

## Current Projects <sup>[1]</sup>

### Job Change, Pay Rate Change and Leave of Absence upgrade overview

On Nov. 9, Job Change, Pay Rate Change and Leave functions will transition to Template-Based Transactions (TBT) in HCM, along with additional updates.

Transitioning to template-based transactions remains a high priority for the University of Colorado.

- For HCM users, it streamlines navigation and data entry and provides a user experience consistent with the processes for Hire, Rehire, Additional Job, POI, Transfer and Termination. These new transactions will be available on the Transaction Launch Page.
- For CU's technical teams, it minimizes the effects of Oracle's HCM system updates and changes, and keeps CU in compliance for support purposes.

### Up Next: Educational Workshops

Join your campus change agents as they walk you through an interactive, online learning session of the changes. Attendees will experiment within a testing environment of the upgrade with campus change agents. Sessions will be held in Skillsoft.

### How to register

1. Navigate to Skillsoft [here](#). <sup>[2]</sup>
2. Find the workshop you would like to attend and select **Details**. ([See an example](#) <sup>[3]</sup>.)
3. Select **View** under the **Notes** of the course. ([See an example](#) <sup>[4]</sup>)
4. When you have verified the correct course, select **Enroll**. You will be automatically enrolled, and you will receive a calendar event with Zoom information.

### Anschutz

- Oct. 27, 9 a.m. - Noon
- Oct. 27, 1 - 4 p.m.
- Nov. 5, 9 a.m. - Noon
- Nov. 5, 1 - 4 p.m.

## Boulder

- Oct. 28, 9 a.m. - Noon
- Nov. 5, 1 - 4 p.m.

## Colorado Springs

- Oct. 27, 1 - 4 p.m.
- Oct. 29, 9 a.m. - Noon

## Denver

- Oct. 29, 9 a.m. - Noon
- Oct. 29, 1 - 4 p.m.
- Nov. 3, 9 a.m. - Noon
- Nov. 3, 1 - 4 p.m.

## What is changing?

- **Template-Based Transactions:** ePAR Job Change function, Pay Rate and Data Change functions and Leave (Leave of Absence and Short Work Break) will be completed as template-based transactions.
- **Changes to existing TBTs:** Retrofits to existing TBTs will reduce manual effort and processing time.
  - **Work study:** Rather than going into custom process pages, users can identify work-study employees while creating a position.
  - **Auto-termination returns:** Users will be able to enter an expected termination date for an employee during the hire process or during the course of the employee's employment. The date can be managed, as needed. When the date is reached, the employee's record will be terminated. This reduces manual effort in processing routine, seasonal positions. Robust logic will ensure people occupying benefits-eligible positions won't be automatically terminated.

## Campus Change Agents

Each campus has designated change agents to ease the transition of the upgrade. These liaisons ensure all users have up-to-date information and provide training support. If you have questions as a user about the upgrade, reach out to one of your campus change agents.

## **Colorado Springs**

- Gregory Krems
- Jennifer Biga
- Jessica Bell
- Anthony Pitts

## **Boulder**

- Lynzy Morrison
- Angela Cho

## **Denver**

- Gabrielle Sawusch
- Theresa Anderson
- AnQuanette Murray-Cawthorn
- Teri Wilson
- Brooke Fitzpatrick

## **Anschutz**

- Ben Patient
- Tracy Gray
- Jay Rodenburg
- Veronica Graves
- Thuy Nguyen
- Brendon Bravo
- Joanna Ramirez-Darnell

## **System**

- Josh Navarro
- Joyce Gamboa

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## **Understanding coming changes**

In the lead up to Nov. 9, we'll provide resources to help you prepare and feel ready. Check

this page for blogs explaining changes, guides for the new processes and hands-on courses that will allow you to practice new processes.

## Blogs

- [Three new HCM Templates will streamline user experience](#) [5]
- [Take a closer look at new HCM enhancements](#) [6]
- [HCM upgrade is just around the corner: prepare at educational workshops](#) [7]

## Guides

- [Entering Job Changes: Data Changes and Pay Rate Changes](#) [8]
- [Putting an Employee on Leave and Returning from Leave](#) [9]
- [Automatic Termination \(Auto Term\)](#) [10]
- [Hiring an Employee](#) [11]
- [HCM Upgrade Walk-through](#) [12]

## Courses

To access the HCM demo/practices:

1. Log into your [employee portal](#) [13]
2. Select the **Skillsoft** tile
3. Select your campus on the Skillsoft landing page
4. From the sub-categories on the left, click **HCM Practice**
5. Click the **LAUNCH** button for the practice you would like to complete

## Project timeline

### Groups audience:

HCM Community

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**Source URL:** <https://www.cu.edu/hcm-community/current-projects>

### Links

[1] <https://www.cu.edu/hcm-community/current-projects>

[2]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

- [3] <https://www.cu.edu/img/tempsnip-2png>
- [4] <https://www.cu.edu/img/tempsnippng>
- [5] <https://www.cu.edu/blog/hcm-community/three-new-hcm-templates-will-streamline-user-experience>
- [6] <https://www.cu.edu/blog/hcm-community/take-closer-look-new-hcm-enhancements>
- [7] <https://www.cu.edu/blog/hcm-community/hcm-upgrade-just-around-corner-prepare-educational-workshops>
- [8] <https://www.cu.edu/doc/hcmsbs-job-changes-data-pay-ratenewpdf>
- [9] <https://www.cu.edu/doc/hcmsbs-employee-leavenewpdf>
- [10] <https://www.cu.edu/doc/hcmsbs-autotermnewpdf-1>
- [11] <https://www.cu.edu/doc/hcmsbs-hiring-employeenewpdf>
- [12] <https://vimeo.com/468216250>
- [13] <https://my.cu.edu>