Please reference the HCM Hiring an Employee Guide for more information. (LINK)

HR Approves
HR approves the position

*BP Secures 2nd Level
Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

Finalist Identified
Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1. Please make sure Appointment Type #1 is selected as the “Service Type” when submitting your Pre-Offer #1.

HR Completes Equal Pay Analysis
HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

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.

BP will receive an approval email - mail from the HR exempt box.

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.

In comments section, please note the following:
- Appointment Type #1
- Name of person
- Requisition #XXXXX
- Equal Pay Approval salary rate/range

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

- 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.

NOTE:
- Create a Letter of Offer
- Submit a background check request (if applicable)

NOTE:
- For 610/611 funded positions, BP will secure 2nd level budget approval.

HR Approves Step #2
HR will approve Step #2. BP will receive an approval email.

BP Enters Pre-Offer Step #2
After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
- Create a Letter of Offer
- Submit a background check request (if applicable)

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

BP will receive an approval email and may now extend a verbal offer to the finalist.

Business Partner (BP) creates new position in HCM & submits

HR approves the position

BP completes hire in HCM.

Please reference the HCM Hiring an Employee Guide for more information. (LINK)

HR Approves
HR approves the position

*BP Secures 2nd Level
Information on the budget approval process for each Campus, School, College, Department, etc. can be found here (LINK).

Finalist Identified
Conduct reference checks using our online reference checking tool SkillSurvey (HR Consultant) or via phone/email (BP). For questions, please contact HR.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1. Please make sure Appointment Type #1 is selected as the “Service Type” when submitting your Pre-Offer #1.

HR Completes Equal Pay Analysis
HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

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: Combined Job Description & Job Ad template (LINK), finalist resume, Step #1 approval, and 2nd level budget approval (if applicable).

In comments section, please note the following:
- Appointment Type #1
- Name of person
- Requisition #XXXXX
- Equal Pay Approval salary rate/range

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

- 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.

NOTE:
- For 610/611 funded positions, BP will secure 2nd level budget approval.

HR Approves Step #2
HR will approve Step #2. BP will receive an approval email.

BP Enters Pre-Offer Step #2
After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
- Create a Letter of Offer
- Submit a background check request (if applicable)
**Univ Staff - Update w/ Increase (Promotion, No Posting)**

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

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

**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), resume, and 2nd level budget approval (if applicable). In comments section, please note the following:
- Update w/ Increase (Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

**HR Reviews**
HR Reviews NPP and confirms that a competitive search is not required per University Equal Pay for Equal Work Technical Guidance (LINK). HR submits promotion request for Equal Pay Assessment.
HR will provide email confirmation that a request has been submitted to BP.

**HR Completes Equal Pay Analysis**
HR Compensation will review and will approve the request with an Equal Pay Rate or Range.
BP will receive an email update from HR.

**BP Enters Pay Rate Change**
*If you have not updated Position Information, please update this now and submit for approval. This must be approved prior to entering a Pay Rate Change.
BP enters a Template Based Transaction (TBT) Pay Rate Change.
Please reference the HCM Pay Rate Change Guide for more information. (LINK).

*Follow steps specific to the promotion process.
Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

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

**BP Creates Addendum Letter**
BP will share the approved range with the Supervisor and a verbal offer can be made.
BP will draft an Addendum Letter of Offer (LINK) and email a copy to HR.

**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 the Unique Compensation Code (UCC) has been updated in Position Information.

**HR Corrects Job Data Record**
HR will correct the mismatched job data record for the employee.

**Updating an Existing Position in HCM**
Business Partner (BP) updates existing position in HCM & submits.

* Downtown Campus: If your unit prefers is to update Position Information later in the process, please move to the next applicable step.

**HR Approves**
HR approves the position.

**BP Secures 2nd Level**
*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 (LINK).

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

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

#### BP Update Position Information
Business Partner (BP) updates existing position in HCM & submits.

*Downtown Campus:* If your unit prefers is to update Position Information later in the process, please move to the next applicable step.

#### HR Approves
HR approves the position.

#### HR Corrects Job Data Record
HR will correct the mismatched job data record for the employee.

#### BP Enters Pay Rate Change
BP enters a Template Based Transaction (TBT) Pay Rate Change.

Please reference the HCM Pay Rate Change Guide for more information. (Link).

