Published on *University of Colorado* (https://www.cu.edu)

Use this HCM query to locate job description and benefits eligibility information [1]



July 19, 2021 by Employee Services [2]

Creating a job posting or revamping an existing position requires a broad array of information – from salary to benefits to work schedule and regular or temporary status. Accurate details have become even more important as the university works to ensure pay parity under Colorado's Equal Pay for Equal Work Act [3].

Getting the specifics just right is now easier than ever. A recent update to the job code definitions page [4] of the HCM Community website provides users a high-level overview of the available position creation tools.

The process for creating (or realigning) a staff or faculty position involves two key resources:

- The Job Code HCM query **CUES_HCM_JOB_CODE_CRSWLK** provides real-time job description, job codes, pay schedule, earnings codes, pay group and more.
- The Benefits Eligibility Matrix [5] provides a general overview of benefits that will be available to the chosen position.

The job definitions page used to host a static list of job descriptions that had to be updated frequently. The introduction of the Job Code query allows hiring managers and supervisors who are HCM users to access job code information that is up-to-date and provides more detailed and relevant information.

The Benefits Eligibility Matrix is the second crucial resource for creating and realigning jobs at CU. The matrix catalogs all the various job descriptions with a general overview of the benefits eligible to each position. With the introduction of the Healthy Families and Workplaces Act (HFWA) [6], it's essential to check for benefits details – many jobs at CU that weren't previously eligible for paid sick leave are now eligible under the HFWA.

With these resources, HCM professionals across the CU campuses can access the most recent and thorough information available to create clear, accurate job descriptions or to realign existing jobs smoothly.

If users experience any issues with the query, they can reach out to HCM support at 303-860-4200, option 2 or submit a help ticket to hcm_community@cu.edu [7].

Job Codes [8], HCM [9]

Display Title:
Use this HCM query to locate job description and benefits eligibility information
Send email when Published:
No

Source URL:https://www.cu.edu/blog/hcm-community/use-hcm-query-locate-job-description-and-benefits-eligibility-information

Links
[1] https://www.cu.edu/blog/hcm-community/use-hcm-query-locate-job-description-and-benefits-eligibility-information [2] https://www.cu.edu/blog/hcm-community/author/34887 [3] https://www.cu.edu/hcm-community/recruit-hire/colorado-equal-pay-equal-work-act [4] https://www.cu.edu/hcm-community/job-definitions [5] https://www.cu.edu/docs/benefit-eligibility-matrix [6] https://www.cu.edu/hcm-community/pay-employees/healthy-families-and-workplaces-act [7] mailto:hcm_community@cu.edu
[8] https://www.cu.edu/blog/hcm-community/tag/job-codes [9] https://www.cu.edu/blog/hcm-community/tag/hcm