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

Smart ePAR Pay Transactions

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

```html
&<amp;#13;&amp;amp;&<amp;#13;&amp;amp;&<amp;#13;&amp;amp;&<amp;#13;&amp;amp;#13;>
```

**How to: Log into HCM**

```html
&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;#13;>&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;#13;>&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;#13;>&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;&<amp;amp;#13;>
```

**How to: Use HCM Favorites**

```html
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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