



University Staff Campus Specific Information to be Populated in Non-Person Profile (Job Description)

Review and populate required fields. Ensure you populate the following information required by HR.

Please make sure you have reviewed and confirmed the accuracy of Position Information and Funding prior to starting your NPP. Please refer to the Position Information Guide ([Creating New Position or Updating a Position](#)) for more information. Please refer to the [Funding Entry Guide](#) for more information.

Step 1/Position Search:

- A. In the *Search Criteria* section, enter the position number (**NOTE:** Please make sure to include to all applicable zeros) and click **Search**.
- B. A *Search Result* field will populate, please confirm that this is the accurate position number and description and click **Next**.

Search Criteria

Business Unit:

*Department:

Position Number: Senior HR Consultant

Search Results Personalize | Find | | First 1 of 1 Last

| Select | Position Number | Description | Short Description | Business Unit | Department | Job Code | Reports To |
|---------------------------------------|-----------------|----------------------|-------------------|---------------|------------|----------|------------|
| 1 <input checked="" type="checkbox"/> | 00755688 | Senior HR Consultant | | UCD | 60043 | 2447 | 00217741 |

Step 2/ Position Action/Reason:

- A. Action field – Leave as *Position Change* (only option available).
- B. Reason field – Select *Vacant Position* (only option available).
- C. Effective date – Use today’s date for this field.
- D. Profile Type – if new position, select “Univ Staff Pos Profile Templ” if existing position this information will prepopulate.
- E. Comments Section – **For search:** In comments field include type of service you are requesting: HR Recruitment Services, Full Service or Consulting Services. Include proposed salary range. **For Appointment Type & Update w/ Increase:** Include relevant information (see [campus specific guide](#)).

▼ **Action/Reason Selection**

*Action: Position Change *Reason: Vacant Position

Old Effective Date: 10/12/2018

*Effective Date: 01/14/2020 Fiscal Year: 2020

Profile Type: Univ Staff Pos Profile Temp

Comments: Search, Consulting, Proposed Salary \$55,000

Step 3/ePAR Position – Change:

- A. Confirm that information in *Current Value* column matches *New Value* column. If information is not correct in *New Value* column, please reference the [Position Information Guide: Updating a Position](#) for more information on next steps. **NOTE:** Mismatched information can cause errors, and will typically be flagged in blue.

▼ **Job Information**

| | Current Value | | New Value | |
|--------------------|---------------|----------------|-----------|------------------|
| Business Unit: | UCD | Denver Campus | UCD | Denver Campus |
| Job Code: | 2447 | HR Senior Prof | 2446 | HR Principal Pro |
| Regular/Temporary: | Regular | | Regular | |
| Full/Part Time: | Full-Time | | Full-Time | |
| Regular Shift: | N | | N | |

▼ **Work Information**

Step 4/NPP Questionnaire:

- A. Description – Enter working title (if applicable)
- B. At the bottom of the page click the “Select All No” button, this will only open required pages (i.e. Step 5-

▼ Non-person Profile Descriptions

Description:

Please choose Yes/No for the below Non-Person profile options

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary

- Position Summary Yes No
- HR Consultant Yes No
- Duty Statements Yes No
- Essential Functions Yes No
- Staff Core Competencies Yes No
- Job Competencies Yes No
- Minimum Qualifications Yes No
- Preferred Qualification Yes No
- Required Training Yes No
- Background Check Types Yes No
- Additional Job Requirement Yes No
- Driver's License Type Yes No
- Driver's License Endorsements Yes No
- HR Only Yes No
- Salary Survey Matches Yes No
- Select All Yes Select All No

Step 5/Position Summary:

A. Review *New Position Summary*, if incorrect or if there is no information populated click on “Add New Position Summary”

| New Position Summary | | | |
|----------------------|----------------|-------------------|--------------------------|
| ID | Type of Review | Exemption Statute | Feed to CU Careers? |
| | | | <input type="checkbox"/> |

Add New Position Summary

B. Type of Review – Click on the search glass to populate options and select the most accurate Content Item ID

Look Up Type of Review Help

Content Type CU_JOB SUM

Content Item ID begins with

Content Group Type begins with 

Content Group begins with 

Description begins with

Basic Lookup

Search Results

View 100 First  1-6 of 6  Last

| Content Item ID | Content Group Type | Content Group | Description |
|-----------------|--------------------|---------------|---|
| DEMOTION | (blank) | (blank) | Position Change with less pay/responsibilities |
| NEW | (blank) | (blank) | New Position |
| PROMOTION | (blank) | (blank) | Positon change with more pay/responsibilities |
| REALLOCATION | (blank) | (blank) | Position change that is not a Promotion or a Demotion (no chg in pay) |
| UPDATE POS | (blank) | (blank) | Update an existing position/NPP |
| VACANT | (blank) | (blank) | Vacant Position |

C. Exemption Statue - Click on the search glass to populate options and select the most accurate Code (NOTE: HR will correct if needed)

Look Up Exemption Statute Help

Code begins with

Description begins with

Basic Lookup

Search Results

View 100 First  1-4 of 4  Last

| Code | Description |
|--------------|---|
| EXEC ASST | Executive assistant to an Officer |
| FUNDING | Position is funded by grants, gifts, or auxiliary funds |
| OFFICER | Officers of an educational Institution |
| PROFESSIONAL | Professional position |

D. Feed to CU Careers? – If this is a search and you would like to populate a Job Ad in CU Careers, please check this box.

