

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 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](#) ^[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>