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HCM [1]

Human Capital Management (HCM) is a human resources solution that helps manage and develop employees and increase engagement.

Human Resources teams can track HR data, demographics, complete payroll, benefits, employee recruitment, compensation and budgeting.

Required trainings

Identify your role to determine which courses you need to take.

Required Skillsoft Courses by Role

Role Name	Fiscal Code of Ethics	Information Security and Privacy Awareness	HCM Fundamentals	HCM Paying People	HCM Updating Data	Recruiting with CU Careers
CU HCM User Inquiry	X	X	X			
CU PPL	X	X	X	X	X	X*
CU Time Entry	X	X	X	X	X	
CU PET Regular Users	X	X	X	X	X	
CU Campus HR Staff	X	X	X	X	X	X*

CU Enterprise Training Reporting	X	X	X			
CU Security Coordinator Campus	X	X	X			
CU Risk Management	X	X	X			
CU POI Relationship Mgmt	X	X	X			
CU Student Employment	X	X	X	X	X	X*

**CU Boulder's PPLs and Campus HR staff use Avature for recruiting purposes. Please contact the CU Boulder HR office for training requirements.*

Access Skillsoft courses

Course titles	Key topics and skills
CU: Fiscal Code of Ethics [2]	University's Fiscal Code of Ethics (focusing specifically on the Employee Code).
CU: Information Security and Privacy Awareness [3]	An explanation of how and why CU employees must protect information.
CU: HCM Fundamentals [4]	A high-level overview of HCM.
CU: HCM Paying People [5]	Payroll cycles, calendars, MyLeave, and CU Time.
CU: HCM Updating Data [6]	Managing employee data, types of data changes, tables, effective dates, sequencing and more.
CU: Recruiting with CU Careers [7]	Posting jobs and data-sharing between HCM and CU Careers.

Learn more about HCM with our optional training [8] and webinars

Access courses in Skillsoft

How to locate a course:

1. Log on to your campus portal [9].
2. Select the **Percipio** tile on the home page.
3. Select **Library** on the left-hand side menu.
4. Select your campus.
5. Select the **HCM tile.**
6. Select a course and click **LAUNCH.**

Having trouble with Skillsoft? Visit Skillsoft Help [10] for more information

Request access

Review this roles document [11] to determine the roles to request in PeopleSoft.

Once you've completed training:

1. Log into the employee portal [12].
2. Under the CU Resources Forms dropdown menu, select Forms.
3. Select the Request System Access tile.
4. Select the HCM Access Request tile.
5. Follow the available prompts.

Step-by-step guides can walk you through the approval process as a requestor and as an approver:

- Request HCM Access guide [13]
- Approve HCM Access guide [14]

If you have questions during this process, please contact the UIS Service Desk [15] and Access Management [16].

Common users

Access is comprised of a variety of different levels of user including:

Employee self service: The largest population, this type of HCM user is performing activities including, but not limited to, entering and/or approving timesheet information, viewing paychecks, maintaining personal data like direct deposit, address, phone number and W-4. Benefits-eligible employees, retirees and surviving spouses perform annual benefits Open Enrollment elections within HCM.

Campus users: Many HCM activities are performed by campus liaisons in departments across the university. These include, but are not limited to, hiring, promotions, pay increases, transfers, terminations, position management, timekeeping, payroll and leave adjustment activities.

Elevated access and super users: These users are members of Employee Services HR, Benefits and Payroll departments as well as UIS HR IT Services and Application Development teams. They are responsible for performing, maintaining and/or supporting critical business activities including centralized functions of payroll production, HR/GL processing and benefits enrollment support.

Groups audience:
University Information Services
Right Sidebar:
UIS - Campus Access Coordinators

Source URL:https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hcm

Links
[1] https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hcm

[2] https://share.percipio.com/cd/VR_a7qRJlj [3] https://universityofcolorado.percipio.com/linked-contents/a5934ada-2c6e-4f22-a336-177c41a72ad5/landing?sharelink=KZ3Zpgsiy
[4] https://share.percipio.com/cd/Sn2l_2wDX [5] https://share.percipio.com/cd/6pAAQRpow
[6] https://share.percipio.com/cd/gQYdiI_Cn [7] https://share.percipio.com/cd/aIBrlNdi2
[8] https://www.cu.edu/hcm-community/hcm-projects/webinars [9] https://my.cu.edu/
[10] https://www.cu.edu/employee-services/career-advancement-learning/learning/skillsoft/skillsoft-help
[11] https://www.cu.edu/docs/hcm-epar-and-position-data-approval-roles [12] https://my.cu.edu
[13] https://www.cu.edu/docs/requesting-access-hcm-or-fin [14] https://www.cu.edu/docs/approving-access [15] https://www.cu.edu/uis/uis-service-desk/uis-service-desk [16] mailto:access@cu.edu