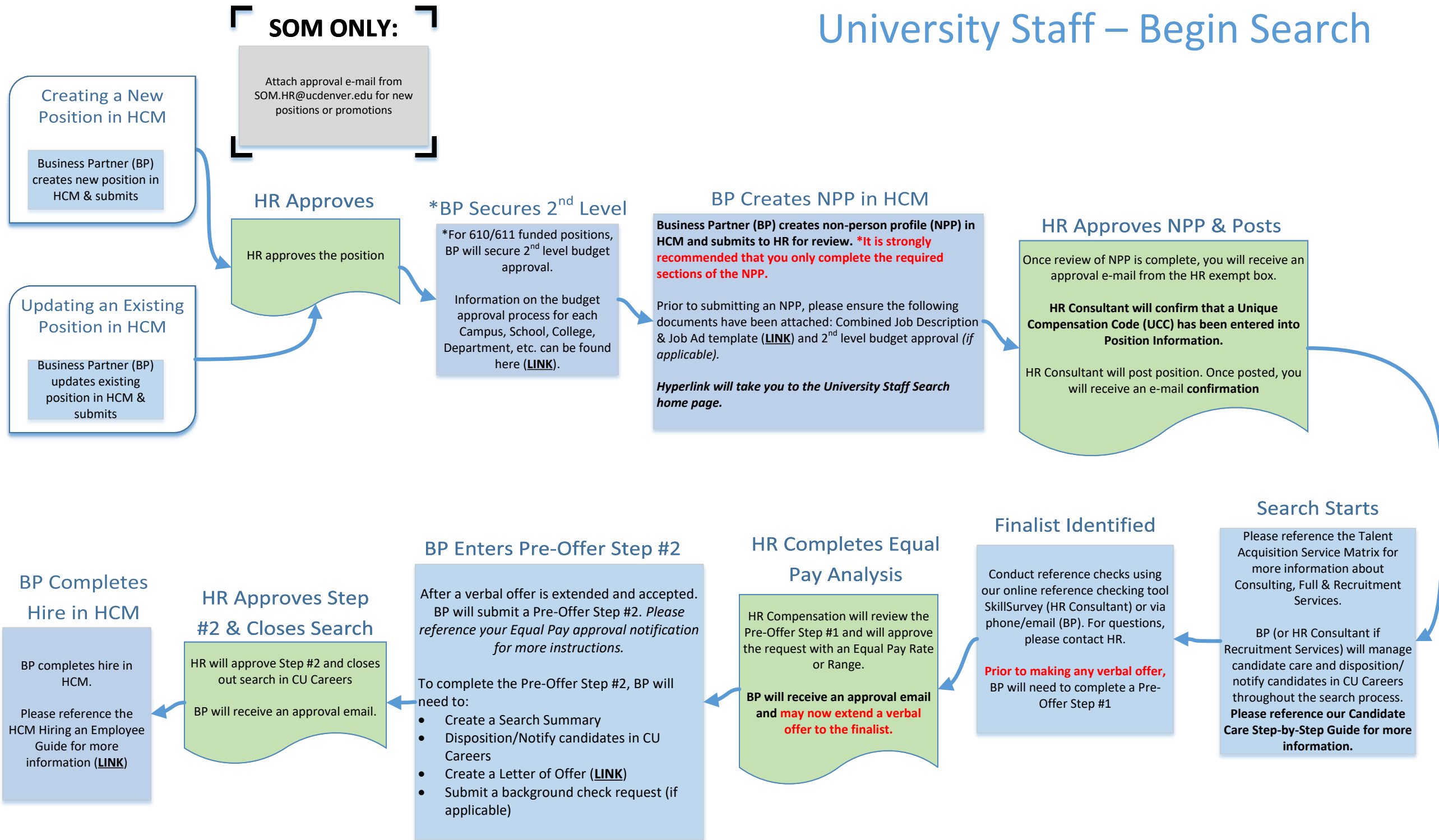
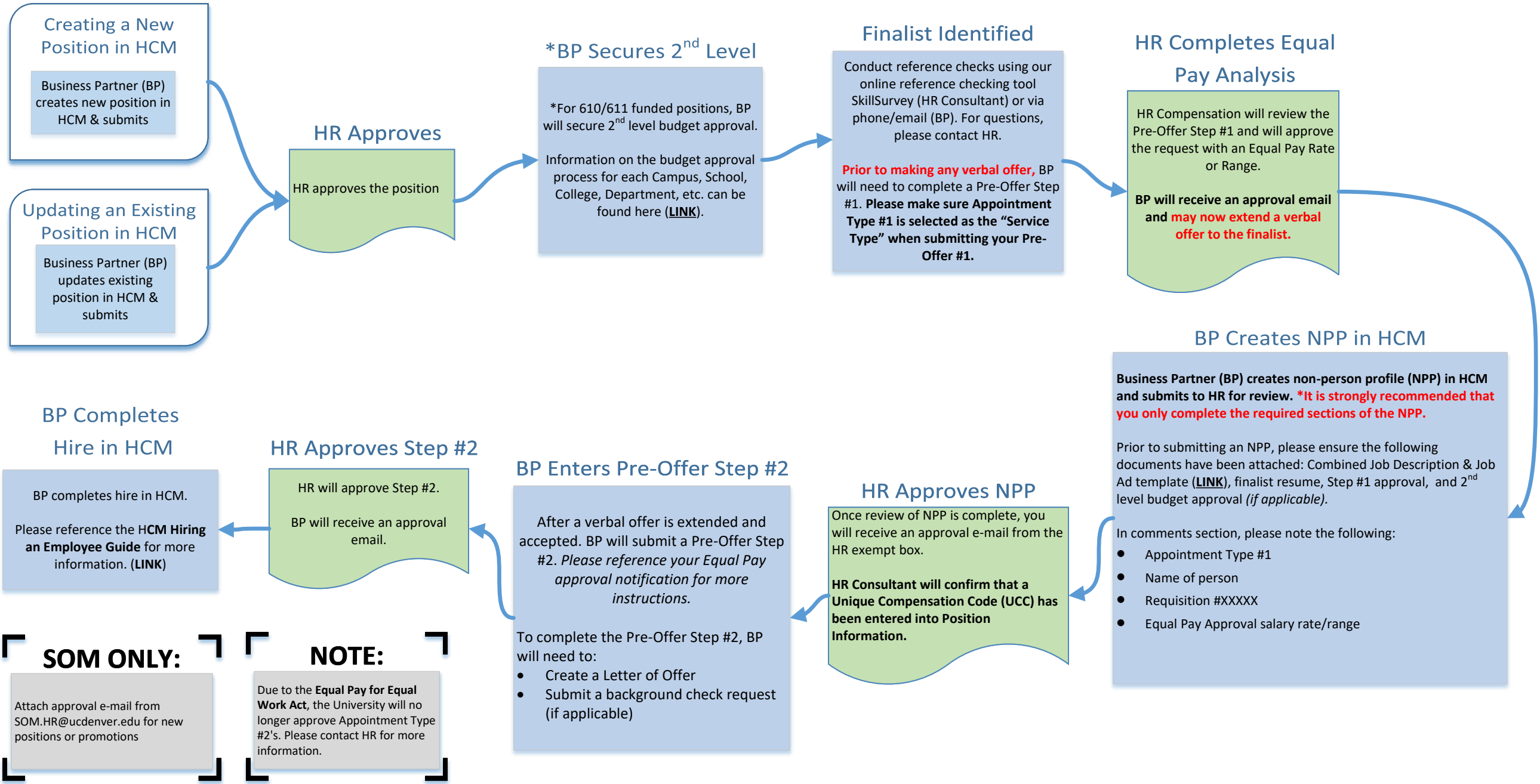


