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

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:

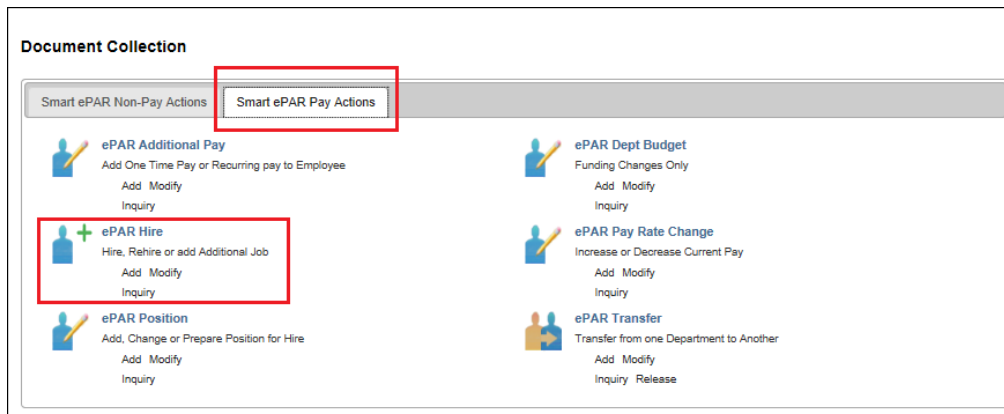🔍 The magnifying glass is called a look up and displays search results for you to select valid field values.

▼ 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
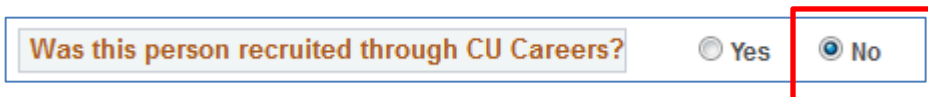
To locate the new employee for hire:

1. Navigation: **Main Menu**> **Smart Solutions**> **Document Framework**> **Document Collection**.

2. Click the **Smart ePAR Pay Actions** tab.

3. Under ePAR Hire, click **Add**.

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:

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

2. Click **Search**.

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

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

   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.

3. Select the checkbox next to the intended rehire:

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

4. Click **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.

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)

1. 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

2. Verify and update personal information.

3. Ensure that **Preferred** is selected for one of the phone numbers.

4. 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.

2. Click **Next**.

Step 5 of 7: Enter Compensation

1. 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

2. 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

3. Repeat until only the relevant Rate Code remains.

4. 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.

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.

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

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%.)
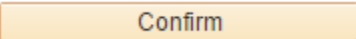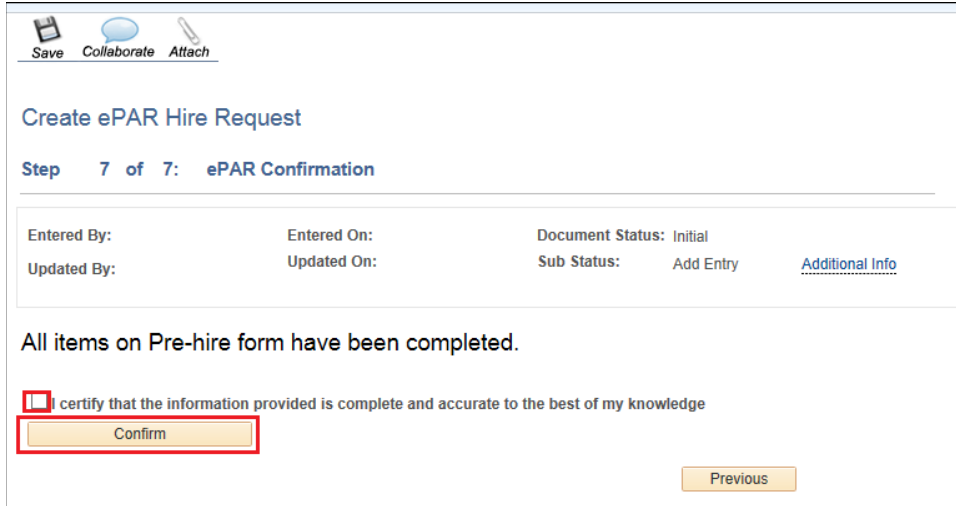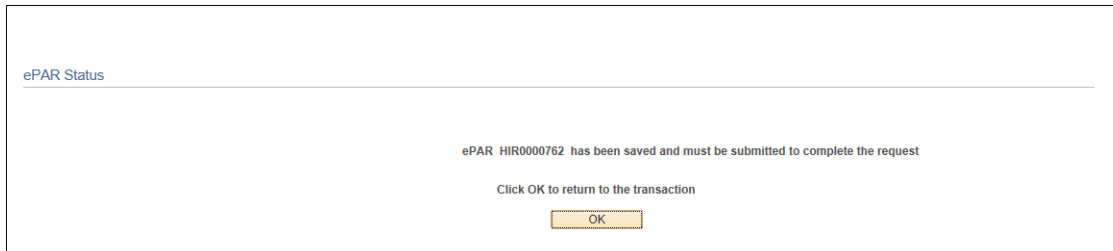

4. Click **Next**.

Step 7 of 7: Provide Your ePAR Confirmation

1. Click the checkbox next to the statement, "I certify that the information provided is completed and accurate to the best of my knowledge."

2. Click **Confirm** to complete the transaction.
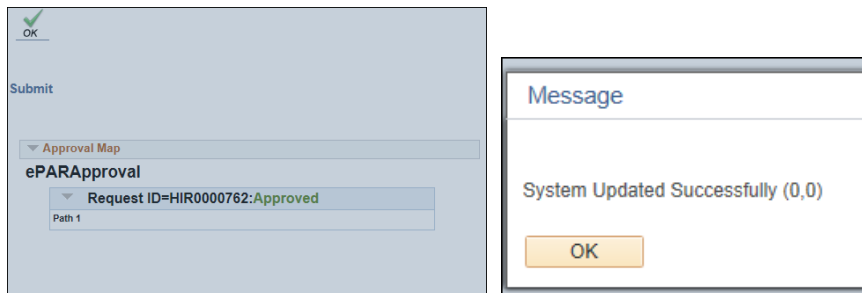   This will save your transaction.

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

4. Click **Submit**.

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

6. Click **OK**.