

Enter Group Changes ^[1]

Speed up transactions with Group Changes.

HCM lets you to make changes for a number of employees in your department. The types of changes you can make include FLSA (Overtime Eligibility), pay group, appointing authority, supervisor/reports to and location changes.

Step-by-step: [Entering Group Changes](#) ^[2]

Quick Reference Guide: [View Completed ePar Transaction and Track their Status](#) ^[3]

Step-by-step: [Approving Transactions](#) ^[4]

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/non-pay-transactions/enter-group-changes>

Links

[1] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-group-changes>

[2] <https://www.cu.edu/docs/sbs-entering-group-changes>

[3] <https://www.cu.edu/docs/sbs-updating-candidate-profile>

[4] <https://www.cu.edu/docs/sbs-approving-transactions>