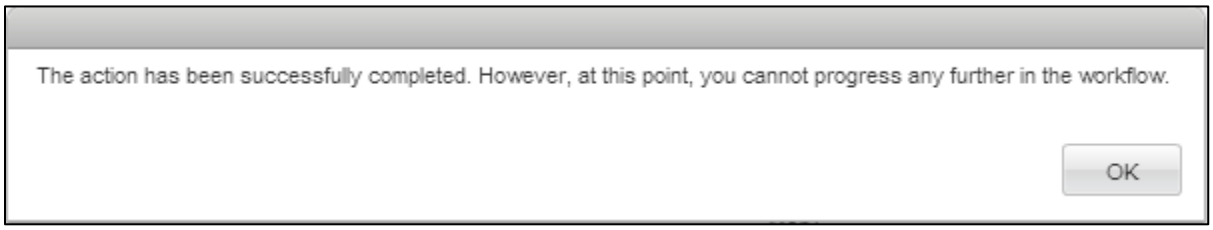
     Update the candidate to the final status of **Hired (Do Not Send to HCM)**, and click **Save and Close**.



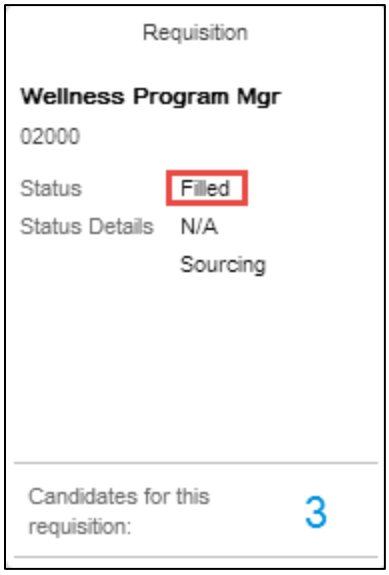
2. From the Warning box that appears, click **Yes**.




3. Click **OK** from the last notification that appears.




CU Careers will close the requisition, change the status of the requisition to Filled, and remove it from all job boards. If you selected to send to HCM, the candidate's information will appear in HCM.



