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

- **Job Changes**: Enter job changes [1]
- **Group Termination**: Enter group terminations [2]
- **Leave**: Put employees on leave [3]
- **Group Changes**: Enter group changes [4]
- **Person of Interest (POI)**: Add a Person of Interest (POI) [5]
- **Other tasks**: See course completions [6]

### Smart ePAR Pay Transactions

- **Additional Pay**: Issue additional pay (one-time and recurring) [7]
- **Pay Rate Changes**: Enter a Pay Rate Change [8]
- **Non-Person Profile (NPP)**: Creating or Updating a Non-Person Profile [9]

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