# University Staff – Begin Search



# University Staff –Appointment Type 1



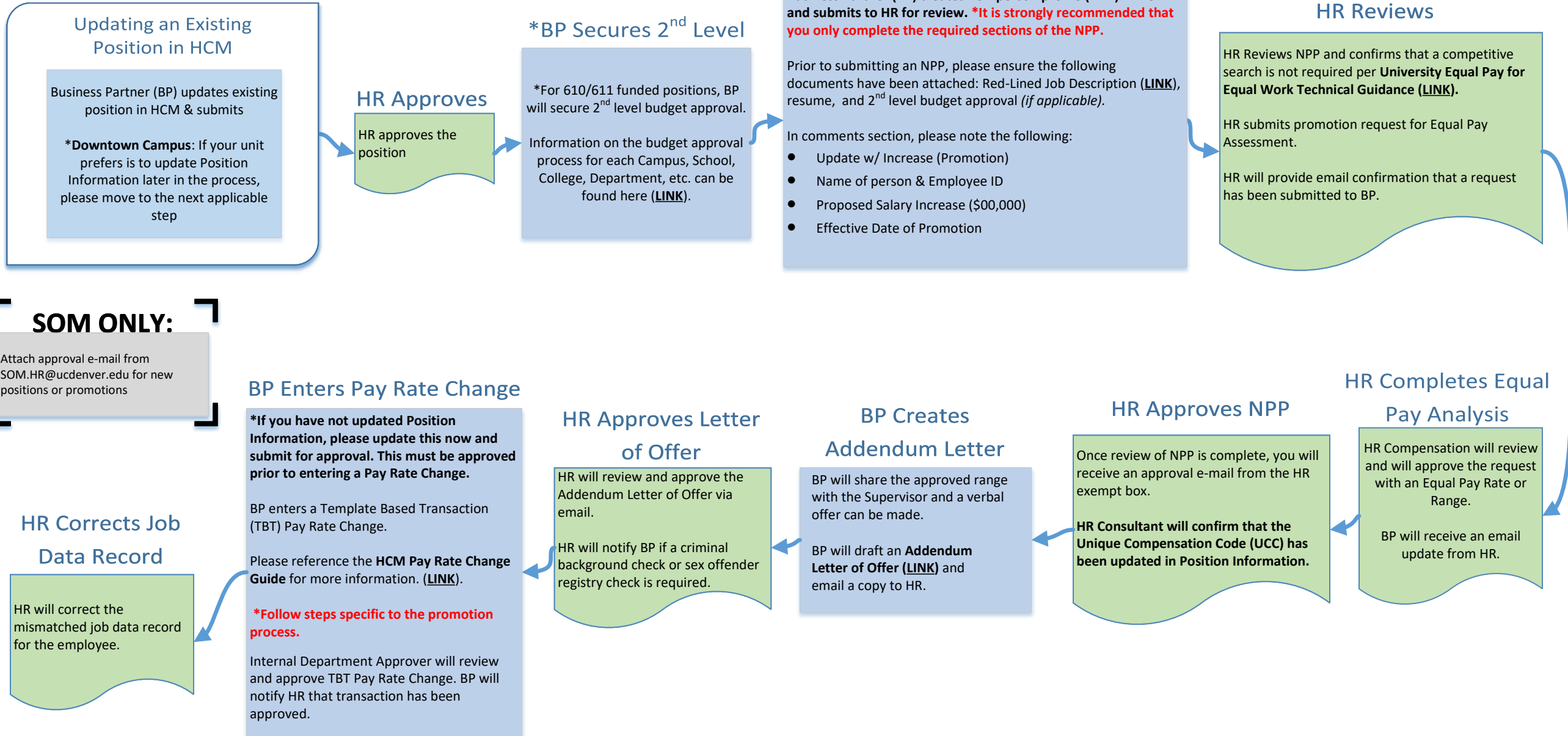
**SOM ONLY:**  
Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

**NOTE:**  
Due to the **Equal Pay for Equal Work Act**, the University will no longer approve Appointment Type #2's. Please contact HR for more information.

