Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

University Staff & Classified Guide

HRBP Guide

Smartsheet: Transaction Center Entries - Additional Hire Guide (Apt Type #1)

Smartsheet: Transaction Center Entries - Additional Hire (Appointment Type #1) Guide

This guide will provide step-by-step instructions on how to accurately enter a Hire (Appointment Type #1) request using the new Smartsheet Transaction Center.

Additional guidance and support resources, including how to track your requests using Smartsheet: Dynamic View and/or how to interpret the status of your request based on the "Current Status" field can be found on the ***Smartsheet Resources: University Staff & State Classified*** landing page.

If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Talent Acquisition Consultant or the technical support Smartsheet Support Team below:

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Important Note: After the official go-live date, HR Operations will no longer route University Staff or Classified transactions to the relevant Classification or Talent Acquisition approver. To ensure expedited processing all transaction requests should be entered through the Smartsheet Transaction Center.

Items entered directly into HCM by the Department or HRBP will not automatically notify relevant HR approvers, which will delay processing. This will cause a duplication of steps by the department as the request will also need to be entered into the Smartsheet Transaction Center for processing.

Step-by-Step: Hire (Appointment Type #1)

Before you begin! *An Appointment Type #1 is a search waiver based on a previous search and can be used to make multiple hires from the same search. If a search has not been run, a standard search process must occur before a candidate can be hired.*

Step #1 - What Transaction do You Wish to Perform?: Select the Search or Hire (Apt Type #1) option.

Step #2 - Transaction Type: Select Apt Type #1.

What transaction do you wish to perform? *

Search or Hire (Apt Type 1)

Transaction Type

Apt Type #1

Quick Tip! Once a Transaction Type has been identified, additional fields will populate in the form. Please complete **all** additional fields before submitting your request. Incomplete requests or requests submitted for a faculty, PRA or temporary position will be denied.

Step #3 - New or Existing Position Number & Position Number: Next, please indicate whether you are using an existing position number or need a new one.

If you use an existing position number, please ensure all leading zeros are included in the "Position Number" field.

Is this a new or existing position (number)?

Existing

Position Number

***If this is a new position please enter 'New Position and Proposed Job Code Title"**
"If this is an existing position please enter all 8 digits of Position Number

00001234

Quick Tip! Before creating a new position number, it is highly recommended that Departments run a vacancy report in HCM to determine if an existing position number can be repurposed. Step-by-Step Instructions are available on ***Smartsheet Resources Landing Page.***

If you need to create a new position number, please select **New**.

Quick Tip! If you create a new position number, additional funding fields will populate. Similar to the 2LA Budget Process, HRBPs will record all relevant speedtypes, percentages and funding end dates. Please complete and skip any unnecessary rows accordingly.

Speedtype 1

Speedtype 1 Percent

Funding End Date - Speedtype 1

Your classification consultant can be contacted if you have any questions.

Step #4 - Employee/Candidate Name: Please enter the candidate's first and last name in this field.

Step #5 - EID: If this hire is a former CU employee, please note their employee ID number in this field. If this candidate is new to the CU System, please leave this field **blank.**

Step #6 - Position Number: If you use an existing position number, please ensure all leading zeros are included in the "Position Number" field.

If you would like to create a new position number, please enter the following text in this field "*New Position" and the "Proposed Job Code Title* **". Ex. New Position, HR Entry Professional.**

Step #7 - Requisition Number: Please enter the five-digit Requisition # that was assigned to your competitive search in CU Careers.

Step #8 - HRBP Contact Email: Enter the email address(es) of the relevant HR Business Partner contact for this search. A (,) coma must separate multiple email addresses.

Ex: john.doe@cuanschutz.edu, jane.doe@cuanschutz.edu

Step #9 - Dept ID: Select the appropriate Dept ID using the drop-down menu provided. Please contact your classification consultant if you do not see your Dept ID listed.

Step #10 - Current Supervisor Name: Type in the Supervisor's first and last name.

Step #11 - Working Title: Enter the desired working title for this upcoming hire.

Quick Tip! When developing a working title, please ensure it aligns with the level and family of the position.

Step #12 - Proposed Job Code: Using the drop-down menu, please select the desired job code for this specific hire. This drop-down includes Classified and University Staff codes; please ensure the appropriate code is selected.

Quick Tip! If you are making additional hires from an open-rank recruitment, **please select the job code that aligns with your new hire.** For example, if the search was for a Research Services Open-Rank Professional (Entry thru Senior), and you plan to hire this candidate at the Research Services Professional level, please select job code **2488**.

Step #13 - Proposed UCC: Using the drop-down menu, please select the desired unique compensation code (UCC). Similar to Step #10, if you are hiring more from an open-rank position, please select the UCC that aligns with your hire.

For example, if you are hiring a Research Services Clinical Sciences Intermediate Professional from an open-rank search, a Research Services (RS) Clinical Sciences (CR) Professional (2488) UCC should be used - RSCR2488.

Step #14 - Location Name: Using the drop-down menu, please select the appropriate location name.

Step #13 - FTE: Please enter the percentage of time or FTE required for the position (ex. 100% or 1 FTE).

Step #14 - FLSA Status: Please select the appropriate FLSA Status using the drop-down menu.

Exempt = Not eligible for Over-time
Non-Exempt = Eligible for Over-time

Step #15 - Does the position have 610, 611, or 636 Funding: Using the drop-down menu, please confirm whether this role will be funded by state funds (610/611 speedtype) or a 636 speedtype.

Quick Tip! If even 1 % of your position is funded by one of these speedtypes, please select "Yes". Prior to entering a request, please make sure 2LA Budget Approval has been secured m and can be attached to the request.

Step #16 - Essential Services: Identify whether the role is considered "Essential Services."

Quick Tip! Link for our Essential Services Guide coming soon.

Step #17 - Employment Group: Using the drop-down menu, please select University Staff or Classified. Your classification consultant can be contacted if you have any questions about the employment group for your position.

Step #18 - Attachments: Using the checkboxes, please indicate which attachments have been included in this request. The following documents must be included for all Appointment Types, or the request to be completed. If fields are not completed, it could result in the transaction being canceled.

University Staff: Combined Job Description and Advertisement Template (Link) & Resume
Classified: Combined PDQ and Advertisement Template (Link) & Resume

Have you attached the Resume?
U

Have you attached the Org Chart?
☐

Have you attached the Job Description?
☐

Have you attached the Job Ad?
☐

Have you attached the Budget Approval?
☐

For positions that require 610/611 (state) or 636 funds, a budget approval must also be attached to the request.

2LA Instructions: https://www1.ucdenver.edu/offices/human-resources/hr-operations/2nd-level-budget-approval-request

Quick Tip! For Appointment Types at the Director level or above, Organizational Charts are required to provide accurate classifications.

Step #19 - Summary/Justification: If you have any additional notes to provide, please document them in this section.

Step #20 - Submit Request: Click the blue submit button at the bottom of the page.

You will receive a confirmation e-mail from Smartsheet Automation or automation@smartsheet.cuanschutz.edu