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
- Contract Pay
- Create Positions
- Funding Entry
- Hire or Rehire
- Job Change
- Leave
- Pay Rate Change
- Payroll Expense Transfer (PET)
- Person of Interest (POI)
- Termination
- Transfer Employees

### 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</td>
</tr>
<tr>
<td>Group Changes</td>
<td>Enter group changes</td>
</tr>
<tr>
<td>Other tasks</td>
<td>See course completions</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)</td>
</tr>
<tr>
<td>Non-Person Profile (NPP)</td>
<td>Creating or Updating a Non-Person Profile</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
5. https://www.cu.edu/hcm-community/enter-funding-changes-department-budget-tables
6. https://www.cu.edu/hcm-community/hire-or-rehire
11. https://www.cu.edu/hcm-community/termination
15. https://www.cu.edu/hcm-community/pay-transactions/issue-additional-pay