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Human Capital Management (HCM) Courses [1]

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- CU: HCM Fundamentals
- CU: HCM Hiring Employees
- CU: HCM Paying People

- CU: HCM Updating Data
- CU: My Leave for Supervisors
- CU: Recruiting with CU Careers

Course	Audience	Description
CU: HCM Fundamentals	Required for all new users of HCM before they may gain access to HCM.	This 30-minute course covers the basic concepts of PeopleSoft Human Capital Management (HCM). HCM Course Code: u00145 Start Course [3]
CU: HCM Hiring Employees	Recommended for HCM users who hire employees.	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. HCM Course Code: u00185 Start Course [4]

Course	Audience	Description
CU: HCM Paying People	Required for HR and HCM Department users who need to enter transactions that affect jobs and pay.	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. HCM Course Code: u00147 Start Course [5]
CU: HCM Updating Data	Required for anyone who uses HCM to update job data, such as entering transfers, promotions, or terminations.	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. ? HCM Course Code: u00163 Start Course [6]
CU: My Leave for Supervisors	Recommended for supervisors with employees using the online time entry system, My Leave.	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. HCM Course Code: u00150 Start Course [7]
CU: Recruiting with CU Careers	Required for all new users of HCM and CU Careers before they can gain access to either system.	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. HCM Course Code: u00149 Start Course [8]

Groups audience:

Source URL:https://www.cu.edu/employee-services/professional-growth-training/training-services/course-catalog/human-capital

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