What’s changing with Hire, Rehire and Additional Job processes?

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The HCM upgrade arrives this December. Get an overview of how Hire, Rehire and Additional Job processes will be changing.

What will stay the same?
Tasks and information needed prior to completing a hire will not change with this upgrade. Before transactions are initiated, users must ensure the position and funding are prepared. Review what’s needed for a hire in the graphic below.

What will be affected by the upgrade?
The upgrade will affect the following processes:

- The current Hire ePAR form will be removed.
- A new Transaction Launch Page will guide users to the correct template.
- The Transfer transaction will be updated to maintain alignment with Hire, Rehire and
Additional Job.

**New features for users**

- A different look and feel
- Streamlined navigation for faster transaction time
- Position information will populate automatically when the Position number is entered in the template
- A Transaction Launch Page that takes users to templates
- Attachments can be added to the templates
- Expanded use of the Related Content functionality
- Integration with applicant tracking systems Taleo and Avature (used by CU Boulder) for information gathered during recruiting
- Comments (Job Notes) go to Job Data
- System validations to prevent contract set-up errors (such as an overlapping contract) before the transaction is saved
- An updated Transfer template that matches Hire, Rehire and Additional Job

**Preview the new Hire, Rehire and Additional Job processes**
Begin on the Transaction Launch Page
- New tile on the HCM Community Users screen
- Enter what's known about the person such as: National ID, employee ID, first name, last name
- The search results from HCM and the applicant tracking system will show information we have about the person

The system guides the user to the correct transaction type
- New employee hire
- POI hire
- Rehire an inactive employee
- Rehire an active employee
- Associate an additional job

Personal Data
- New employee hire: Use add a person
- POI Hire and Rehires: Use template
- Additional Job: No action needed for personal data

Associate Job/Position information and complete the transaction
- Enter position number, validate compensation information, etc. on the template
- Route for approval with Save & Submit for Approval

HCM development [4], HCM project [5], Hire [6], Rehire [7], Additional Job [8]

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