

University Staff Promotion (Update w/ Increase) Process Guide

Step 1: BP Enters Smartsheet Request: Business Partner (BP) enters a request using the Smartsheet Transaction Center. Step-by-Step Instructions on how to complete a Salary Adjustment or Promotion can be found on the Central HR website

Please select Salary Adjustment or Promotion to complete the correct form. Prior to submitting a request, please ensure:

- All required fields have been completed **AND** the following documents have been attached: Red-Lined Job Description, employee's resume, and 2nd level budget approval (if applicable). Refer to 2LA Quick Tip.
- **SOM ONLY:** Please attach a copy of your SOM Natural Progression Promotion approval for all promotion requests

Hyperlink provided will take you to Smartsheet Request Form:

<https://app.smartsheet.com/b/form/544a62c3d6a14020a5e72fceed78d89>

Step 2: Classification Evaluates Promotion Request: Classification will review request, formally classify the updated description. Once an evaluation is complete, Classification will forward the promotion to Compensation.

*Any corrections to the request will be made by the Classification Consultant directly in Smartsheet

Based on University Equal Pay for Equal Work Guidance a competitive posting is no longer required.

Hyperlink provided will take you to the revised Equal Pay for Equal Work Posting Guidance:

https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/talent-acquisition-and-compensation/equal-pay-for-equal-work-act---guidance-updated-february-2024.pdf?sfvrsn=7c9dc5bb_3

Step 3: Comp Completes Equal Pay Analysis: Central HR or SOM Compensation will review the Update w/ Increase or In-Range Promotion request and approve with an Equal Pay Rate or Range.

BP will receive an update from Classification with the approved rate/range. BP may now share the promotion details with the Supervisor/employee.

Step 4: Classification Updates HCM: Classification will update Position Information (if applicable) and create/approve a non-person profile (NPP) in HCM.

Step 5 (If Applicable): BP Secures Budget Approval: For Promotions, BPs can now submit a formal 2LA Budget Request, using the Comp approval e-mail as reference. Once approved, BP must forward 2LA approval e-mail to Classification.

If not applicable, please move to next steps.

Step 6: BP Creates Addendum Letter: Business Partner (BP) will draft an Addendum Letter of Offer and email a copy to the Classification Consultant.

Hyperlink provided will take you to Letter of Offer Template Library:

<https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/offer-letter-templates>

Step 7: Classification Approves Letter: Classification will review and approve the Addendum Letter of Offer via email. Classification will notify BP if a criminal background check or sex offender registry check is required.

Hyperlink will take you to Background Check Request Form:

<https://app.smartsheet.com/b/form/adc3d96d9e12400a8993813e0371f25f>

Step 8: BP Enters Pay Rate Change: BP enters a Template Based Transaction (TBT) Pay Rate Change (Reason: Increase in base pay)

Please reference the HCM Pay Rate Change Guide for more information and follow steps specific to the promotion process.

For most Departments, an Internal Approver will review and approve TBT Pay Rate Change. If you need support approving a TBT for a promotion, please contact hr.recruiting@cuanschutz.edu.

Hyperlink will take you to the HCM Pay Rate Change Guide:

<https://www.cu.edu/docs/sbs-entering-job-changes-data-changes-and-pay-rate-changes>

Step 9: BP Announces Promotion: Business Partner (BP) will announce promotion within 30 day window outlined by the University's Equal Pay for Equal Work Guidance -

<https://www.cu.edu/docs/sbs-hiring-employee>

Quick Tips:

- (1) Employee will remain in the same position number and job code.
- (2) HRBPs can track the progress of their request at any time using the Salary Adjustment/Promotion Dynamic View - <https://app.smartsheet.com/dynamicview/views/39eeec6d-4267-4287-8c94-efb95455255b>
- (3) *For 610/611 funded positions, BP will secure 2nd level budget approval. Information on the budget approval process for each Campus, School, College, Department, etc. can be found here - <https://www.cuanschutz.edu/offices/bpcs/budget/second-level-approval>

SOM Only:

A Natural Progression Promotion Request Form is required for all promotion or salary adjustment requests -

<https://app.smartsheet.com/b/form/e86017d029ce4e97bea6ebfa0e7d8dce>

University Staff Search Process Guide

Step 1: BP Enters Smartsheet Request: Business Partner (BP) enters a request using the Smartsheet Transaction Center. Step-by-Step Instructions on how to complete a Search or Hire (Apt Type 1) can be found on the Central HR website

Please select Search or Hire (Apt Type 1) to complete the correct form. Prior to submitting a request, please ensure:

- All required fields have been completed **AND** the following documents have been attached: 2024 Combined Job Description & Job Ad template and 2nd level budget approval (if applicable). Refer to 2LA Quick Tip.
- **SOM ONLY:** For new positions, at or above the Program Manager level SOM Approval should also be attached.

If using a brand new position number, 2LA will be secured after the Smartsheet submission (see Step 3).

If making multiple hires, multiple new position numbers can be created now so that 2LA (if applicable) can be obtained in advance of hire. Any new position number created will be added to the Smartsheet request and sent to the BP via email.

Hyperlink provided will take you to Smartsheet Request Form:

<https://app.smartsheet.com/b/form/544a62c3d6a14020a5e72fceeecd78d89>

Step 2: Classification Evaluates JD & Updates HCM: Classification will review and formally classify the description. Any corrections to the request will be made by the Classification Consultant directly in Smartsheet

Classification will update Position Information (if applicable) or create a new position number. Once created new position numbers will be visible in Dynamic View and emailed to the HRBP.

