

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

## 1 - BP Submits Temp Questionnaire & Approval

Submit online temporary questionnaire form for review (*HR will determine what job code is appropriate and will provide the proper letter 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 \(online request form\)](#)

## 2 - HR Ops Reviews

- HR Ops reviews the questionnaire and determines the Job Code.
- HR Ops provides the 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 Position

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 I-9 and Background Check
- Send TBT number to HR New Temp: Find your HR Ops Consultant for review and approval.

[Find your HR Ops Consultant](#)

### 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](#)  
[HRBP Hiring & Onboarding Processes for all Employee Categories](#)  
[Student Handbooks \(Hourly & Work-Study\)](#)

# 9-Month Temporary Appointments – Begin Search