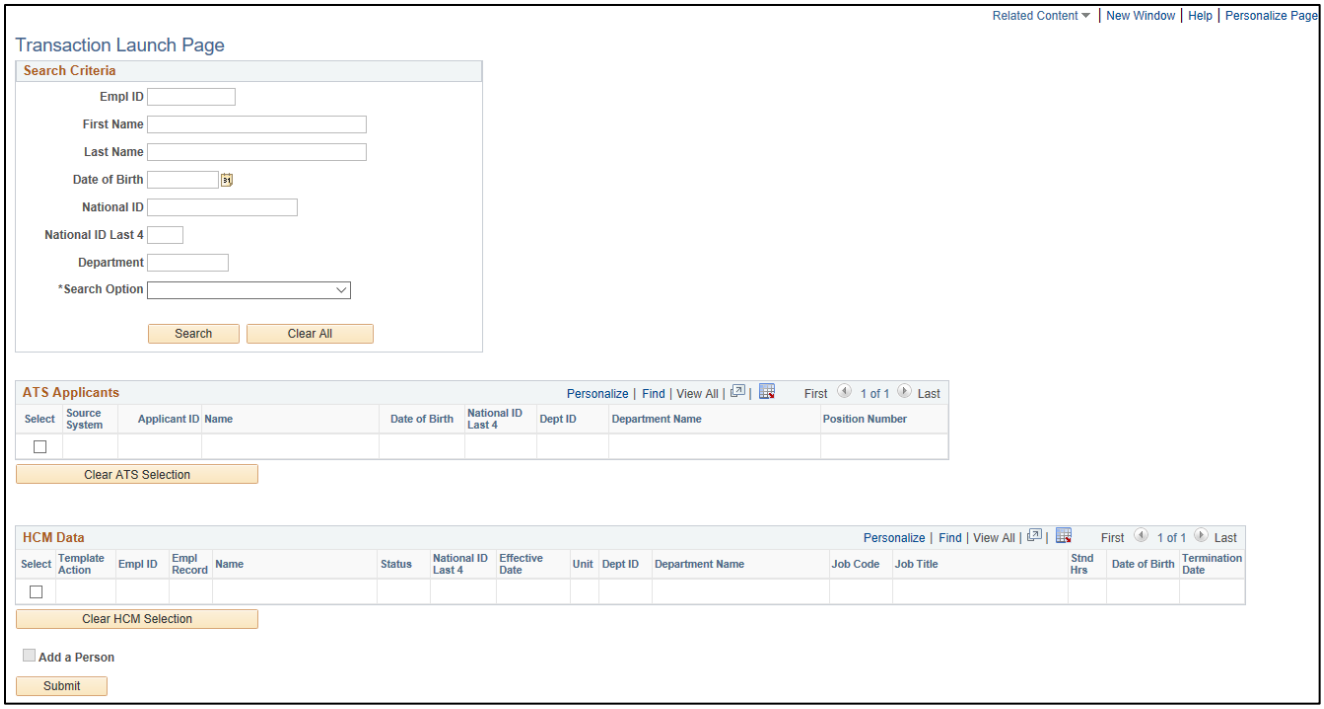

**Note:** If this candidate is an active employee who is being transferred, refer to *Transferring an Employee Step-by-Step Guide* for more information about initiating a transfer; otherwise, continue with hiring (or rehiring) the employee in HCM as described in the following section.

# Creating a Hire Template Based Transaction

Hiring an employee is a template based transaction (TBT). A TBT provides a template-driven method of streamlining data entry that lets HCM use the correct template to present pages and fields that are correct for the type of transaction you are creating.

To hire (or rehire, or add a job to) an employee:

1. From the HCM Community Users dashboard, click the **Transaction Launch Page** tile. The Transaction Launch Page appears. This page provides a single location for template based transactions.




2. In the Search Criteria section, type the **Last Name** (or other personal identifying information you have, but keep it as limited as possible to allow a wide search).

   **Caution:** To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. You should have already run the Job List query to make sure the person you are adding does not already exist in the system. See *Before You Begin* at the beginning of this document for more information.

3. From the **Search Option** list, select **Hire/Rehire/Additional Job**. This is required. The search option helps determine which template pages to display that are correct for your transaction.

4. Click **Search**. The system searches the ATS to find candidates that match the search criteria. The system also searches within HCM to find existing records of people (employees and POIs) in the database. Existing records include those that are active, terminated, as well as any future-dated transaction records that have been approved. This searching is helpful in that it finds personal information to pre-populate your hire template as well as prevent duplicate records of people in HCM.

The results of the search can vary as follows:

- **No ATS matching values found:** There are no candidates from the ATS that match your criteria. This will be the case for direct hires of people who have not worked, not applied for work, nor been a POI, at the university.
- **ATS Applicants:** There are candidates matching your criteria who have applied through the ATS. These results can include employees (active and terminated) and POIs who applied through the ATS.
- **No HCM matching values found:** There are no people (employees or POIs) in HCM that match your criteria. This will be the case for any new person who does not have a record in HCM, such as a direct hire or applicant.
- **HCM Data:** There are matching employees or POIs in HCM.

  **Caution:** HCM Data results will include any future-dated hires or rehires that have been approved. If you see that the person you are hiring (or rehiring) has a future-dated record, or if the system displays a warning of a pending future-dated transaction, you should contact your department lead or HR before proceeding.

Continuing your transaction depends on who you are hiring. TBTs from the launch page let you:

- Perform a direct hire, meaning you want to add a person for whom no ATS and no HCM matching values were found.
- Hire a candidate from the ATS Applicants listed.
- Hire an active employee from the HCM Data listed. This is also how you assign an additional job.
- Hire a POI from the HCM Data listed.
- Rehire a terminated employee from the HCM Data listed. Some employees have more than one terminated employment record, described later in this guide.

