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HCM updates are almost here. See where to find training, how to report issues [1]

November 29, 2018 by Employee Services [2]

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 [3].

Training and resources

Practice scenarios, a recorded webinar, instructional guides, Skillsoft Captivate courses and other resources can be found on the HCM Community website [4]. 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 [4] to see all training resources or click here [5] 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 [6] so new updates take effect.

If you still have issues or questions, email hcm_community@cu.edu [7] 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 [8] and daniel.j.nunez@ucdenver.edu [9] when reporting issues.

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