


Human Capital Management: Step-by-Step Guide


Rehiring an Employee

This guide describes how to use transaction pages in HCM to rehire an employee who was previously employed at CU. There are separate guides that outline the hiring of a new employee.

Before you begin, here are a few tips:

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

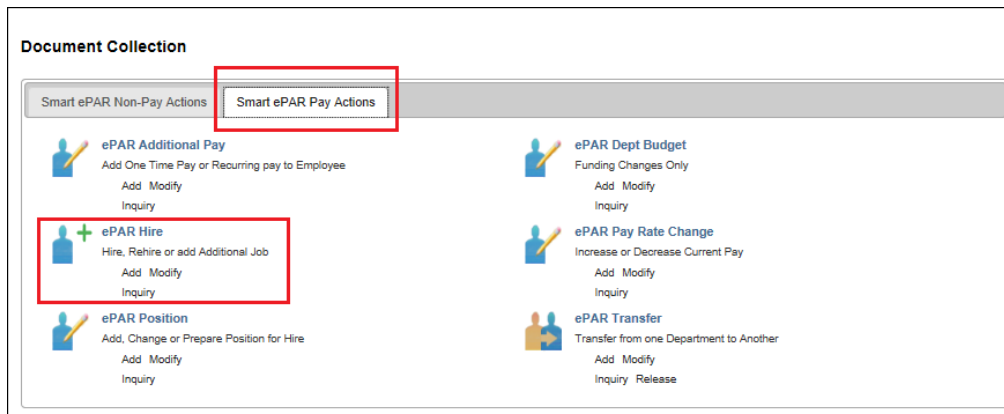
 The down arrow lets you hide, or collapse, sections you do not want to view.

Click the  arrow to expand the section.

Beginning the Transaction

To locate the new employee for hire:

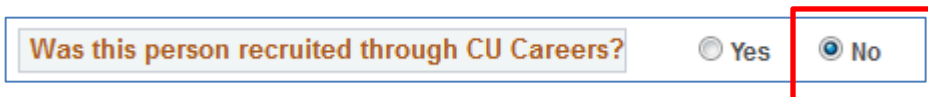
1. Navigation: **Main Menu> Smart Solutions> Document Framework> Document Collection.**
2. Click the **Smart ePAR Pay Actions** tab.
3. Under ePAR Hire, click **Add**.



The screenshot shows the 'Document Collection' interface. At the top, there are two tabs: 'Smart ePAR Non-Pay Actions' and 'Smart ePAR Pay Actions'. The 'Smart ePAR Pay Actions' tab is selected and highlighted with a red box. Below the tabs, there are several sections of actions, each with an icon and a list of options. The 'ePAR Hire' section is highlighted with a red box. It contains the text 'ePAR Hire', 'Hire, Rehire or add Additional Job', and a list of options: 'Add', 'Modify', and 'Inquiry'.

Step 1 of 7 (8 is using Contract Pay): ePAR Hire Search

The form defaults to No, indicating that the person was not recruited using CU Careers:



The screenshot shows a form with the question 'Was this person recruited through CU Careers?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box.

- Using the Search Criteria form, shown below, find the employee record. Enter the **First Name** and **Last Name** to enable the Search button.

Search Criteria

First Name Search:

Last Name Search:

Gender:

Date of Birth:

National ID:

Empl ID:

Search

- Click **Search**.

Search

If the search terms you entered do not match any records in the HCM data base, you will see the following message:

Message

Search Criteria did not return any results (18160,43)

Enter new or additional Search Criteria

OK

You should also see the **Hire New Employee** button appear:

Hire New Employee

☒ New Employee

Next

However, to initiate a rehire, you must enter search criteria that return the intended existing employee record. When done correctly, you will see the record in your Search Results listing.

- Select the checkbox next to the intended rehire:

Search Results

Sub Action

Empl ID

Name

First Name

Last Name

National ID

Gender

Date of Birth

☒ Existing Employee/Rehire

☐ Existing Employee/Rehire

Next

Note: If your search returns several existing employees—employees with similar names, for example—be certain to select the correct one.