*Follow steps specific to the promotion process.

Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

#### BP Enters Pre-Offer Step #2
After a verbal offer is extended and accepted, BP will submit a Pre-Offer Step #2. Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
- Create a Search Summary
- Disposition/Notify candidates in CU Careers
- Create a Letter of Offer (LINK)
- Submit a background check request (if applicable)

#### HR Approves Step #2 & Closes Search
HR will approve Step #2 and closes out search in CU Careers.
BP will receive an approval email.

#### BP Enters Pre-Offer Step #3
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), resume, and 2nd level budget approval (if applicable).

In comments section, please note the following:
- Update w/ Increase (Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

#### HR Reviews
HR Reviews NPP and confirms that a competitive search is required per University Equal Pay for Equal Work Technical Guidance (Link).

HR will email or meet with BP to provide an overview of next steps.

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

#### BP Completes Pay Rate Analysis
HR Compensation will review the Pre-Offer Step #1 and will approve the request with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

#### Finalist Identified
Reference checks may not be required for this type of promotion. Please contact HR for more information.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1.

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

BP (or HR Consultant 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.
**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.

**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.

**BP Enters Pay Rate Change**
- BP enters a Template Based Transaction (TBT) Pay Rate Change.
  - Please reference the [HCM Pay Rate Change Guide](#) for more information.
  - *Follow steps specific to the promotion process.
  - Internal Department Approver will review and approve TBT Pay Rate Change. BP will notify HR that transaction has been approved.

**HR Approves Letter of Offer**
- HR will review and approved the Addendum Letter of Offer via email.
  - HR will notify BP if a criminal background check or sex offender registry check is required.

**BP Creates Addendum Letter**
- BP will share the approved range with the Supervisor and a verbal offer can be made.
  - BP will draft an Addendum Letter of Offer (LINK) and email a copy to HR.

**BP Creates NPP in HCM**
- BP Secures 2nd Level
  - *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 (LINK).

**HR Approves**
- HR approves the position (if needed)

**HR Approves NPP**
- HR will review and approved the request with an Equal Pay Rate or Range.
  - BP will receive an email update from HR.

**HR Completes Equal Pay Analysis**
- HR Compensation will review and confirm that a competitive search is not required per University Equal Pay for Equal Work Technical Guidance (LINK).
  - HR will provide email confirmation that a request has been submitted to BP.

**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), resume, and 2nd level budget approval (if applicable).

**In comments section, please note the following:**
- Update w/ Increase (In-Range Promotion)
- Name of person & Employee ID
- Proposed Salary Increase ($00,000)
- Effective Date of Promotion

**HR Reviews**
- HR reviews NPP and confirms that a competitive search is not required per University Equal Pay for Equal Work Technical Guidance (LINK).
  - HR submits promotion request for Equal Pay Assessment.
  - HR will provide email confirmation that a request has been submitted to BP.

**NOTE:**
- HR will notify BP if a criminal background check or sex offender registry check is required.

**HR Consultant will confirm that the Unique Compensation Code (UCC) has been updated in Position Information.**
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.

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**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).
- 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

**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.

**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**

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

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.

If Posting position to run a search

4) **BP Process**
BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

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 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

**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**

**Other Links:**
HireRight I-9 E-Verify Access
BP Reason Code Guide for Position Information

**Key:**
- NPP – Non-Person Profile
- BP – Business Partner (person initiating action)
- HCM – Human Capital Management
- HROPS – Central HR Operations Team
- TAC – Talent Acquisition Consultant
- PQ – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report
Student Faculty (1500 Job Code Series) – Hire/Rehire

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 > 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 faculty and S/C/D reviews and approves if needed.

Student Hourly Employment Handbook

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

Background Check Link (Online Request Form)

5) After Process:

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 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

Other Links:

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

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
9 Month Temporary Appointments – Hire a Pre-Identified Temp

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.

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
   - 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.NewTemp@ucdenver.edu for approval.

5) HR Ops Approves
   - HR OPS approves the position.
   - BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

6) BP Process
   - HR OPS approves the LOO.
   - BP sends TBT number to HR.NewTemp@ucdenver.edu for review and approval.

