There's a better way to locate documents on the HCM Community website [1]

August 14, 2017 by Employee Services [2]

The HCM Community Resources Master page has been redesigned to make guides, job aids and other resources easier to locate. Now called **Document Library**, this new layout provides simple navigational tools for users to find HCM resources. Below, you can brush up on the changes and be prepared to navigate the new format.

What's new?

Search bar: At the top of the Document Library, there is a search bar that allows you to search by name or keyword. This eliminates the step of searching with a keyboard shortcut, and should make it faster to find the resources you need.

Document Library

Search by Name or Keyword

HCM Community ▼

| ALL | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |

DOCUMENT NAME

CU Time Regular Earnings Template

FAQ: Candidate Attachments

FAQ: Candidate Questions

FAQ: My Leave

Job Aid: Building Uploads for Success

[3]

The **A-Z search bar** is still available but has been refreshed. This tool lets you see all documents starting with the chosen letter. No names or resource formats have been changed.

Document Library

Search by Name or Keyword	HCM Community ▼

ALL	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

DOCUMENT NAME

CU Time Regular Earnings Template

FAQ: Candidate Attachments

FAQ: Candidate Questions

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Job Aid: Building Uploads for Success

[4]

Individual resource pages: Clicking a link will take you to a separate web page. The page provides the date the document was last updated, a description of the resource and the resource itself to download.

If you use a guide often, we recommend that you bookmark the URL instead of printing the guide. That way, you'll always have the most up-to-date version.

Step-by-Step: Working with Contra

Last updated: 5/25/2017

Purpose

Faculty members at the university are primarily paid using contract pay. Contract pay
pay type and its payment periods. Before the start of the academic year, faculty men
to be paid salary over nine months or 12 months.

Download this step-by-step guide below

> ## 🔗 ATTACHMENTS
>
> 📄 **Working with Contracts**

[5]

Resource types and document tags: We've removed the descriptions and resource type
(ex: QRG, SBS) from the Document Library. This information has been moved to the
Document Tags in each individual resource page, which will allow you to pull up all
documents with a specific tag. (Like CU Careers [6], for example.)

Step-by-Step: Creating a Position

📅 **Last updated: 8/3/2017**

ℹ️ **Purpose**

This guide describes how to create and update positions and the non-person profiles (
feed data to CU Careers for recruitment.

⬇️ **Download this step-by-step guide below.**

📎 ATTACHMENTS

📄 **Creating a Position**

[7]

Try it out

Navigate the new Document Library [8].

documents [9], resources [10]
Display Title:
There's a better way to locate documents on the HCM Community website
Send email when Published:
No

Links
[1] https://www.cu.edu/blog/hcm-community/theres-better-way-locate-documents-hcm-community-website
[2] https://www.cu.edu/blog/hcm-community/author/9230
[3] https://www.cu.edu/sites/default/files/document.png
[4] https://www.cu.edu/sites/default/files/Search%20Bar.png
[5] https://www.cu.edu/sites/default/files/document%20page.png
[6] https://www.cu.edu/docs/tags/cu-careers
[7] https://www.cu.edu/sites/default/files/tags.png
[8] https://www.cu.edu/docs?text&dept=68933

[9] https://www.cu.edu/blog/hcm-community/tag/documents

[10] https://www.cu.edu/blog/hcm-community/tag/resources