

## **Make the Hire** <sup>[1]</sup>

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 [Procurement Services Center](#) <sup>[2]</sup> 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](#) <sup>[3]</sup>.

#### **HCM**

Enter the worker into HCM for university access as a [Person of Interest \(POI\)](#) <sup>[4]</sup>.

[Next step: Manage the Hire >>>](#) <sup>[5]</sup>

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

#### **Links**

<sup>[1]</sup> <https://www.cu.edu/cu-global-worker/make-hire> <sup>[2]</sup> <https://www.cu.edu/psc>

<sup>[3]</sup> <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>