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.newtemp@ucdenver.edu.
   - Complete I9 and Background Check
   - Send TBT number to HR.NewTemp@ucdenver.edu for review and approval.

Other Links:
- HireRight I-9 E-Verify Access
- BP Reason Code Guide for Position Information

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
- PDG – Position Description Questionnaire
- S/C/D – School/College/Department
- LOO – Letter of Offer
- MQ – Minimum Qualifications
- PQ – Preferred Qualifications
- PMR – Personnel Matters Report

Updated as of 03/21/2022
9 Month Temporary Appointments – Begin Search

1) BP Submits Temp Questionnaire & Approval
BP creates a new position in HCM and submits.

2) HR Ops Reviews
HR OPS approves the position.

3) BP Start: Create New
BP creates a new position in HCM and submits.

4) BP Process
BP initiates offline or Skillsurvey reference checks PRIOR to drafting a LOO.

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.

7) HR Ops Approves
HR OPS creates an NPP with an ePAR.

8) BP CU Careers Process
BP initiates offline or Skillsurvey reference checks PRIOR to drafting a LOO.

9) HR Ops Posts to CU Careers
HR OPS posts to CU Careers.

10) BP Runs Search and Reference Checks
BP approves the requisition and email the draft link to BP to edit.

11) BP Process
BP runs the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

12) BP HCM Process
BP uses the LOO template and submits a draft to their HR.NewTemp@ucdenver.edu to review.

13) BP Routes LOO
Once Finalist is identified: BP initiates offline or Skillsurvey reference checks with HR OPS consultant PRIOR to making an offer.

14) After Recruitment is Completed:
When ready to hire: 1) Complete offer matrix in CU Careers and select Valerie Vickers as HR Consultant.

15) HR Ops Approves Hire
BP finishes the unanswered questionnaire from Step 1.

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
PDO = Position Description Questionnaire
UC/D = School/College/Department
LOO = Letter of Offer
MQ = Minimum Qualifications
PQ = Preferred Qualifications
PMR = Personnel Matters Report

Other Links:
HireRight's I-9 E-Verify Access
BP Reason Code Guide for Position Information

Updated as of 03/11/2022
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Promote current CU employees in your current department (Career Progression Promotion)

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:
HR - Faculty Request@ucdenver.edu
PRAs, Sr. PRAs, Research Associates:
HR - PRA@ucdenver.edu

In comments field include:
- First and last name
- Employee ID number (EID)
- Proposed salary
- Current position, new position

Attachments:
- New job description
- Current Resume
- 2nd 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/Asstco Dean of Finance

4) School/College Review

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

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

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

9) School/College Review

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

10) After Process is complete

Email HR.I-9@ucdenver.edu to check if an active I-9 is already on file
Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee who qualifies based on previous search

1) BP IDs Candidate and run reference checks
   - BP identifies candidate they want to hire
   - BP identifies the appointment type they want to use
   - BP initiates offline OR SkillSurvey reference checks with HR OPS consultant PRIOR to making an offer

2) 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
   - School/College approver will review
   - BP receives system generated email

3) School/College approve
   - School/College approver will review
   - 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 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:
     - HR.Faculty-Request@ucdenver.edu
   - PRAs, Sr. PRAs, Research Associates:
     - HR.PRA@ucdenver.edu

   - In comments field include:
     - Appointment Type
     - First and last name
     - Employee ID number (EID) (if applicable)
     - Proposed salary
     - Req number
     - Start Date
     - Attachments:
       - Job description
       - Resume (HR will review MQ’s at this point as well)
       - 2nd level approval (if applicable)

   - Submit any MQ’s at this point as well

5) School/College Review
   - HR OPS Reviews and does final approval.

6) HR OPS Approves
   - HR OPS approves

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

8) 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

9) After appointment process is complete
   - Action flows back into HCM if Appointment Type 1
   - Finish HIRE/HIRE in the Transaction Launch Page
   - School/College Approver will review and approve hiring action once saved and submitted
   - Email HR.1-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

   - Faculty Hire Resources (LOO, Search Summary, etc.)

   - Background check request

Other Links:

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