# Univ Staff - Update w/ Increase (Promotion, No Posting)

## NOTE:

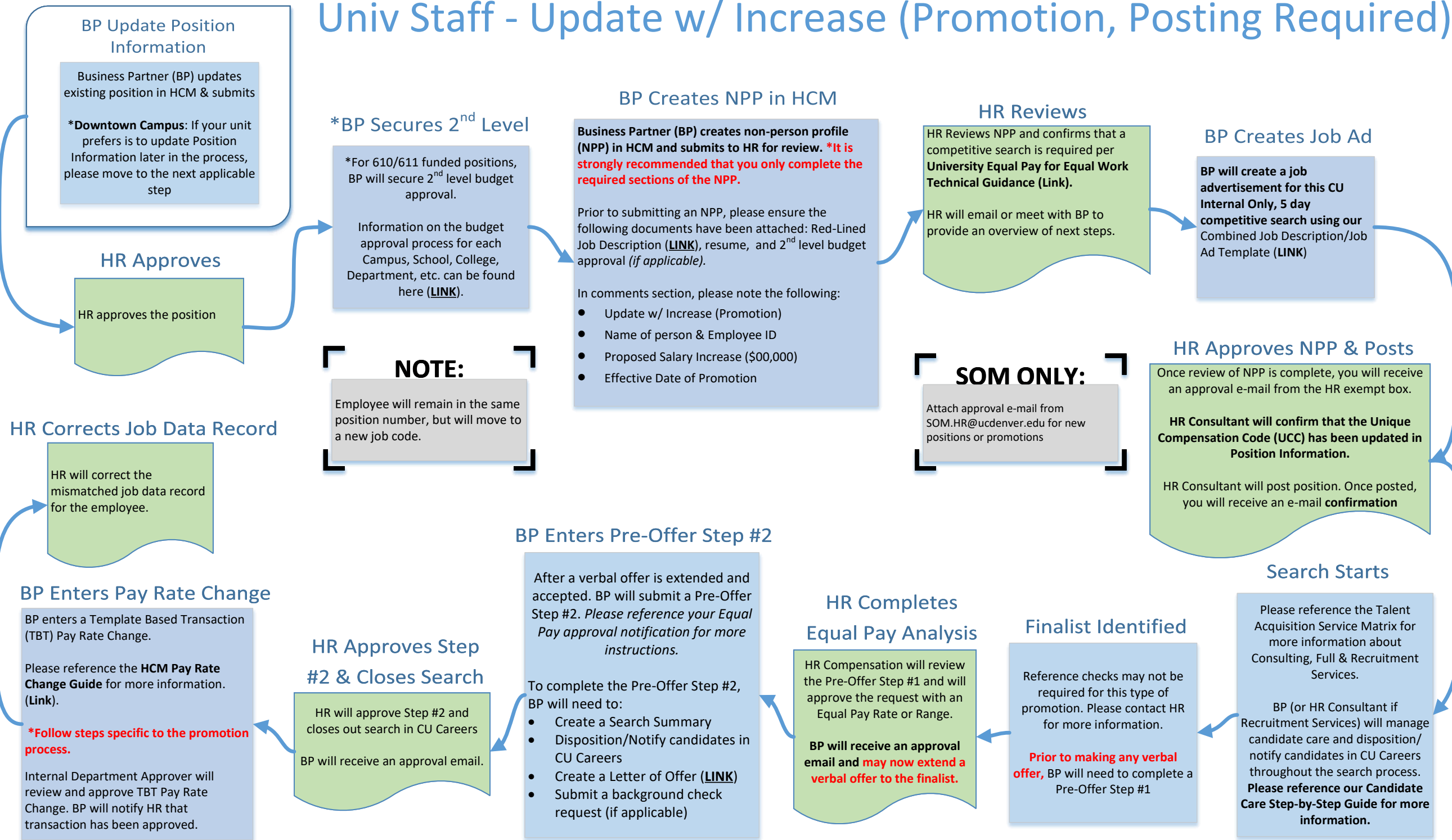
Employee will remain in the same position number, but will move to a new job code.



## SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

# Univ Staff - Update w/ Increase (Promotion, Posting Required)



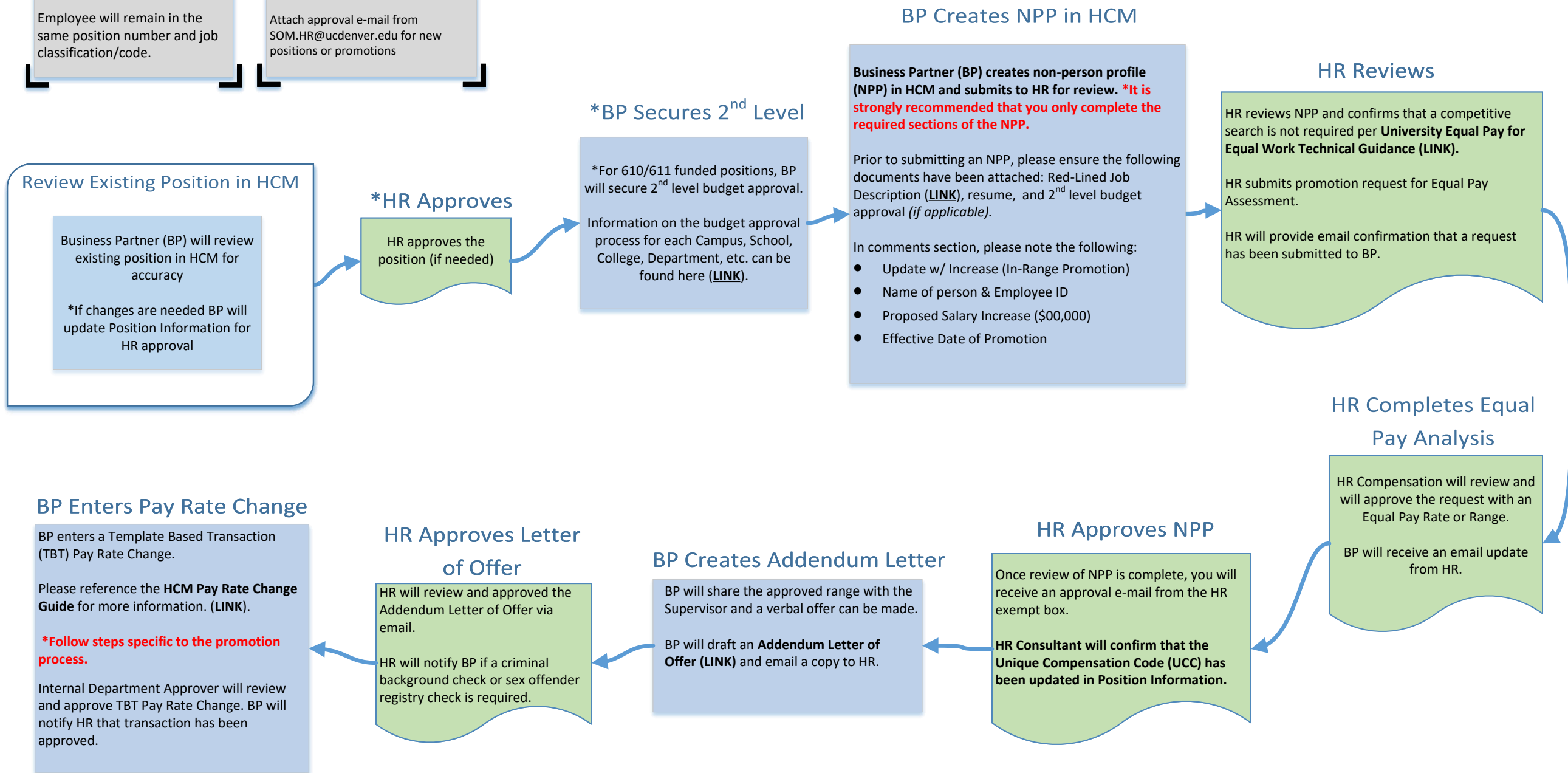
# Univ Staff - Update w/ Increase (In-Range Adjustment, No Posting)

## NOTE:

Employee will remain in the same position number and job classification/code.

## SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions



# University Staff – Update Only

## NOTE:

Employee will remain in current position number. No change in job code or compensation.

## SOM ONLY:

Attach approval e-mail from SOM.HR@ucdenver.edu for new positions or promotions

### Review Existing Position in HCM

Business Partner (BP) will review existing position in HCM for accuracy

\*If changes are needed BP will update Position Information for HR approval

### HR Approves

HR approves the position (if needed).

### BP Creates NPP in HCM

Business Partner (BP) creates non-person profile (NPP) in HCM and submits to HR for review. **\*It is strongly recommended that you only complete the required sections of the NPP.**

Prior to submitting an NPP, please ensure the following documents have been attached: Red-Lined Job Description ([LINK](#)).

In comments section, please note the following:

- Update Only
- Name of person & Employee ID

### HR Approves NPP

Once review of NPP is complete, you will receive an approval e-mail from the HR exempt box.

**HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.**

# Student Worker (4100-4400 Job Code Series)– Hire/Rehire

[Table of Contents](#)

**NOTE:**

Note: if position has been approved for work-study, it needs to reflect that in HCM.

Navigation: Main Menu > CU Student Info & Processes > CU Work Study Jobs > check both "Work Study Eligible Job" and "Active WS Job".

[Student Hourly Handbook](#)  
[Work-Study Student Handbook](#)

**1) BP Start: Create New**

BP creates a new position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

**1) BP Start: Update Pos**

BP updates an existing position in HCM and submits **AND self-approves**

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

**2) S/C/D Internal Process**

BP Follows any internal business processes for hiring student workers and S/C/D reviews and approves if needed

**3) BP Handshake Posting Process**

BP uses Career Center Handshake system to post student worker positions

**3a) BP runs Reference Checks**

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

**3) BP runs Reference Checks**

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

**4) BP Process**

Make Verbal offer: *(making it clear the offer is contingent on passing the background check)*

Initiate Background check (Online Request Form)

BP uses LOO Templates found in the Student Handbook

**For 4101 – 4202 Job Codes:** BP ensures they are using the appropriate hourly rate for the job code found in the handbook

**5) After Process:**

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu) to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile

**Key:**

NPP – Non-Person Profile  
 BP – Business Partner (person initiating action)  
 HCM – Human Capital Management  
 HR OPS – Central HR Operations Team  
 TAC – Talent Acquisition Consultant  
 PDQ – Position Description Questionnaire  
 S/C/D – School/College/Department  
 LOO – Letter of Offer  
 MQ – Minimum Qualifications  
 PQ – Preferred Qualifications  
 PMR – Personnel Matters Report

