Employee Transactions [1]
Transactions are migrating away from Smart ePAR transactions to the use of delivered Template Based Transactions on Fluid HCM pages, providing users with a faster, more direct navigation to approvals with fewer clicks.

- Template Based Transactions in Fluid
- Smart ePAR Non-Pay Transactions
- Smart ePAR Pay Transactions
- HCM Favorites

**Learn how to process the following Template Based Transactions on Fluid HCM pages:**

- Course Completions [2]
- Contract Pay [3]
- Create Positions [4]
- Funding Entry [5]
- Hire or Rehire [6]
- Job Change [7]
- Leave [8]
- Pay Rate Change [7]
- Payroll Expense Transfer (PET) [9]
- Person of Interest (POI) [10]
- Termination [11]
- Transfer Employees [12]

### Smart ePAR Non-Pay Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Termination</td>
<td>Enter group terminations [13]</td>
</tr>
<tr>
<td>Group Changes</td>
<td>Enter group changes [14]</td>
</tr>
<tr>
<td>Other tasks</td>
<td>See course completions [2]</td>
</tr>
</tbody>
</table>

### Smart ePAR Pay Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Pay</td>
<td>Issue additional pay (one-time and recurring) [15]</td>
</tr>
<tr>
<td>Non-Person Profile (NPP)</td>
<td>Creating or Updating a Non-Person Profile [4]</td>
</tr>
</tbody>
</table>

The videos below walk you through how to use HCM Favorites as well as how to navigate and log into HCM.

**How to: Navigate Through HCM**
How to: Log into HCM

How to: Use HCM Favorites

Groups audience:
HCM Community

Right Sidebar:
HCM: Resources Key
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket

Source URL: https://www.cu.edu/hcm-community/employee-transactions

Links
[1] https://www.cu.edu/hcm-community/employee-transactions
[6] https://www.cu.edu/hcm-community/hire-or-rehire
[14] https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-group-changes