SOM ONLY: Attach approval e-mail from Creating a New SOM.HR@ucdenver.edu for new positions or promotions Position in HCM Business Partner (BP) creates new position in **HCM & submits HR** Approves *BP Secures 2nd Level *For 610/611 funded positions, BP will secure 2nd level budget HR approves the position Information on the budget **Updating an Existing** approval process for each Position in HCM Department, etc. can be found

University Staff – Begin Search

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) and 2nd level budget approval (if applicable).

Hyperlink will take you to the University Staff Search home page.

HR Approves NPP & Posts

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.

HR Consultant will post position. Once posted, you will receive an e-mail confirmation

BP Completes Hire in HCM

Business Partner (BP)

updates existing

position in HCM &

submits

BP completes hire in нсм.

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

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 #2

approval.

Campus, School, College,

here (LINK).

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 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.

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

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.

University Staff - Appointment Type 1

Creating a New Position in HCM

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

Updating an Existing Position in HCM

Business Partner (BP) updates existing position in HCM & submits

*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).

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 Completes Hire in HCM

BP completes hire in HCM.

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

HR Approves Step #2

HR Approves

HR approves the position

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.

HR Consultant will confirm that a Unique Compensation Code (UCC) has been entered into Position Information.

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

NOTE:

Due to the Equal Pay for Equal

Work Act, the University will no

#2's. Please contact HR for more

information.

longer approve Appointment Type

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

NOTE:

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

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

*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).

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.

SOM ONLY:

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

HR Corrects Job Data Record

HR will correct the mismatched job data record for the employee.

BP Enters Pay Rate Change

HR Approves

HR approves the

position

*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. (<u>LINK</u>).

*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 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 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.

Univ Staff - Update w/ Increase (Promotion, Posting Required)

*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.

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 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.

BP Creates Job Ad

BP will create a job advertisement for this CU Internal Only, 5 day competitive search using our Combined Job Description/Job Ad Template (LINK)

SOM ONLY:

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

HR Approves NPP & Posts

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 Consultant will post position. Once posted, you will receive an e-mail **confirmation**

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 (<u>LINK</u>)
- Submit a background check request (if applicable)

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.

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

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. 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

HR approves the position (if needed)

*HR Approves

*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).

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 (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.

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.

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.

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 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.

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

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).

University Staff – Update Only

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).

In comments section, please note the following:

- Update Only
- Name of person & Employee ID

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

Table of Content

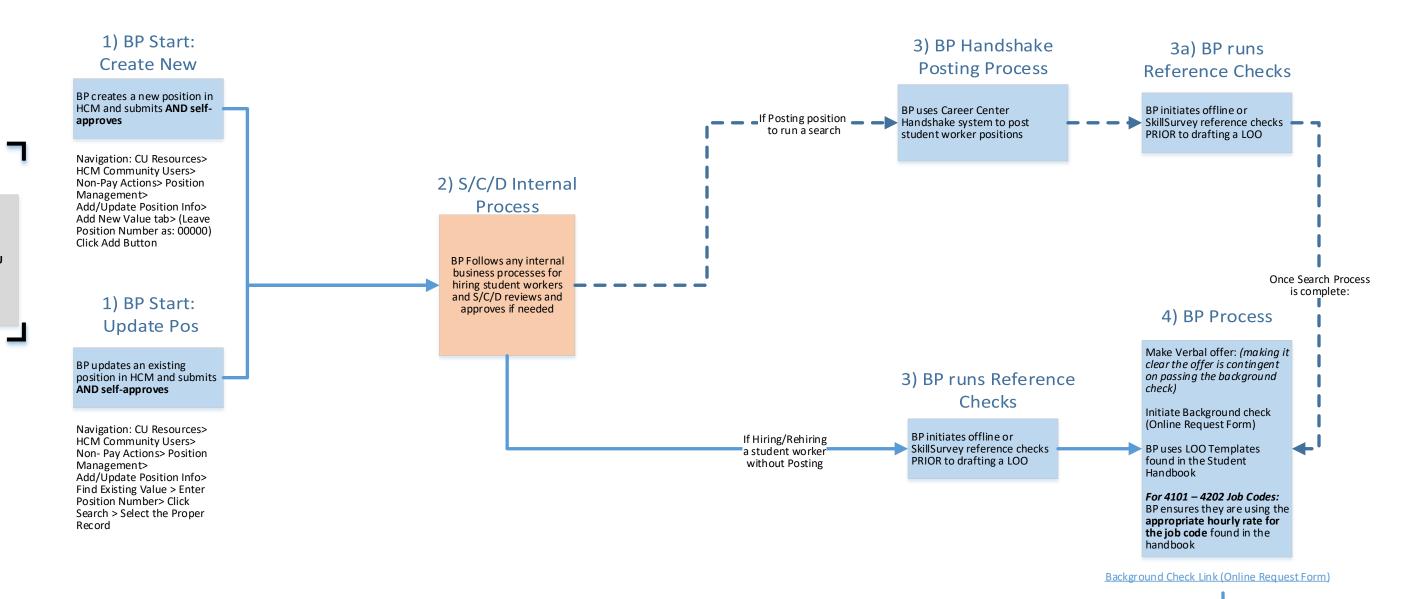
NOTE:

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



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

Updated as of 03/21/2022

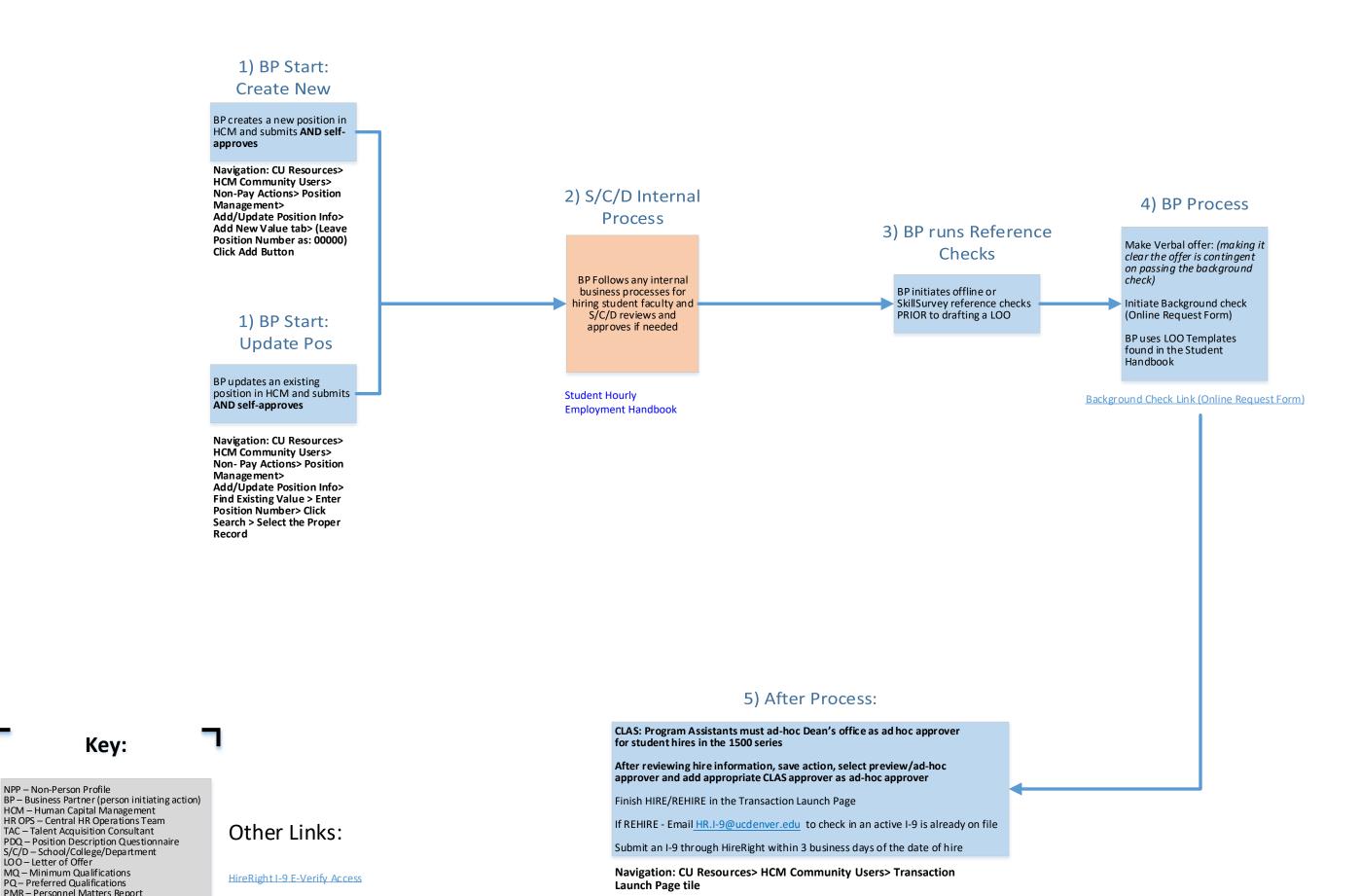
5) After Process:

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

Navigation: CU Resources> HCM Community Users> Transaction Launch Page tile

Submit an I-9 through HireRight within 3 business days of the date of hire



BP Reason Code Guide for Position Information

Key:

NPP – Non-Person Profile

LOO – Letter of Offer MQ - Minimum Qualifications

PQ – Preferred Qualifications

PMR – Personnel Matters Report

Updated as of 03/21/2022

1) BP Submits Temp 9 Month Temporary Appointments – Hire a Pre-Identified Temp 3) BP Start: Create 2) HR Ops Reviews **Questionnaire &** New **Approval Table of Contents** BP Creates a new position in **Temporary** HCM and submits **Questionnaire and** HR OPS reviews the questionnaire and **Approval** – Submit online Navigation: CU Resources> 5) HR Ops Approves determines the Job Code. 6) BP Process 7) HR Ops Approves temporary questionnaire **HCM Community Users >** 4) BP Process Non-Pay Actions > Position form for review (HR will HR OPS provides LOO Template Management > Add/update BP uses the LOO template determine what job code HR Ops approves BP Emails Position number to HR OPS reviews the Position Info > Add New and submits a draft to HR New is appropriate and will the position. Value Tab > (Leave Position → HR New Temp (Find Your HR draft LOO and sends Temp (Find Your HR Ops provide the proper letter Ops Consultant) for approval. approval email. Number as 00000) Click Consultant) to review. of offer template). Add Button BP initiates offline or Classified Temp LOO 3) BP Start: Update SkillSurvey reference Pos **Exempt/Professional** checks PRIOR to drafting Temp LOO a LOO. BP updates an existing **Alternate Funding Temp** position in HCM and submits LOO Initiate Background check (Online Request **Navigation: CU** Research Temp LOO Form or CU Careers, HR Resources>HCM Will determine if needed) Community Users> Non-**Pay Actions> Position** Management>Add/Update **Position Info> Find Existing Temporary Employee** Value > Enter Position Questionnaire Number> Click Search > **Select the Proper Record Background Check Link** (Online Request Form) 8) Complete Hire Route LOO for signatures. Once the LOO is signed, return it to HR New Temp: Find Your HR Ops Consultant Complete 19 and Background Check Send TBT number to HR New Temp: Find Your HR Ops Consultant for review and approval.