**Other Links:**

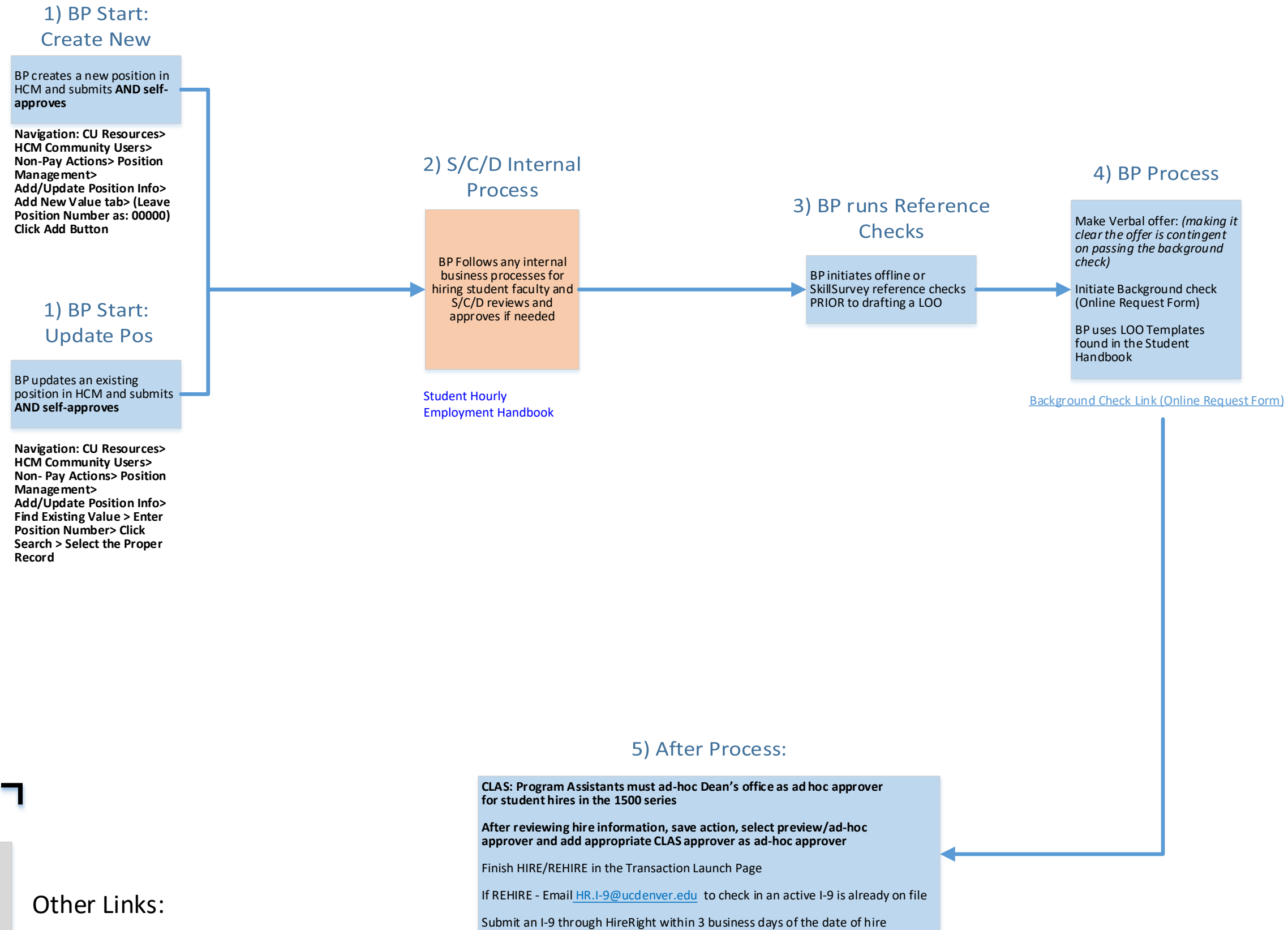
[HireRight I-9 E-Verify Access](#)

[BP Reason Code Guide for Position Information](#)

[Background Check Link \(Online Request Form\)](#)

# Student Faculty (1500 Job Code Series)– Hire/Rehire

[Table of Contents](#)



[Student Hourly Employment Handbook](#)

[Background Check Link \(Online Request Form\)](#)

## Key:

NPP – Non-Person Profile  
 BP – Business Partner (person initiating action)  
 HCM – Human Capital Management  
 HR OPS – Central HR Operations Team  
 TAC – Talent Acquisition Consultant  
 PDQ – Position Description Questionnaire  
 S/C/D – School/College/Department  
 LOO – Letter of Offer  
 MQ – Minimum Qualifications  
 PQ – Preferred Qualifications  
 PMR – Personnel Matters Report

## Other Links:

[HireRight I-9 E-Verify Access](#)

[BP Reason Code Guide for Position Information](#)

**CLAS: Program Assistants must ad-hoc Dean's office as ad hoc approver for student hires in the 1500 series**

After reviewing hire information, save action, select preview/ad-hoc approver and add appropriate CLAS approver as ad-hoc approver

Finish HIRE/REHIRE in the Transaction Launch Page

If REHIRE - Email [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu) to check in an active I-9 is already on file

Submit an I-9 through HireRight within 3 business days of the date of hire

**Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile**



# 9 Month Temporary Appointments – Hire a Pre-Identified Temp

[Table of Contents](#)

## 1) BP Submits Temp Questionnaire & Approval

**Temporary Questionnaire and Approval** – Submit online temporary questionnaire form for review (*HR will determine what job code is appropriate and will provide the proper letter of offer template*).

