

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

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

2 - HR Ops Reviews

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

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 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.

- Select and complete all fields in the non-person profile (NPP).
- Select appropriate HR Consultant
- Leave HR only page blank
- Note:** Ensure you check the "feed to CU Careers" box.
- Email ePAR number to HR New Temp: Find your HR Ops Consultant.

Navigation:
CU Resources > HCM Community Users > Pay Actions > ePAR Non-Person Profile > Click Add

7 - HR Ops Approves

- HR Ops reviews the draft and does final approval.
- HR Ops will create a draft requisition and email the draft link to BP to edit.

11 - 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

12 - BP HCM Process

Initiate background check (online request form or CU Careers, HR will determine if needed).

When ready to hire:

Complete offer matrix in CU Careers and select appropriate HR Consultant as approver.

OR

Enter the TBT Hire Action in HCM

- BP email search summary AND offer letter to Find your HR Ops Consultant
- Note:** Department may need to update ePAR NPP before submitting a TBT Hire.

Background Check (online request form)

10 - BP Runs Search & Reference Checks

- BP ensures status for candidates (dispositions) is kept up-to-date and that candidates are notified of status throughout the process.
- Once finalist is identified: BP initiates offline OR SkillSurvey reference checks with HR Ops Consultant PRIOR to making an offer.
- BP finishes the unanswered questionnaire questions from Step 1.

9 - HR Ops Posts to CU Careers

HR Ops will review the edits and once approved, post it to CU Careers and email the BP the link to the posting.

8 - BP CU Careers Process

- BP edits posting in CU Careers.
- Submit posting edits back to HR Ops.

13 - BP Routes LOO

- BP receives background check approval email, then:
 - BP routes LOO for all appropriate signatures (include the candidate's signature).

14 - After Recruitment is Completed

- Finish HIRE/REHIRE in the Transaction Launch page.
- CU Careers Hire:
- Departments must provide a signed copy of the LOO sent to HR New Temp (Find your HR Ops Consultant)
 - 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

Find your HR Ops Consultant

15 - HR Ops Approves Hire

Once the signed LOO is sent back to HR Ops, they will review and approve the HIRE transaction.

Nearing the 9 Months?

- BP enters a Termination Row to feed over to Job Data

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