

5 tasks to complete before Dec. 1's HCM upgrade ^[1]

November 21, 2018 by [Employee Services](#) ^[2]

Changes to Hire, Rehire and Additional Job processes, as well as Transfer functionality, take place **Dec. 1**. Ensure you're ready by completing the following tasks:

- Catch up on all of the upcoming changes with [HCM development blogs](#) ^[3].
- [Sign up for on-campus training sessions, watch recorded webinars and practice online](#) ^[4].
- Verify that you're using a [supported web browser](#) ^[5].
- Enter ePar Hire transactions before your campus cutoff date:
 - Anschutz Medical Campus School of Medicine: **Nov. 16**
 - CU Denver | Anschutz Medical Campus: **Nov. 21**
 - CU Boulder: **Nov. 27**
 - CU Colorado Springs: **Nov. 28**
 - System office: **No deadline**
- After Dec. 1, [clear your cache](#) ^[6] and turn off your popup blocker.

If you need an emergency approval, reach out to the approver before **Nov. 30** or contact your campus Human Resources office. If your transactions are not approved by this deadline, you must re-enter them using the new Transaction Launch Page after Dec.1.

[HCM development](#) ^[3], [HCM project](#) ^[7]

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[2] <https://www.cu.edu/blog/hcm-community/author/10695> [3] <https://www.cu.edu/blog/hcm-community/tag/hcm-development> [4] <https://www.cu.edu/hcm-community/hcm-projects/training-webinars>

[5] <https://www.cu.edu/university-information-systems/uis-service-desk/policies-guidelines/supported-browsers> [6] https://www.cu.edu/sites/default/files/uis_how_to_guide_clear_browser_cache_0.pdf

[7] <https://www.cu.edu/blog/hcm-community/tag/hcm-project>