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

Initiate Background check (Online Request Form or CU Careers, HR Will determine if needed)

[Temporary Employee Questionnaire](#)

[Background Check Link \(Online Request Form\)](#)

## 2) HR Ops Reviews

HR OPS reviews the questionnaire and determines the Job Code.  
HR OPS provides LOO Template

## 3) BP Start: Create New

BP Creates a new position in HCM and submits

**Navigation:** CU Resources> HCM Community Users > Non-Pay Actions > Position Management > Add/update Position Info > Add New Value Tab > (Leave Position Number as 00000) Click Add Button

## 3) BP Start: Update Pos

BP updates an existing position in HCM and submits

**Navigation:** CU Resources>HCM Community Users> Non-Pay Actions> Position Management>Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

## 4) BP Process

BP Emails Position number to HR New Temp ([Find Your HR Ops Consultant](#)) for approval.

## 5) HR Ops Approves

HR Ops approves the position.

## 6) BP Process

BP uses the LOO template and submits a draft to HR New Temp ([Find Your HR Ops Consultant](#)) to review.

[Classified Temp LOO](#)

[Exempt/Professional Temp LOO](#)

[Alternate Funding Temp LOO](#)

[Research Temp LOO](#)

## 7) HR Ops Approves

HR OPS reviews the draft LOO and sends approval email.

## 8) Complete Hire

Route LOO for signatures. Once the LOO is signed, return it to HR New Temp: [Find Your HR Ops Consultant](#)

Complete I9 and Background Check

Send TBT number to HR New Temp: [Find Your HR Ops Consultant](#) for review and approval.

## Key:

NPP –Non-Person Profile  
BP –Business Partner (person initiating action)  
HCM –Human Capital Management  
HR OPS –Central HR Operations Team  
TAC –Talent Acquisition Consultant  
PDQ –Position Description Questionnaire  
S/C/D –School/College/Department  
LOO –Letter of Offer  
MQ –Minimum Qualifications  
PQ –Preferred Qualifications  
PMR –Personnel Matters Report

## Other Links:

[HireRight I-9 E-Verify Access](#)

[BP Reason Code Guide for Position Information](#)

# 9 Month Temporary Appointments – Begin Search

[Table of Contents](#)

## 1) BP Submits Temp Questionnaire & Approval

**Temporary Questionnaire and Approval** – Submit online temporary questionnaire form for review (*HR will determine what job code is appropriate and will provide the proper letter of offer template*).

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO.

Initiate Background check (Online Request Form or CU Careers, HR Will determine if needed)

## 2) HR Ops Reviews

HR OPS reviews the questionnaire and determines the Job Code.

## 3) BP Start: Create New

BP Creates a new position in HCM and submits

**Navigation:** CU Resources> HCM Community Users > Non-Pay Actions > Position Management > Add/update Position Info > Add New Value Tab > (Leave Position Number as 00000) Click Add Button

## 3) BP Start: Update Pos

BP updates an existing position in HCM and submits

**Navigation:** CU Resources>HCM Community Users> Non-Pay Actions> Position Management>Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

## 4) BP Process

BP Emails Position number to HR New Temp: [Find Your HR Ops Consultant](#) for approval.

## 5) HR Ops Approves

HR Ops approves the position.

## 6) BP Creates an NPP with an ePAR

Once Position Information is Approved – BP creates the NPP in HCM for temporary position and submits to HR for approval.

Select and complete all fields in the non-person profile (NPP).

Select Valerie Vickers as HR Consultant

Leave HR only page blank

**Note:** Ensure you check the “feed to CU Careers” box. Email ePAR number to HR New Temp: [Find Your HR Ops Consultant](#).

**Navigation:** CU Resources > HCM Community Users> Pay Actions > ePAR Non-Person Profile > Click Add

## 7) HR Ops Approves

HR OPS reviews draft and does final approval.

HR OPS will create a draft requisition and email the draft link to BP to edit.

[Temporary Employee Questionnaire](#)

## 12) BP HCM Process

Initiate Background Check (Online Request Form or CU Careers, HR will determine if needed).

When ready to hire:

1) Complete offer matrix in CU Careers and select Valerie Vickers as approver.

OR

2) Enter the TBT HIRE Action in HCM.

BP emails search summary AND offer letter to [Find Your HR Ops Consultant](#)

NOTE: Department may need to update ePAR NPP before submitting a TBT HIRE.

[Background Check Link \(Online Request Form\)](#)

## 11) BP Process:

BP uses the LOO template and submits a draft to HR New Temp ([Find Your HR Ops Consultant](#)) to review.

[Classified Temp LOO](#)

[Exempt/Professional Temp LOO](#)

[Alternate Funding Temp LOO](#)

[Research Temp LOO](#)

## 10) BP Runs Search and Reference Checks

BP ensures status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.

Once Finalist is identified: BP initiates offline **OR** SkillSurvey reference checks with HR OPS consultant **PRIOR** to making an offer.

BP finishes the unanswered questionnaire questions from Step 1.

## 9) HR Ops Posts to CU Careers

HR OPS will review the edits and once approved post it to CU Careers and email the BP the link to the posting.

## 8) BP CU Careers Process

BP edits posting in CU Careers.

Submit posting edits back to HR Ops.