The following table lists variety of hiring tasks you can perform based on the results displayed from your search. Depending on what you need to do, proceed to the correct page in the **Go To** column.

| ATS Results | HCM Results | Task | Go To: |
|---|---|---|---|
| No | No | Perform a direct hire of new employee | Page 9 |
| Yes | No | Hire a candidate as a new employee | Page 11 |
| No | Yes | Hire a current employee or add a job | Page 12 |
| | | Rehire an employee | |
| | | Hire a POI | |
| Yes | Yes | Hire an employee who has applied | Page 12 |
| | | Rehire an employee who has applied | |
| | | Hire a POI who has applied | |

# Performing a Direct Hire (Add a Person and Position/Job Information)

If this is a new person to HCM, then no matching values should be displayed in the ATS Applicants listing or the HCM Data listing.

**Caution:** To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. You should have already run the Job List query to make sure the person you are adding does not already exist in the system. See *Before You Begin* at the beginning of this document for more information.

To add a person that you want to hire:

1. Select the **Add a Person** check box.
2. Click **Submit**. A message appears, asking if this is a contract employee.
3. Indicate whether this employee will be paid on a contract:
   - If this employee is not being paid on a contract, click **No**.
   - If the employee is being paid on a contract, click **Yes**.
     The system prompts you for the effective date of the contract. This is the employee's start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content.

   The same page and tabs for Add/Modify a Person are displayed. This page lets you enter personal information of the person you are hiring.
4. In the Name section, select an **Effective Date**. This is the date this person's record is created in the system. The default is today's date. When choosing the initial effective date, consider that only one new row may be added per day when updating background checks and Form I-9s. The most current row must be a day prior to the hire effective date.
5. Click **Add Name**.
6. Type the **First Name** and **Last Name**.
7. Click **OK**.
8. Select or type the **Date of Birth**.
9. If you have the information, complete required fields:
   a. Select **Gender**.
   b. Select **Highest Education Level**.
   c. Select **Marital Status**.
   d. In the **National ID** field, type the Social Security number (SSN).

      **Note:** If the employee does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines, or leave it blank and the system will automatically populate XXX-XX-XXXX. Refer to the Social Security Number Procedural Statement for more information.
10. Do not click any buttons—Move to the top of the page.

11. Select the **Contact Information** tab.
12. For the Home address type (already displayed), click **Add Address Detail**. The Address History page appears with today's date as the effective date for this address.
13. Click **Add Address**. The Edit Address page appears.
14. Type the address information and click **OK**. The system returns you to the Address History page.
    **Notes:**
    - HCM copies Home address to Mailing address (and vice versa) overnight. If these addresses are different, such as for students, add both address. To add another address, click the Add button from the Contact Information tab.
    - State tax withholding is determined by Mailing address.
15. Click **OK**. The system returns you to the Contact Information tab.
16. Select a **Phone Type**.
17. In the **Phone Number** field, type the number for the selected phone type.
18. Select **Preferred**.
19. Select an **Email Type**.
20. In the **Email Address** field, type the email address for the selected type.
21. Select **Preferred**.
22. Do not click any buttons—Move to the top of the page.
23. Select the **Regional** tab.
24. Select the **Ethnic Group** lookup and select the value.
25. Select a **Military Status**.
26. Do not click any buttons—Move to the top of the page.
27. If you have E-Verify or background check information, select the **CU Personal Data** tab and enter it.
28. If you have Form I-9 information, click the **CU Personal Data I9** tab and enter it.
29. Click **OK**. (Do not click Apply.) The Enter Transaction Details page appears displaying the system generated Empl ID. (Make a note of this ID to use when checking pending approval status.)
30. In the **Job Effective Date**, type or select the hire date. The default is today's date.
    **Notes:**
    - Job Effective Date is the same as Contract Effective Date. This is the employee's start date. If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu.
    - This date must be at least one day after the person effective date or position effective date.
31. From the **Action** list, select **Hire**.
32. From the **Reason Code** list, select **New Hire**.
33. Click **Continue**. The Enter Transaction Information page appears. Continue to *Specifying Position and Compensation Information* on page 14.