- Click **Next**.

Next

Step 2 of 8: Indicate the Action/Reason Code

To indicate the type of action you are taking:

1. Complete the following required fields:
 - a. From the Action list, select **Rehire**.
 - b. From the Reason list, select **Rehire**.
 - c. Type the **Effective Date**.
 - d. For the question prompt, "Is this employee on a contract?" you must select Yes or No.

Note: The total number of steps in the Rehire ePAR transaction changes depending on whether the employee is, or is not, on a contract. There is one additional step to take when you are entering an employee who is on contract pay.

Create ePAR Hire Request

Step 2 of 8: ePAR - Action/Reason

Transaction Details

PAR Action: Hire	Action: Rehire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: Rehire	Document Instance: 0
ePAR Status: Initial	Effective Date: 12/22/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

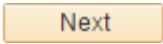
Name:	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Action/Reason Selection

*Action: Rehire	*Reason: Rehire
Old Effective Date: 09/26/2015	Old Effective Sequence:
*Effective Date: [Date Picker]	Effective Sequence:
Is this employee on a contract?: <input type="radio"/> Yes <input type="radio"/> No	

Comments: [Text Area]

Previous Next

2. Use the comments area to enter information about this rehire. This section is not required but is helpful for the approval process.
3. Click **Next**. 

Step 3 of 7: Enter Personal Information

(Total steps change to 7 when you are not paying an employee on a contract)

- All of the following fields will need to be completed:
 - Employee's First, Last and Middle Name
 - Employee's Date of Birth
 - Employee's Gender
 - Employee's National ID/Social Security Number
 - Employee's Hispanic ethnicity selection (Yes or No)
 - Employee's Home Address
 - Employee's Home Phone information (The Home Phone must be checked as preferred to proceed.)
 - Employee's personal email address

Create ePAR Hire Request

Step 3 of 7: ePAR Hire- Personal Information

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 5
ePAR Status: Initial	Effective Date: 07/27/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Bayr, Al	Empl ID:	Empl Roll: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Biographical Information

Name Prefix:	*First Name: Al
Middle Name: TEST	*Last Name: Bayr
Legal Name:	Name Suffix:
Preferred Name:	

Personal Information

Date of Birth: 01/28/XXXX	*Gender: Male
Marital Status: Unknown	National ID: XXX-XX-6739
*Is Employee Hispanic? <input type="radio"/> Yes <input checked="" type="radio"/> No	Military Status: Not a Veteran
Ethnic Group: Caucasian	Waive Data Protection: <input type="checkbox"/>

Home Address Information

Country: USA United States	City: Boulder
Address Line 1: 4551 Darden Ct.	State: CO Colorado
Address Line 2:	Postal Code: 80301
Address Line 3:	County:

Mailing Address Information

Address 1:	City:
Address 2:	State:
Address 3:	Postal Code:
County:	Country: USA

Home Phone Information

Telephone: 850-945-7699	Preferred: <input checked="" type="checkbox"/>
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Mobile Phone Information

Telephone: 303-860-4225	Preferred: <input type="checkbox"/>
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Business Phone Information

Telephone:	Preferred: <input type="checkbox"/>
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Home E-Mail information

Email Address: Test@invalid.edu	Preferred: <input type="checkbox"/>
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Background Check

	Background Check	Passed Date	Expiration Date
1	Criminal Background Check	09/04/2015	
2	Financial Background Check	09/04/2015	
3	Motor Vehicle Background Check	09/04/2015	
4	Other Background Check	09/04/2015	

Previous Next

- Verify and update personal information.
- Ensure that **Preferred** is selected for one of the phone numbers.
- Click **Next**.

Step 4 of 7: Verify and Complete Job Information

1. Verify and complete any Job Information fields.

The following fields are required:

- Position Number
- Full/Part Time
- Regular/Temporary
- Standard Hours
- FTE
- Pay Group (will be populated after selecting a Position Number. Do not alter.)