## Key:

NPP –Non-Person Profile  
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HCM –Human Capital Management  
HR OPS –Central HR Operations Team  
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PDQ –Position Description Questionnaire  
S/C/D –School/College/Department  
LOO –Letter of Offer  
MQ –Minimum Qualifications  
PQ –Preferred Qualifications  
PMR –Personnel Matters Report

## Other Links:

[HireRight I-9 E-Verify Access](#)

[BP Reason Code Guide for Position Information](#)

## Nearing the 9 Months?

BP Enters a Termination Row to feed over to Job Data

## 15) HR Ops Approves Hire

Once the signed LOO is sent back to HR Ops, they will review and approve the HIRE Transaction.

## 14) After Recruitment is Completed:

Finish HIRE/REHIRE in the Transaction Launch Page.

CU CAREERS HIRE: Departments must provide a signed copy of the LOO sent to HR New Temp – [Find Your HR Ops Consultant](#).

Submit an I-9 through HireRight within 3 business days of the date of hire.

**Navigation:** CU Resources > HCM Community Users > Transaction Launch Page tile

## 13) BP Routes LOO

BP receives background check approval email then:

BP routes LOO for all appropriate signatures (include the candidate’s signature).

Updated as of 03/21/2022

# Faculty – (1100- 1400 Job Code Series)- Begin Search

[Table of Contents](#)

## 1) BP Start: Create New

BP creates a new position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

## 1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> NonPay Action> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

## 2) School/College approve

School/College approver will review

BP receives system generated email

Second level  
Essential Functions Definitions

## 3) BP creates an ePAR Non-Person Profile (NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

**Faculty/Post-Docs:**  
[Find Your HR Ops Consultant](#)

**PRA's, Sr. PRA's, Research Associates:** [Find Your HR Ops Consultant](#)

**NOTE:**  
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

- Salary Rate/Range must be listed per Equal Pay for Equal Work Act.  
- Ensure you check the "Feed to CU Careers box"

**Attachments:**  
Completed job description  
Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:  
**Denver** – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu  
**SOM** – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu  
**Exceptions:** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

## 4) School/College Review

School/College approver will review

**SOM ONLY:**  
Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP. Then NPP feeds to CU Careers.

## 5) HR OPS Approves

HR OPS Reviews and does final approval. HR OPS will create the draft requisition and send an email with the requisition number and steps to edit the requisition.

## 6) BP Creates Posting

BP edits draft posting and sends back to HR OPS for review.

BP ensures search chair and at least 3 search committee members are identified

## 12) BP Routes LOO

BP receives background check approval email then:  
BP routes LOO for all appropriate signatures within school (include the candidates signature)

## 11) HR OPS Closes Search

HR OPS reviews offer and MQs and sends approval email  
HR OPS consultant closes out search in CU Careers  
HR OPS Designates position as filled in CU Careers

## 10) When Search is Complete

Make Verbal offer: (making it clear the offer is contingent on passing the background check)  
Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed)  
BP creates an offer in CU Careers and adds -HR Faculty consultant as Approver for offer  
BP, dispositions candidates correctly, emails search summary and to HR OPS Consultant:  
**Faculty/Post-Docs** – [Find Your HR Ops Consultant](#)  
BP selects the proper LOO template from the HR or School/College website and fills out a draft.  
**DENVER** – If Professor in title, route draft LOO to TAC Director to review

Faculty Hire Resources (LOO, Search Summary Etc...)  
Background Check Link (Online Request Form)

## 9) BP runs reference checks

BP initiates offline OR SkillSurvey reference checks with [HR Ops Consultant](#) **PRIOR** to making an offer

## 8) BP runs search

BP updates status and notifies candidates of status change throughout the process.

## 7) HR Ops Reviews and Posts

HR OPS will review draft posting and then post the position to CU Careers. HR OPS will send the posting link to the BP.

## 13) BP Process- PMR

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu

This should be 7 days prior to the 1st or 15th prior to the candidates start date.  
SOM – Sends PMR to Deans Office

## 14) After Recruitment is Completed

BP finishes HIRE/REHIRE in the Transaction Launch Page

Submit an I-9 through HireRight within 3 business days of the date of hire

School/College Approver will review and approve hiring action once saved and submitted

Navigation: CU Resources> HCM Community Users> Transaction Launch Page

## 15) School/College Review

School/College approver will review

## Key:

NPP –Non-Person Profile  
BP –Business Partner (person initiating action)  
HCM –Human Capital Management  
HR OPS –Central HR Operations Team  
TAC –Talent Acquisition Consultant  
PDQ –Position Description Questionnaire  
S/C/D –School/College/Department  
LOO –Letter of Offer  
MQ –Minimum Qualifications  
PQ –Preferred Qualifications  
PMR –Personnel Matters Report

## Other Links:

HireRight I-9 E-Verify Access- Link  
BP Reason Code Guide for Position Information

**Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Promote current CU employees in your current department (Career Progression Promotion)**

[Table of Contents](#)

**NOTE:**  
Career Progression Promotions are natural progression promotions. There should be no Job Series change. Refer to EWEPA document (link)

**3) BP creates an ePAR Non-Person Profile (NPP)**

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM.