# Hiring a Candidate from an ATS as a New Employee

The ATS Applicants listing displays candidates ready to hire from CU Careers and Avature that match your criteria. If your candidate does not appear in ATS Applicants, make sure the candidate has been dispositioned in the ATS and their information has been sent to HCM for hire.

Because this is a new person to HCM, then no matching values should be displayed in the HCM Data listing. If there are matching values in the HCM Data, check that you have the correct information, or see *Hiring an Employee or POI* on the next page.

To hire an applicant:

1. From the ATS Applicants, select the checkbox for the person you want to hire.
2. Click **Submit**. A message appears, asking if this is a contract employee.
3. Indicate whether this employee will be paid on a contract:
   - If this employee is not being paid on a contract, click **No**.
   - If the employee is being paid on a contract, click **Yes**.
     The system prompts you for the effective date of the contract. This is the employee's start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content.

   **Note:** If there are employees or POIs that matched your search criteria, a message appears warning you that HCM Data was returned. By not selecting an employee record from HCM Data, you are indicating you want to create a new Employee ID. Do not create a duplicate employee.

   The Enter Transaction Details page appears. Empl ID displays as NEW and is not editable. The system will assign an Empl ID when the transaction is approved.
4. In the **Job Effective Date**, type or select the hire date. The default is today's date.

   **Notes:**
   - Job Effective Date is the same as Contract Effective Date. This is the employee's start date. If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu.
   - This date must be at least one day after the person effective date or position effective date.
5. Leave the **Reason Code** as **New Hire**.
6. Click **Continue**.

   The Enter Transaction Information page appears. The Personal Data tab displays information from the ATS that the applicant provided.

   It also displays a position number associated with the application. You can hire the applicant to his position, or to a different position.
7. Verify that required fields are populated. (Gender, Highest Education Level, Marital Status, National ID)

8. Check that National ID has been provided. If not, enter one.

   **Note:** If the person does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines, or leave it blank and the system will automatically populate XXX-XX-XXXX. Refer to the Social Security Number Procedural Statement for more information.

9. Click the **Pos and Job Infor** tab and continue to *Specifying Position and Compensation Information* on page 14.

# Hiring an Employee or POI

This section describes hiring someone who already has an employment record in HCM, such as:

- An active employee who has applied through the ATS
- An active employee to whom you need to assign an additional job
- A terminated employee you want to rehire
- An active or terminated POI you want to hire

To hire an employee or POI:

1. If the person has an applicant record, select it from the ATS Applicants.
2. From the HCM Data, select the checkbox corresponding to the Template Action of the person you want to hire.

| Template Action | Indicates |
|---|---|
| No Action | A currently active employee record. HCM does not let you select this record. |
| New Employment Instance | A new record you can use to hire an active employee or assign them an additional job. However, if an active employee has a terminated record, you can select it instead, in order to avoid creating unnecessary additional records. |
| Rehire | Employee records with a status of terminated. Active employees may have a terminated record you can reuse to add an additional job or to hire them. Employees may have more than one terminated record; in this case, select Empl Record 0 to avoid creating unnecessary additional records. |
| Hire | A POI record. |

**Notes:**

- Choosing both an ATS Applicant record and an HCM Data record lets you unite the ATS applicant personal data with the former Empl Record, resulting in hiring the applicant while using the employee's former Employee ID.
- If the candidate is an active employee who is changing positions due to a new job or promotion, then this should be a transfer, and is a separate template based transaction. Refer to *Transferring an Employee Step-by-Step Guide* for more information.

