

## **Human Capital Management (HCM) Courses** <sup>[1]</sup>

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- [CU: HCM Fundamentals](#)
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Course	Audience	Description
<b>CU: HCM Fundamentals</b>	Required for all new users of HCM before they may gain access to HCM.	<p>This 30-minute course covers the basic concepts of PeopleSoft Human Capital Management (HCM).</p> <p>HCM Course Code: u00145</p> <p><a href="#">Start Course</a> <sup>[3]</sup></p>
<b>CU: HCM Hiring Employees</b>	Recommended for HCM users who hire employees.	<p>This 30-minute course is for HCM users who hire employees. Hiring includes rehiring former employees and assigning additional jobs to active employees. This course contains simulations that let you practice creating a hire transaction and check on its status.</p> <p>HCM Course Code: u00185</p> <p><a href="#">Start Course</a> <sup>[4]</sup></p>

Course	Audience	Description
<b>CU: HCM Paying People</b>	Required for HR and HCM Department users who need to enter transactions that affect jobs and pay.	<p>This 45-minute course introduces you to the concepts of pay data used in HCM, including pay groups and pay cycles, contracts, payment types, payroll expense transfers, and personnel effort reports. CU: HCM Fundamentals is a prerequisite for this course.</p> <p>HCM Course Code: u00147</p> <p><a href="#">Start Course</a> <sup>[5]</sup></p>
<b>CU: HCM Updating Data</b>	Required for anyone who uses HCM to update job data, such as entering transfers, promotions, or terminations.	<p>This 60-minute course introduces you to tasks associated with managing employee data in HCM, including personal data, persons of interest (POIs), and different personnel actions associated with the life cycle of an employee. CU: HCM Fundamentals is a prerequisite for this course. ?</p> <p>HCM Course Code: u00163</p> <p><a href="#">Start Course</a> <sup>[6]</sup></p>
<b>CU: My Leave for Supervisors</b>	Recommended for supervisors with employees using the online time entry system, My Leave.	<p>This 30-minute course will provide instruction on how to use the online time entry and approval system, My Leave, as a supervisor, for the University of Colorado. After completing this course, supervisors will have the required knowledge in reading, understanding, and approving submitted time, timesheets, and leave requests correctly.</p> <p>HCM Course Code: u00150</p> <p><a href="#">Start Course</a> <sup>[7]</sup></p>
<b>CU: Recruiting with CU Careers</b>	Required for all new users of HCM and CU Careers before they can gain access to either system.	<p>This 30-minute course introduces you to the concepts, tools, and features of CU Careers, which is the online applicant tracking system used by the University of Colorado to recruit employees. CU: HCM Fundamentals is a prerequisite for this course.</p> <p>HCM Course Code: u00149</p> <p><a href="#">Start Course</a> <sup>[8]</sup></p>

**Groups audience:**

## Employee Services

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