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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

Learn More

Group Termination

[Enter group terminations](#) ^[13]

Group Changes

[Enter group changes](#) ^[14]

Other tasks

[See course completions](#) ^[2]

Smart ePAR Pay Transactions

Learn More

Additional Pay

[Issue additional pay \(one-time and recurring\)](#) ^[15]

Non-Person Profile (NPP)

[Creating or Updating a Non-Person Profile](#) ^[4]

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

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>
- [2] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/course-completions>
- [3] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/contract-pay>
- [4] <https://www.cu.edu/hcm-community/createmodify-position>
- [5] <https://www.cu.edu/hcm-community/enter-funding-changes-department-budget-tables>
- [6] <https://www.cu.edu/hcm-community/hire-or-rehire>
- [7] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-job-changes>
- [8] <https://www.cu.edu/hcm-community/leave-absence>
- [9] <https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers>
- [10] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/add-poi>
- [11] <https://www.cu.edu/hcm-community/termination>
- [12] <https://www.cu.edu/hcm-community/pay-employees/pay-transactions/transfer-employees>
- [13] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/group-terminations>
- [14] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-group-changes>
- [15] <https://www.cu.edu/hcm-community/pay-transactions/issue-additional-pay>