**Faculty/Post-Docs:**  
[Find Your HR Ops Consultant](#)  
**PRAs, Sr. PRAs, Research Associates:**  
[Find Your HR Ops Consultant](#)

**NOTE:**  
Complete all required fields or pages as indicated in the Guide for Faculty NPP Creation or you will receive an error message

In comments field include:

- First and last name
- Employee ID number (EID)
- Proposed salary
- Current position, new position

Attachments

- New job description
- Current Resume
- 2<sup>nd</sup> level approval (if applicable)

Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals:

**Denver** – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu  
**SOM** – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu  
**Exceptions:** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail Justification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assco Dean of Finance

**1) BP Start: Update Pos**

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> NonPay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record

**2) School/College approve**

School/College approver will review

BP receives system generated email

[Second level guide](#)  
[Essential Functions definitions](#)

**4) School/College Review**

School/College approver will review

**SOM ONLY:**  
Cheryl Welch will review and approve NPP. HR OPS will then review and approve NPP.

**5) HR OPS Approves**

HR OPS Reviews and does final approval. HR OPS will send an email with the approval

**10) After Process is complete**

Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file

**9) School/College Review**

School/College approver will review and approve action once saved and submitted

**8) BP Process in HCM**

promotion with pay change: Action: Data Change Reason: Promotion  
OR  
Lateral with pay change: Action: Pay Rate Change Reason: Base Pay – Increase in Pay

Navigation: CU Resources> HCM Community Users> Transaction Launch Page> \*Search Option = Job Change

**7) BP Process- PMR**

Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu

This should be 7 days prior to the 1st or 15th prior to the candidates start date.  
SOM – Sends PMR to Deans Office

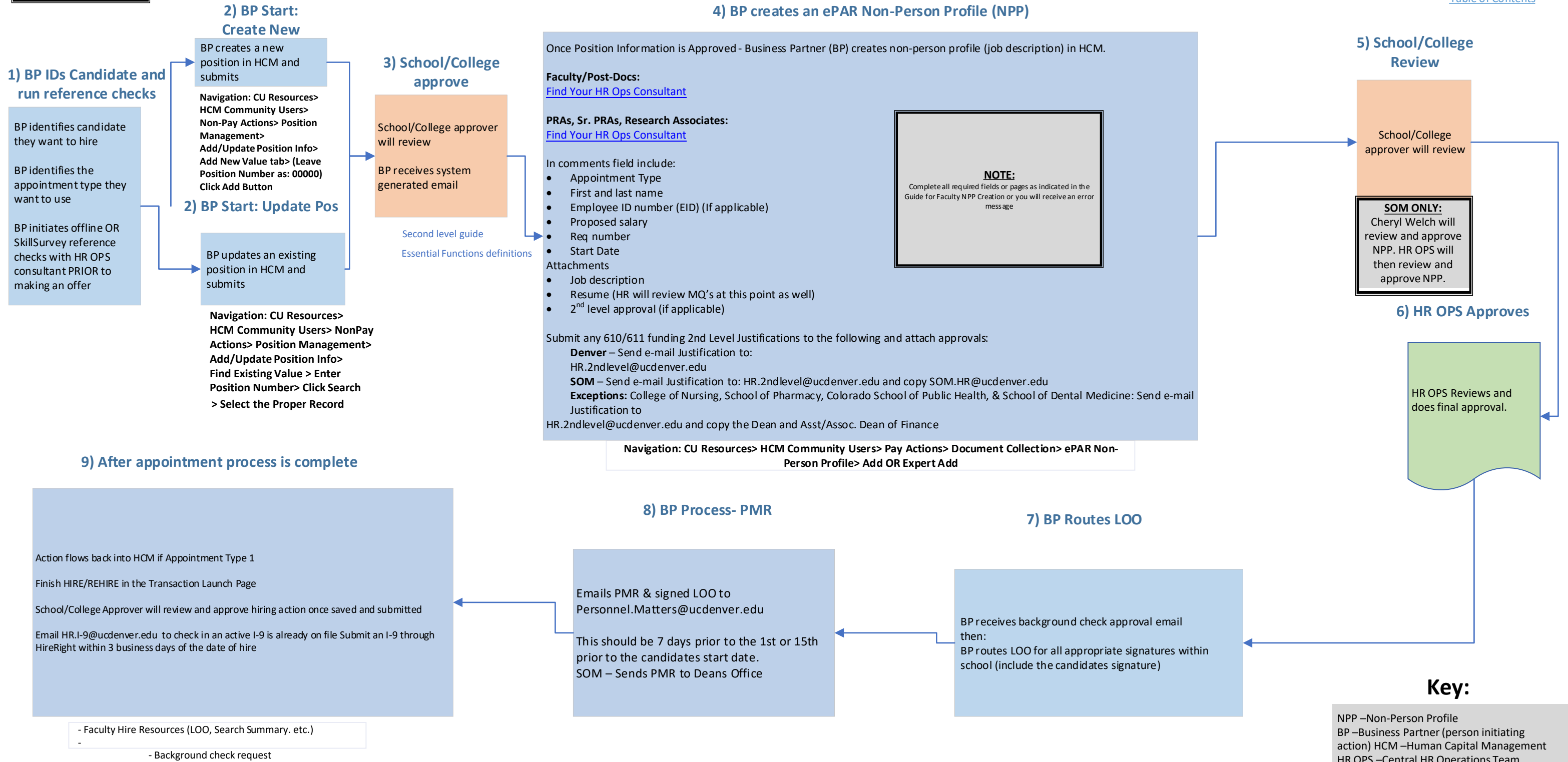
**6) BP Routes LOO**

BP receives background check approval email then:  
BP routes LOO for all appropriate signatures within school (include the candidates signature)

# Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee who qualifies based on previous search

[Table of Contents](#)

**NOTE:**  
Previous search must match appointed position. Refer to EWEPA document for most up to date guidance ([link](#))



**Key:**

NPP –Non-Person Profile  
BP –Business Partner (person initiating action) HCM –Human Capital Management  
HR OPS –Central HR Operations Team  
TAC –Talent Acquisition Consultant  
PDQ –Position Description Questionnaire  
S/C/D –School/College/Department  
LOO –Letter of Offer  
MQ –Minimum Qualifications  
PQ –Preferred Qualifications  
PMR –Personnel Matters Report

**Other Links:**

HireRight I-9 E-Verify Access

BP Reason Code Guide for Position Information