Employee Transactions
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
- Contract Pay
- Create Positions
- Funding Entry
- Hire or Rehire
- Payroll Expense Transfer (PET)
- Person of Interest (POI)
- Termination
- Transfer Employees
# Smart ePAR Non-Pay Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Changes</td>
<td>Enter job changes</td>
<td>[1]</td>
</tr>
<tr>
<td>Group Termination</td>
<td>Enter group terminations</td>
<td>[2]</td>
</tr>
<tr>
<td>Leave</td>
<td>Put employees on leave</td>
<td>[3]</td>
</tr>
<tr>
<td>Group Changes</td>
<td>Enter group changes</td>
<td>[4]</td>
</tr>
<tr>
<td>Person of Interest (POI)</td>
<td>Add a Person of Interest (POI)</td>
<td>[5]</td>
</tr>
<tr>
<td>Other tasks</td>
<td>See course completions</td>
<td>[6]</td>
</tr>
</tbody>
</table>

# Smart ePAR Pay Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Pay</td>
<td>Issue additional pay (one-time and recurring)</td>
<td>[7]</td>
</tr>
<tr>
<td>Pay Rate Changes</td>
<td>Enter a Pay Rate Change</td>
<td>[8]</td>
</tr>
<tr>
<td>Non-Person Profile (NPP)</td>
<td>Creating or Updating a Non-Person Profile</td>
<td>[9]</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

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## How to: Log into HCM

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## How to: Use HCM Favorites

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Groups audience:
- HCM Community

Right Sidebar:
- HCM: Resources Key
- HCM: Feedback
Source URL: https://www.cu.edu/hcm-community/employee-transactions

Links
[8] https://www.cu.edu/hcm-community/pay-transactions/enter-pay-rate-changes