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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.

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