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Make the Hire [1]

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 Safeguard Global.

Next Steps

CREATE BPO

Once you have made your hiring decision, you will create a Blanket Purchasing Order (BPO) requisition in CU Marketplace and attach the signed proposal and onboarding form from the Procurement Service Center (PSC).

PO ISSUED

The BPO Requisition will be received by the Procurement Service Center [2] and reviewed for completeness. The PSC will issue a PO number to Safeguard Global to be included on the first invoice.

ONBOARD

Once your department has paid the invoice, the employee onboarding process will begin with Safeguard Global. 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