E. Job Summary – Since you will attach a copy of the Job Description to the NPP, please write “See Attached” in this text box.

| New Position Summary | | | | |
|----------------------|-----------------|-------------------|-------------------------------------|-----|
| ID | Type of review | Exemption Statute | Feed to CU Careers? | Job |
| VACANT | Vacant Position | PROFESSIONAL | <input checked="" type="checkbox"/> | see |

[Add New Position Summary](#)

- F. Review *New HR Consultant* field, if incorrect or if there is no information populated click on “Add New HR Consultant” (Please consult our [HR Contact Guide](#), to determine who should be listed in this field).
- G. Profile Identities & Profile Associations – **ignore these two sections.**

Step 6/NPP Duties:

- A. Review *New Duty Statement for Univ Staff* field, if incorrect or if there is no information populated click on “Add New Duty Statement Univ Staff”
- B. Duties – Click on the search glass to populate options, in the Content Item ID field type in the letter “z” and click **Enter**.

| | | | |
|--------------------|---------------|---|--|
| Content Type | CU_DUTIES1 | | |
| Content Item ID | begins with ▼ | Z | |
| Content Group Type | begins with ▼ | | |
| Content Group | begins with ▼ | | |
| Description | begins with ▼ | | |

Search Results

View 100 First ◀ 1-10 of 10 ▶ Last

| Content Item ID | Content Group Type | Content Group | Description |
|-----------------|--------------------|---------------|---------------------------|
| Z-DUTY 1 | (blank) | (blank) | General Duty Statement 1 |
| Z-DUTY 2 | (blank) | (blank) | General Duty Statement 2 |
| Z-DUTY 3 | (blank) | (blank) | General Duty Statement 3 |
| Z-DUTY 4 | (blank) | (blank) | General Duty Statement 4 |
| Z-DUTY 5 | (blank) | (blank) | General Duty Statement 5 |
| Z-DUTY 6 | (blank) | (blank) | General Duty Statement 6 |
| Z-DUTY 7 | (blank) | (blank) | General Duty Statement 7 |
| Z-DUTY 8 | (blank) | (blank) | General Duty Statement 8 |
| Z-DUTY 9 | (blank) | (blank) | General Duty Statement 9 |
| Z-DUTY_10 | (blank) | (blank) | General Duty Statement 10 |

- C. Select any of the ten “Z-DUTY” options and type “see attached” in Description of Work section. (NOTE: Ignore “Proficiency” and “Percent of Time”)

Duties or Duty Statements for

Duties: General Duty Statement 1
Rating Model: University Staff Perf Plan - 5
Proficiency:
Percent of Time:
Description of Work:

Step 7/Qualifications:

- Review *New Minimum Qualifications* field, if incorrect or if there is no information populated click on “Add New Minimum Qualifications”
- Content Item ID – Click on the search glass to populate options and select the first available option “1_US_MINQUAL”

Look Up Content Item ID

Content Type

Content Item ID

Content Group Type

Content Group

Description

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

| Content Item ID | Content Group Type | Content Group | Description |
|---------------------|--------------------|---------------|---|
| 1_US_MINQUAL | (blank) | (blank) | Minimum Qualifications |
| 2704 | (blank) | (blank) | Current CO P.O.S.T., 1 yr law enforcement xp, 21 y/o, valid CO DL & other reqs |
| 2705 | (blank) | (blank) | Current CO P.O.S.T., 2 yrs law enforcement xp, 21 y/o, valid CO DL & other reqs |
| 2706 | (blank) | (blank) | Current Colorado P.O.S.T., 3 yrs law enforcement xp, 21 y/o, valid CO DL & other reqs |
| 2707 | (blank) | (blank) | Some positions may require possession of a license, certificate or registration |
| 2708 | (blank) | (blank) | 2 yrs xp planning/implementing/coordinating/providing therapy assistance |
| 2709 | (blank) | (blank) | 3 yrs xp planning/implementing/coordinating/providing therapy assistance |
| 2710 | (blank) | (blank) | HSD or GED. Some positions may req valid nurse aide certification (CNA) |
| 2711 | (blank) | (blank) | HSD or GED & 1 yr related xp. Some positions may req valid nurse aide certification (CNA) |

C. In the Minimum Qualifications text box type “see attached”

Minimum Qualifications

Content Item ID:  Minimum Qualifications

Minimum Qualifications: 

Step 8/New Departmental Budget Table

- A. Confirm that information in *New Position Funding* section is accurate. If information is not correct, please reference the [Funding Guide](#), for more information on next steps. (NOTE: A new NPP may be required if funding changes are not corrected prior to starting NPP).
- B. Click the **Attach** button and make sure all required items have been uploaded (please refer [Campus Specific Step-by-Step Guide](#) for more information).
- C. Click the **Save** button and note the ePAR request number (ex. POS0XXXXXX)



- D. Submit the transaction (this will route the NPP to the Central HR for processing).