3. Click **Submit**. A message appears, asking if this is a contract employee.
4. Indicate whether this employee will be paid on a contract:
   - If this employee is not being paid on a contract, select **No**.
   - If the employee is being paid on a contract, select **Yes**.
     The system prompts you for the effective date of the contract. This is the employee's start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content.

   **Caution:** If you are hiring an active employee who is currently on a contract to a new position with a new contract, contact your campus HR for assistance with updating the current contract parameters.

   **Note:** If there are employees or POIs matching your search criteria, a message appears warning you that HCM Data was returned. By not selecting an employee record from HCM Data, you are indicating you want to create a new Employee ID. Do not create a duplicate employee.

   The Enter Transaction Details page appears.
5. In the **Job Effective Date**, type or select the hire date. The default is today's date.

   **Notes:**
   - Job Effective Date is the same as Contract Effective Date. This is the employee's start date. If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu.
   - This date must be at least one day after the person effective date or position effective date.
6. From the **Reason Code**, select the reason for this hire. HCM displays only those reasons that are correct for the selected template action.
7. Click **Continue**. The Enter Transaction Information appears. The Personal Data tab displays personal information provided by the ATS (if applicable), or from the selected employee record.
8. Review the personal information and update if necessary.
9. Click the **Pos and Job Infor** tab and continue to *Specifying Position and Compensation Information* in the following section.

# Specifying Position and Compensation Information

The template fields that HCM displays here appear differently, depending on whether this is a contract employee. If you indicated this a contract hire, the template provides information related to the contract.

**Note:** If you notice position information must be updated, stop and click **Save as Draft**. You can then update the positon. Once the position is approved, you can then complete this hire transaction.

1. From the **Positon Number** field, type the position number or select it from the lookup. When you tab off the field, or select it from the lookup, HCM populates default information from Position data.

   **Note:** If the position you select does not have a Reports to value, the system displays an error. Stop and click **Save as Draft** from the bottom of the page. Then, update the position to include Reports To. Once the position change is approved, return to the draft transaction to complete the hire as described later in this guide. Refer to *Updating a Position Step-by-Step Guide* for more information.

2. If needed, select an **Officer Code**. The default is **None**.
3. If needed, select a **Pay Group**. The default is based on the most common pay groups by job code, and is editable on non-contract templates.
4. From the **Employee Type**, click the lookup and select either **H** (Hourly) or **S** (Salaried). On contract templates, this field displays a default based on the selected Pay Group.
5. Select compensation values:

| Field | Non-Contract Hire | Contract Hire |
|---|---|---|
| **Compensation Frequency** | Select how often this employee will be paid. | System displays Contract and is not editable. |
| **Comp Rate Code** | Select the compensation rate code. | System displays BASEC and is not editable. |
| **Compensation Rate** | Type the compensation rate that is correct for the employee type. (Hourly rate or annual salary) | Type the amount paid over the payment term of the contract. |
| **Contract Term Period** | Does not apply. | Select the term. |
| **CU Contract End Dt** | Does not apply. | Select the end date of the contract. This is the date of the last payment and the contract ends. |

**Note:** The values you select for compensation frequency and compensation rate code must be compatible with the type of employee (hourly or salaried) and that employee's pay cycle (bi-weekly or monthly) and paygroup. Refer to *Valid Compensation Frequency and Compensation Rate Code Combinations Job Aid* for a listing of valid combinations of these values.

6. If needed, add other components of pay (for non-contract employees only). Must have at least one, and can have up to three.
7. If needed, type or select an **Appointment End Date** that can be used for reporting purposes and to calculate encumbrances.

# Completing Your Hire Transaction

Before you submit the transaction for approval, be sure to add any comments or attachments.