Note: If the position information default values are not correct, you will have to do another transaction to update the position and make sure your Update Incumbents check box is selected while you are in maintain positions.

Collaborate Attach

Create ePAR Hire Request

Step 4 of 7: ePAR Hire- Job Information

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID: 0
Profile Type:	Last Personnel Action:
	Last Transaction Date:

Work Information

*Position Number: 0001029	Position Title: Accounting & Procurement Mgr
Department: 10255 Leeds School of Business	Appointing Authority:
Location: 1BUS Business Building	
Reports To: 00702274 Director, Finance and Budget	

Job Information

Job Code: 2385 Finance/Acctg Prgm Mgr	Regular/Temporary: Regular
Full/Part Time: Full-Time	*Standard Hours: 40.00
Classified Indicator: Officer/Exempt/Professional	Empl Class: 1 Univ Fac/Staff - All Benefits
Officer Code: None	FTE: 1.000000
FLSA Status: Exempt	*Pay Group: USX University Staff Exempt
Company: CU University of Colorado	FICA Status-Employee: Subject
Employee Type: Salaried	
Tax Location Code: NO LOCAL NONE	

Employment Data

Appointment End Date: 01

Previous Next

2. Click **Next**.

Next

Step 5 of 7: Enter Compensation

- Under the Job Pay Components, enter the Compensation rate for the appropriate Rate Code and remove any Rate Codes that are not relevant by clicking on the minus button.

Collaborate Attach

Create ePAR Hire Request

Step 5 of 7: ePAR Hire- Compensation

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Compensation

Annual Comp Rate: 60000.00	Converted Comp Rate:
Compensation Rate: 5000.000000	
Comp Freq: M Monthly - Salary	Salary Admin Plan: 238
Salary Grade: A08	CU Careers Annualized Salary:

Job Pay Components

Rate Code	Comp Rate		
1 BASADM	5000.000000	+	-
2 BASEH		+	-
3 BASEM		+	-
4 BASSUP		+	-
5 BASTPD		+	-

Previous Next

- Click **OK** to confirm the deletion.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- Repeat until only the relevant Rate Code remains.

- Click **Next**. Next

Step 6 of 7: Indicate the Department Budget

1. If you are using the position funding that was approved, leave the **New Funding Same as Current Funding?** checkbox selected.

Collaborate Attach

Create ePAR Hire Request

Step 6 of 7: ePAR - Department Budget

Transaction Details

PAR Action: Hire Action: Hire Document ID: ePAR Hire
 Request ID: NEXT Reason Code: New Hire Document Instance: 0
 ePAR Status: Initial Effective Date: 09/14/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: Test, Jane Empl ID: Empl Rcd: 0
 Profile Type: Profile ID: Last Personnel Action:
 Last Transaction Date:

Current Funding

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distrib %	Funding End Date
1 0.00	10769		11059070	1400	10	34434	100.000	

Dept Budget

☒ New Funding Same as Current Funding?

New Funding

Empl ID: Empl Record: 0 ☐ Amt ☒ Pct

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 0.00	10769		11059070				100.000	

Previous Next

2. If you need to adjust the funding, deselect **New Funding Same as Current Funding?** and under New Funding, select either **Amt** (Amount) or **Pct** (Percent). In this example, Pct is selected.

New Funding

Empl ID: Empl Record: 0 ☐ Amt ☒ Pct

3. Type in new the **Department** number, **Speedtype** and **Distribution %**.

Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 10045		11050655	1500	10	10345	100.000	

Note: If you need to split the account Distribution, click + and add the additional Department number, Speedtype number and Distribution %. (Total Distribution % needs to equal 100%.)

