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Make the Hire III

Make the hire official

You have decided to move forward with your CU Global Worker, and you will take a few simple steps to get your employee ready for onboarding with GPS.

Next Steps

CREATE SPO

Once you have made your hiring decision, you will create a Standing Purchasing Order (SPO) requisition in CU Marketplace and attach the signed proposal and exhibit from GPS.

PO ISSUED

The SPO Requisition will be received by the <u>Procurement Services Center</u> [2] and reviewed for completeness. The PSC will issue a PO number to Global PEO Services to be included on the first invoice.

ONBOARD

Once your department has paid the invoice, the employee onboarding process will begin with GPS. Learn more about PEO pre- and post-onboarding [3].

HCM

Enter the worker into HCM for university access as a Person of Interest (POI) [4].

Next step: Manage the Hire >>> [5]

Source URL:https://www.cu.edu/cu-global-worker/make-hire

Links [1] https://www.cu.edu/cu-global-worker/make-hire [2] https://www.cu.edu/psc [3] https://www.cu.edu/docs/peo-pre-agreement-process [4] https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/add-poi [5] https://www.cu.edu/cu-global-worker/manage-hire