## Adding Comments and Attachments

1. In the Comments section, type **Job Notes**. When this hire transaction is approved, these comments populate Job Notes in Job Data.
2. If needed, attach documents, such as an offer letter.
   a. Click **Add Attachment**.
   b. In **Attachment Title** field, type a name for this document, such as Offer Letter.
   c. Click **Add**  .
   d. Click **Choose File**.
   e. Select a file and click **Open**.
   f. Click **Upload**.

## Saving and Submitting for Approval

1. Click **Save and Submit for Approval**. A message appears with the TBT Request ID. Make a note of the request ID so you can find information about its status later.
2. Click **OK** from the message box. A Further Processing Required page appears.
3. Click **OK**. The system returns you to the Enter Transaction Details page; however, it is not updated with new information.

ATS Applicants hired as new employees will not have an Empl ID until the transaction is approved.

# Checking the Status of Your Transactions

You can check pending approvals through either of the following methods:

- Transaction Status, which lets you see only your transactions.
- Transaction Query, which lets you see all transactions.

These options are available as Related Content from the Transaction Launch Page as well as from Pay Actions and Non-Pay Actions, which are accessed from the HCM Community Users dashboard.

To check Transaction Status:

1. From the Transaction Launch Page, select **Related Content**.
2. Select **Transaction Status**.
3. Click **New Window** if you would like to see this in its own page.
4. Update the effective date range.
5. Click **Refresh**.

The Transaction Status table lists your transaction requests.

- Right-click a Related Actions wedge, and select **View Approval Chain** to see approvers.
- Select a checkbox for any pending transaction you want to delete and click **Delete Selected Transactions**.

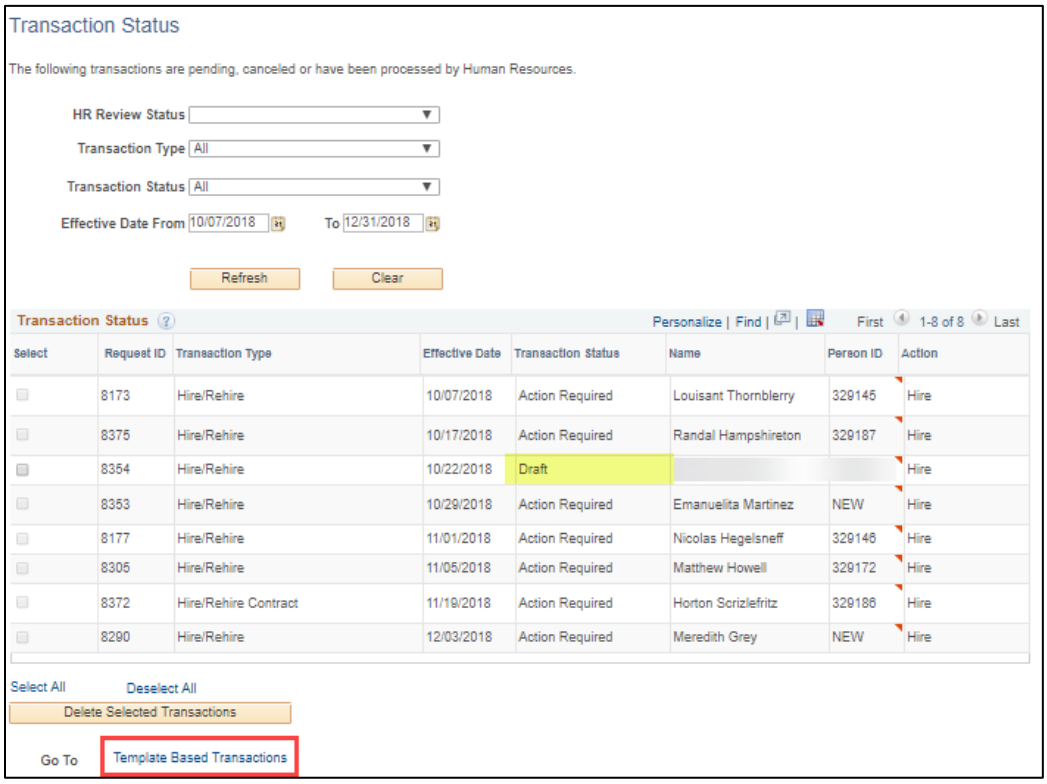
To run the Transaction Query:

1. From the Transaction Launch Page, select **Related Content**.
2. Select **Transaction Query**. You may want to resize the Related Content area too see it better.
3. Specify search criteria, such as Transaction Type and Transaction Status.
4. Click **View Results**.