New Funding

Empl ID: Empl Record: 0 ☐ Amt ☒ Pct

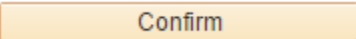
Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 10045		11050655	1500	10	10345	50.000	
2 10046		11028547	1500	10	10352	50.000	

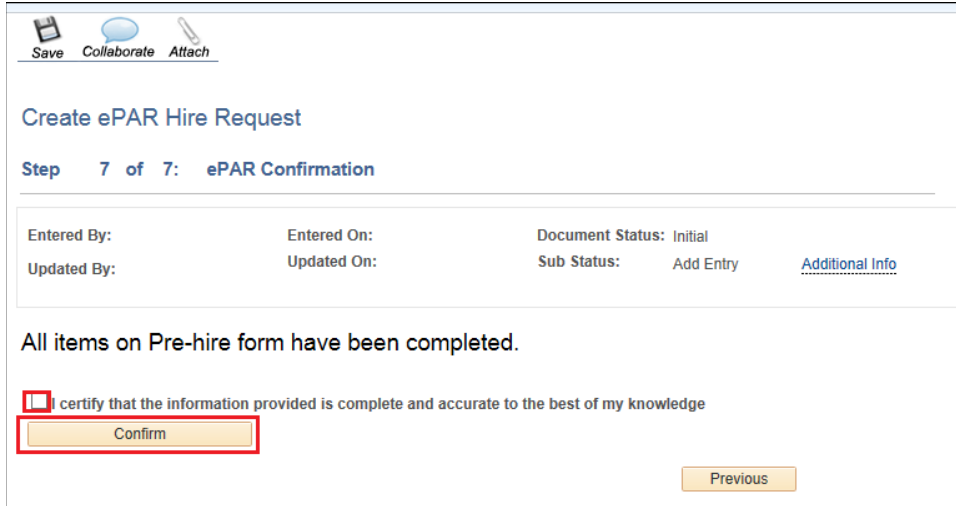
Previous Next

4. Click **Next**.

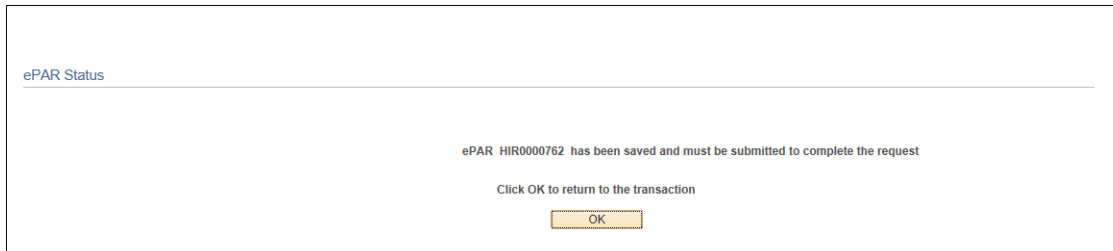
Next

Step 7 of 7: Provide Your ePAR Confirmation

- Click the checkbox next to the statement, "I certify that the information provided is completed and accurate to the best of my knowledge."
- Click **Confirm** to complete the transaction.  This will save your transaction.



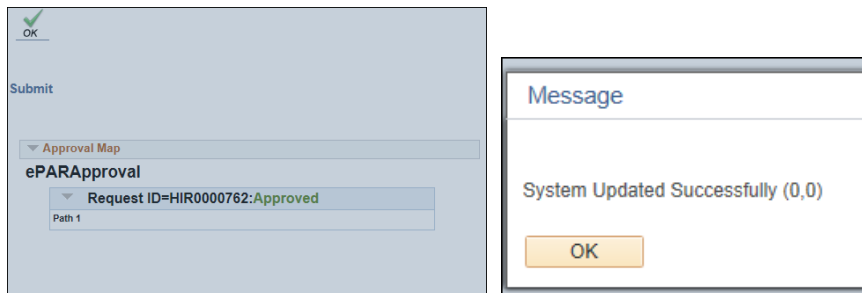
- When you receive your ePAR Status message, click **OK**.



- Click **Submit**.



- Click **OK**. You will receive the following message: System Updated Successfully.



- Click **OK**.