

New HCM Updating Data course available in Skillsoft [1]

February 9, 2018 by [Employee Services](#) [2]

A new Skillsoft course, **HCM Updating Data**, has replaced two previously offered courses, HCM Position Data and Non-Person Profile and HCM Managing People and Jobs.

This course presents conceptual information about HCM and how it is used to manage human resources data. It introduces employees to topics associated with managing employee data in HCM, such as personal data, persons of interest (POIs), and personnel actions associated with the life cycle of an employee. It takes around an hour to complete, and covers the following topics:

- Updating data
- Types of data HCM manages
- Examples of personnel actions recorded in HCM

Access the course

1. Sign into the [employee portal](#) [3].
2. Expand **Quick Links**.
3. Select Start **Skillsoft**.



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Ensure you are taxed properly while working at CU

Employee ID:

My Info ▾

Last Confirmed Check

January 31, 2018

My Compensation ▾

[4]

4. In Skillsoft, select **Library** from the top of the screen.?



Content: English (All) ▾

You are browsing all of the English (All) language content in the Library. If you are searching for content

CU Custom Content

CU Boulder

CU System

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[5]

5. Select **HCM** from the left-hand **Categories** menu. Locate the **CU: HCM Updating Data** course and click **LAUNCH** to start the course.

The screenshot shows the University of Colorado Learning Plan interface. On the left, there's a sidebar titled 'CU System' with a search bar and a 'Custom' button. Below the search bar is a 'Categories' section containing links to various university departments like Accessibility, Advancement, Campus Security, CU-SIS, Faculty, Finance, Grants and Contracts, HIPAA, Human Resources, Information Security and Technology, Instructor Led Training (ILT), and Procurement. The 'HCM' link is highlighted with a red box. On the right, the main content area shows the 'CU System > HCM' path and the 'HCM' category. It lists five courses under 'Custom': 'CU: HCM Fundamentals' (20 Minutes), 'CU: HCM Paying People' (45 Minutes), 'CU: My Leave for Supervisors' (30 Minutes), 'CU: Recruiting with CU Careers' (1 Hour), and 'CU: HCM Updating Data' (1 Hour). The 'CU: HCM Updating Data' course is also highlighted with a red box.

[6]

SkillSoft [7], HCM Updating Data [8]

Display Title:

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Links

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