University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Adding and Updating Employee Badge Information

This guide describes the process for adding and updating badge information for an employee on the Badge page. This page is used to store badge types and numbers for reporting purposes.

Note: The delivered Badge page enforces row level security. However, if an employee has multiple Empl Records, a user can view or update the Badge page for all Empl Records as long as the user has access to at least one of the employee's Empl Records, even if the Empl Record falls outside of the user's row level.

Before You Begin

Before entering badge information, you should have the following information available:

- The employee's name and employee ID (Empl ID).

- Empl Record associated with the badge type and number.

- The list of badge types and numbers to enter for an employee.

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

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

Entering or Updating Badge Information

To assign or update badge information:

1. Go to the Badge page.
   (**NavBar**> **Menu**> **Workforce Administration**> **Personal Information**> **Badge**)
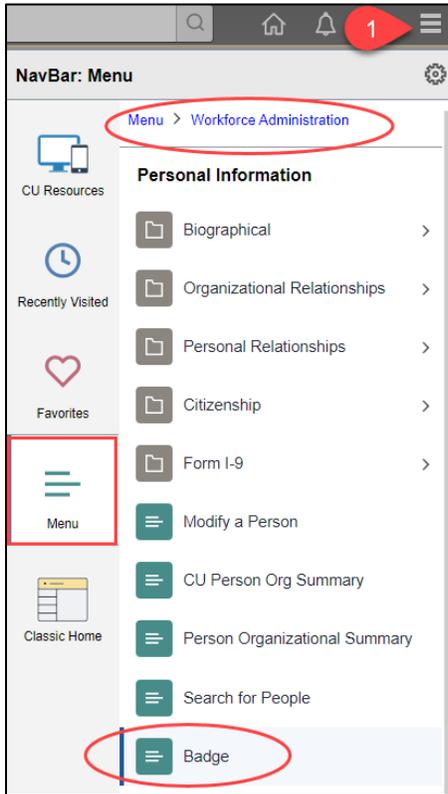
2. Enter search criteria and click **Search**. Searching by Empl ID is best.

3. Select the employee from the list of search results.

4. Click the look up for **Badge Type** and select the appropriate option.

5. Empl Record 0 is the default. Select the appropriate **Empl Record** associated to the badge data.

6. In the **Effective Date** field, select or enter the date on which the badge was issued.

7. Enter the **Badge Number** that corresponds to the badge type selected.

   The **Status** defaults to Active.

   Note: If a badge type needs to be inactivated, click the plus button under Badge Information. Enter the Effective Date and update Status to Inactive.

8. In the **Comment** field, type any information relevant to the badge number such as a description, department, etc.

9. Enter **Expiration Date**, if applicable.

10. If more than one badge type is being entered, click the plus button to add another line and enter the values for the additional badge type.

11. Click **Save**.