Classification will create a non-person profile (NPP) in HCM.

Step 3 (If Applicable): BP Secures Budget Approval: For new position numbers, BPs can now submit a formal 2LA Budget Request, using the Classification e-mail as reference. Once approved, BP must forward 2LA approval e-mail to Classification.

If not applicable, please move to step 4.

Step 4: TA Approves Job Ad & NPP: Talent Acquisition (TA) will evaluate and approve the job advertisement and NPP. Talent Acquisition submits a request to post role in CU Careers. BP will receive notification of this step.

Step 5: Specialists Post Position: Talent Acquisition or Classification Specialist will post the position in CU Careers. Once posted, the BP will receive a "Now Posted" email. Direct links will only be available for external postings.

Step 6: Search Starts: Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.

BP (or Talent Acquisition if Recruitment Services) will manage candidate care and disposition/notify candidates in CU Careers throughout the search process. Please reference our Candidate Care Step-by-Step Guide for more information - https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/talent-acquisition-and-compensation/candidate-care-step-by-step-guide---10-7-2022da9cf0ab-7cf4-42ea-a1b8-b0086bc079c5.pdf?sfvrsn=fb857bb4_1

Step 7: Finalist Identified: BP will conduct reference checks using our online reference checking tool Crosschq or via phone/email. For questions, please contact hr.recruiting@cuanschutz.edu.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1 - <https://app.smartsheet.com/b/publish?EQBCT=8079cd51a55f4ef6a84b9e7a283b5ea1>

Step 8: Comp Completes Equal Pay Analysis: Central HR or SOM Compensation will review the Pre-Offer Step #1 request and approve with an Equal Pay Rate or Range. BP will receive an approval email and may now extend a verbal offer to the finalist.

Step 9: BP Enters Pre-Offer Step #2: After a verbal offer is extended and accepted. BP will submit a Pre-Offer Step #2: <https://app.smartsheet.com/b/publish?EQBCT=02b161fe4c5a4234b0e6f91d69383cff>

To complete the Pre-Offer Step #2, BP will need to:

- Create a Search Matrix
- Disposition/Notify candidates in CU Careers
- Create a Letter of Offer
- Submit a background check request (if applicable)

Please reference your Equal Pay approval notification for more instructions.

Hyperlink provided will take you to the Offer Letter Template Library: <https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/offer-letter-templates>

Step 10: TA Approves Step #2 & Closes Search: HR will approve Step #2 and BP will receive an approval email.

Step 11: BP Completes & Announces Hire: BP completes hire in HCM. Please reference the HCM Hiring an Employee Guide for more information - <https://www.cu.edu/docs/sbs-hiring-employee>

Within 30 days, BP will announce new hire, per University Equal Pay for Equal Work Guidance

Quick Tips:

- (1) HRBPs can track the progress of their request at any time using the Searches and Hires Dynamic View - <https://app.smartsheet.com/dynamicview/views/244c7990-2781-430e-9136-93ace9e082e0>
- (2) *For 610/611 funded positions, BP will secure 2nd level budget approval. Information on the budget approval process for each Campus, School, College, Department, etc. can be found here - <https://www.cuanschutz.edu/offices/bpcs/budget/second-level-approval>
- (3) The Anschutz campus is not currently using the offer function in CU Careers (Taleo). TAC Recruiter will deny offers entered into CU Careers. HRBP will continue to use the Smartsheet Pre-Offer Step #1 and #2 process (see details above).

SOM Only:

New Position Request Form (*used for Program Managers or above) - <https://app.smartsheet.com/b/form/2ea0e1d4178f4e1d889ff0163ea84af1>

University Staff Update Only Process Guide

Step 1: BP Enters Smartsheet Request: Business Partner (BP) enters a request using the Smartsheet Transaction Center. Step-by-Step Instructions on how to complete an Update Only can be found on the Central HR website

Please select Update Job Description Only to complete the correct form. Prior to submitting a request, please ensure:

- All required fields have been completed **AND** the following documents have been attached: Red-Lined Job Description

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<https://app.smartsheet.com/b/form/544a62c3d6a14020a5e72fceed78d89>

Step 2: Classification Evaluates Description: Classification will review and formally classify the description. Any corrections to the request will be made by the Classification Consultant directly in Smartsheet

Step 3: Classification Updates HCM: Classification will update Position Information (if applicable) and create/approve a non-person profile (NPP) in HCM.

Quick Tips:

- (1) Employee will remain in current position number. No change in job code or compensation.
- (2) HRBPs can track the progress of their request at any time using the Update Only Dynamic View - <https://app.smartsheet.com/dynamicview/views/9dfde98a-a9a4-4f87-84be-edfad6f3de48>

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University Staff Instructions & Process Guide

Instructions:

The following workflows show the step-by-step instructions to process university staff transactions. Specifically, the search process, appointment type 1 transactions, promotions, and job description update-only reviews. The workflows have been color-coated to denote who is responsible for the action. Each section will provide instructions along with links to the website resources.

Additional Resources on each page may include:

Quick Tips: These boxes offer additional information for the user.

Note: Outline items to remember when submitting a transaction.

If you have questions about any of the guidance, please get in touch with your Classification or Talent Acquisition Consultant for further guidance.

Key:

Blue Boxes = HRBP Action Items/Instructions

Green Boxes = Classification Action Items/Instructions

Yellow Boxes = Talent Acquisition (TA) Action Items/Instructions

Grey Boxes = Specialist (Talent Acquisition or Classification) Action Items/Instructions

Purple Boxes = Compensation Action Items/Instructions