

## **HCM updates are almost here. See where to find training, how to report issues** <sup>[1]</sup>

November 29, 2018 by [Employee Services](#) <sup>[2]</sup>

Starting on **Dec. 1**, hiring transactions, including Transfers, will be initiated with the new Transaction Launch Page. With this, you will notice the following:

- Streamlined navigation and data entry for Hire, Rehire and Additional Job processes.
- Integrations with applicant tracking systems to simplify data entry for hiring.
- Approvals related to hiring transactions will use the Approval Workflow Engine (AWE).
- Contract information will pre-populate from the Contract Cross-walk Table.

To view blog posts related to these updates, [click here](#) <sup>[3]</sup>.

### **Training and resources**

Practice scenarios, a recorded webinar, instructional guides, Skillsoft Captivate courses and other resources can be found on the [HCM Community website](#) <sup>[4]</sup>. Captivate courses will be available in Skillsoft after the upgrade, so you can practice using the new functionality as needed. Audio will be added to each course in coming weeks.

### **Guides**

Six streamlined guides were created for different Hire, Rehire and Additional Job scenarios. They outline the situation, data needed and prerequisite information for various transactions.

In addition, the **Approving Transfers** and **Transferring an Employee to a Position with a New Contract** guides have been retired and combined into the new **Approving Transactions** guide. Other new guides include **Viewing Related Content** and **Transactions and Approvals Frequently Asked Questions**.

Visit our [HCM Community webpage](#) <sup>[4]</sup> to see all training resources or [click here](#) <sup>[5]</sup> to view all guides.

### **Report an issue or ask questions after the upgrade**

If you experience system issues after the upgrade, please turn your popup blocker off and [clear your cache](#) <sup>[6]</sup> so new updates take effect.

If you still have issues or questions, email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) <sup>[7]</sup> or call **303-860-4200, option 2**.

When reporting a problem, please provide the error message or unexpected behavior

encountered, steps performed that resulted in the error message or behavior and screen shots.

**Note:** CU Denver and Anschutz Medical Campus users should CC [Loan.La@ucdenver.edu](mailto:Loan.La@ucdenver.edu) [8] and [daniel.j.nunez@ucdenver.edu](mailto:daniel.j.nunez@ucdenver.edu) [9] when reporting issues.

[HCM development](#) [3], [HCM project](#) [10]

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