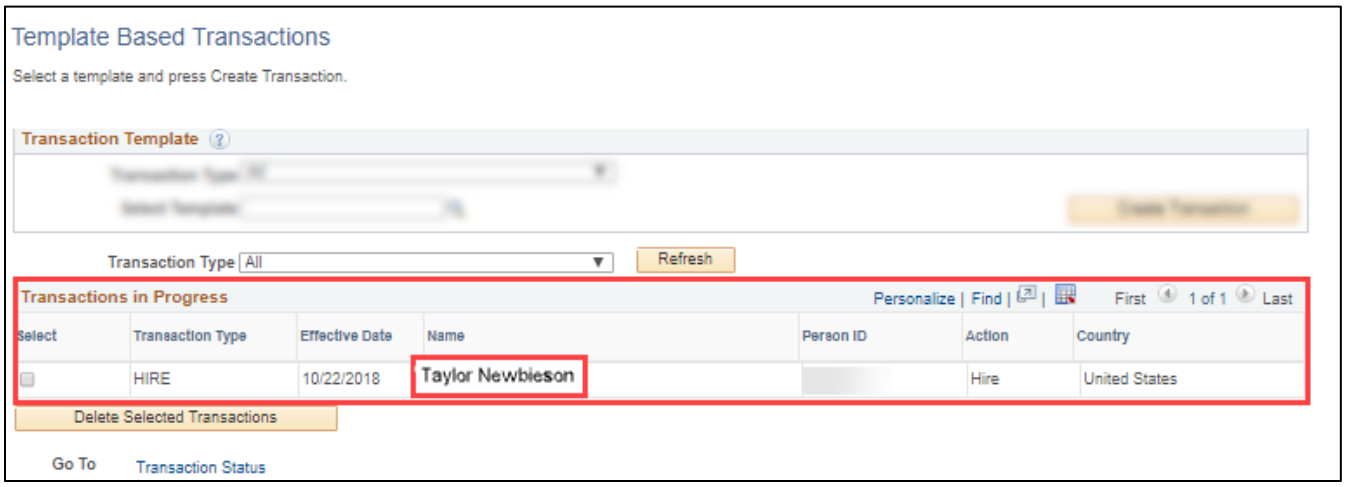
## Completing a Saved Draft or Pushed Back Transaction

If you saved a transaction as a draft, you can return to it and complete it:

1. From the Transaction Status page, select Template Based Transactions at the bottom of the page.



The Template Based Transactions page appears:




**Note:** Do not use this page to create transactions. All TBTs should be performed from the Transaction Launch Page. This page can also be accessed through NavBar> Navigator> Workforce Administration> Template Based Transactions> Template Based Transactions.

2. From the Transactions in Progress section, click the name of the person. The system displays the transaction and you can continue your work.

## Checking Contract Information

After the transaction has been approved, you can check that you have successfully set up the contract by going to the Update Contract Pay NA page. Navigation: **NavBar> Navigator**> **Workforce Administration**> **Job Information**> **Contract Administration**> **Update Contract Pay NA**. Check to make sure you have a new unique contract ID number.

Once the contract creates its first payment, tracking subsequent payments are found in the Contract Payment Details. Navigation: **NavBar**> **Navigator**> **Payroll for North America**> **Employee Pay Data USA**> **Contract Payment Details**.