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Three new HCM templates will streamline user experience [1]

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In November, HCM's Job Change, Pay Rate Change and Leave, including Leave of Absence and Short Work Break functions will transition to Template-Based Transaction (TBT) in HCM, along with additional updates.

Why is this changing?

Transitioning to template-based transactions remains a high priority for the University of Colorado.

For HCM users, it streamlines navigation and data entry and provides a user experience consistent with the processes for Hire, Rehire, Additional Job, POI, Transfer and Termination. These new transactions will be available on the Transaction Launch Page.

For CU's technical teams, it minimizes the effects of Oracle's HCM system updates and changes, and keeps CU in compliance for support purposes.

What is changing?

Template-Based Transactions: ePAR Job Change function, Pay Rate and Data Change functions and Leave, including Leave of Absence and Short Work Break will be completed as template-based transactions.

Changes to existing TBTs: Updates to existing TBTs will reduce manual effort and processing time.

- **Work study:** Rather than going into custom process pages, users can identify work-study employees while creating a position.
- **Auto-termination returns:** Users will be able to enter an expected termination date for an employee during the hire process or during the course of the employee's employment. The date can be managed, as needed. When the date is reached, the employee's record will be terminated. This reduces manual effort in processing routine, seasonal positions. Robust logic will ensure people occupying benefits-eligible positions won't be automatically terminated.

These HCM transactions will still be available on the Transaction Launch Page, and users can continue to search for employees within the system.

Bookmark our project webpage

Bookmark the HCM Community upgrade [3] page. This one-stop resource will provide project information, key dates, practice courses, guides, town hall details and campus change agent information.

If you have questions or concerns, please contact Employee Services at hcm_community@cu.edu [4] or call 303-860-4100, ext. 2

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