

Wave Three is here. Tackle the updates with these training options. ^[1]

August 3, 2017 by [Employee Services](#) ^[2]

[Wave Three](#) ^[3] is here, bringing changes to approvals and positions. Get the training and assistance you need with these resources.

To begin, please clear your cache. [Find instructions here.](#) ^[4]

Open labs

Open labs will be available on every CU campus after the launch of Wave Three. To view the full schedule and sign up, [visit our training page](#) ^[5].

Step-by-step guides and job aids

Step-by-step guides and job aids are available for download. These custom-created documents cover the following topics:

Creating positions? Learn how to create a non-person profile (NPP) with the [Creating or Updating a Non-Person Profile step-by-step guide](#) ^[6].

The [Updating a Position step-by-step guide](#) ^[8] describes how to update a position in HCM.

The [Creating a Position with Funding step-by-step guide](#) ^[7] describes how to create a position in HCM. Learn how to define position information, salary plan information, percentage of time, and other details.

Learn more about Standard Hours, FTE and Percent of Time with the informative [Standard Hours, FTE and Percent of Time job aid.](#) ^[9]

Online courses

Three online classes updated for Wave Three are available through Skillssoft:

- CU: HCM Fundamentals
- CU: HCM Managing People and Jobs
- CU: HCM Position Data and Non-Person Profiles

To access these courses, follow these steps:

1. Sign into your [portal](#) [10]
2. Use the **NavBar** to select **CU Resources** and **Training**
3. Click **Start Skillsoft**
4. When in Skillsoft, select **Library** and choose your campus under **CU Custom Content**

5. Select **HCM** from the Categories menu on the left-hand side of the screen
6. Click **Launch** next to the course you would like to take

Note: New HCM users must take HCM Fundamentals courses before they can take these updated courses. Established HCM users may take the updated courses at any time.

Recorded webinar

If you missed the live webinar, you can watch the recorded version and catch up on these topics:

- Overview of changes
- Creating a position
- Funding a position

- Modifying a position
- ePAR for NPP

[Watch now](#) [11]

Have questions?

Please contact the HCM Help Desk at 303-860-4200, option 2, or send an email to HCM_Community@cu.edu [12].

[Wave three](#) [13], [Wave 3](#) [3], [HCM](#) [14], [Training](#) [15], [Wave 3 training](#) [16], [Wave three training](#) [17]

Display Title:

Wave Three is here. Tackle the updates with these training options.

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/hcm-community/wave-three-here-tackle-updates-these-training-options>

Links

[1] <https://www.cu.edu/blog/hcm-community/wave-three-here-tackle-updates-these-training-options>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/blog/hcm-community/tag/wave-3>

[4] https://www.cu.edu/sites/default/files/uis_how_to_guide_clear_browser_cache_0.pdf

- [5] <https://www.cu.edu/hcm-community/elevate-training>
- [6] <https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile>
- [7] <https://www.cu.edu/docs/sbs-creating-position-funding>
- [8] <https://www.cu.edu/docs/sbs-updating-position>
- [9] <https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time>
- [10] <https://my.cu.edu/>
- [11] <https://www.cu.edu/hcm-community/getting-started-training/elevate-training>
- [12] mailto:HCM_Community@cu.edu
- [13] <https://www.cu.edu/blog/hcm-community/tag/wave-three>
- [14] <https://www.cu.edu/blog/hcm-community/tag/hcm>
- [15] <https://www.cu.edu/blog/hcm-community/tag/training>
- [16] <https://www.cu.edu/blog/hcm-community/tag/wave-3-training>
- [17] <https://www.cu.edu/blog/hcm-community/tag/wave-three-training>