Employee Transactions [1]
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]

<table>
<thead>
<tr>
<th>Smart ePAR Non-Pay Transactions</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>

<table>
<thead>
<tr>
<th>Smart ePAR Pay Transactions</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