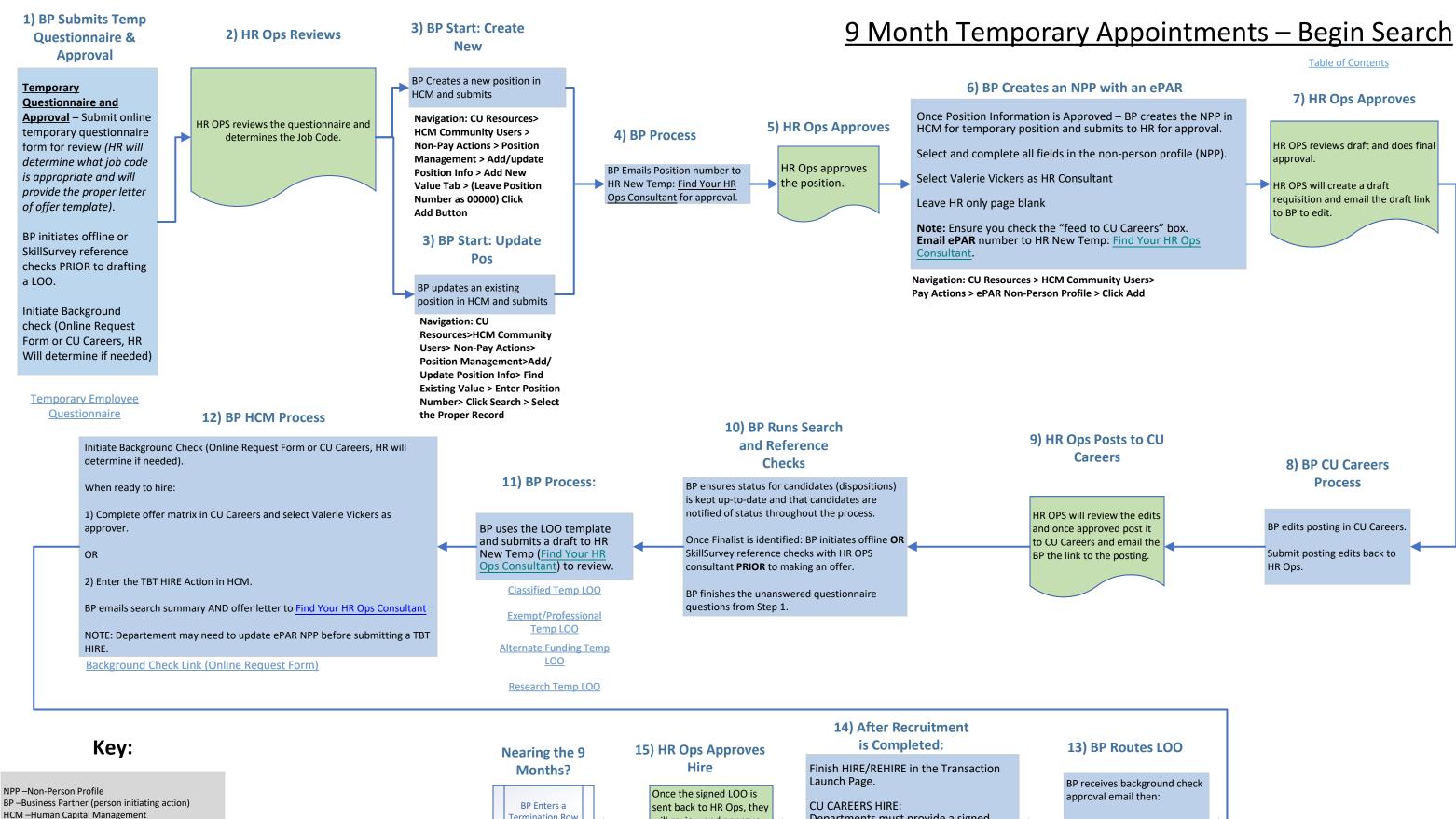
Key:

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

BP Reason Code Guide for Position Information



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:

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BP Reason Code Guide for Position Information

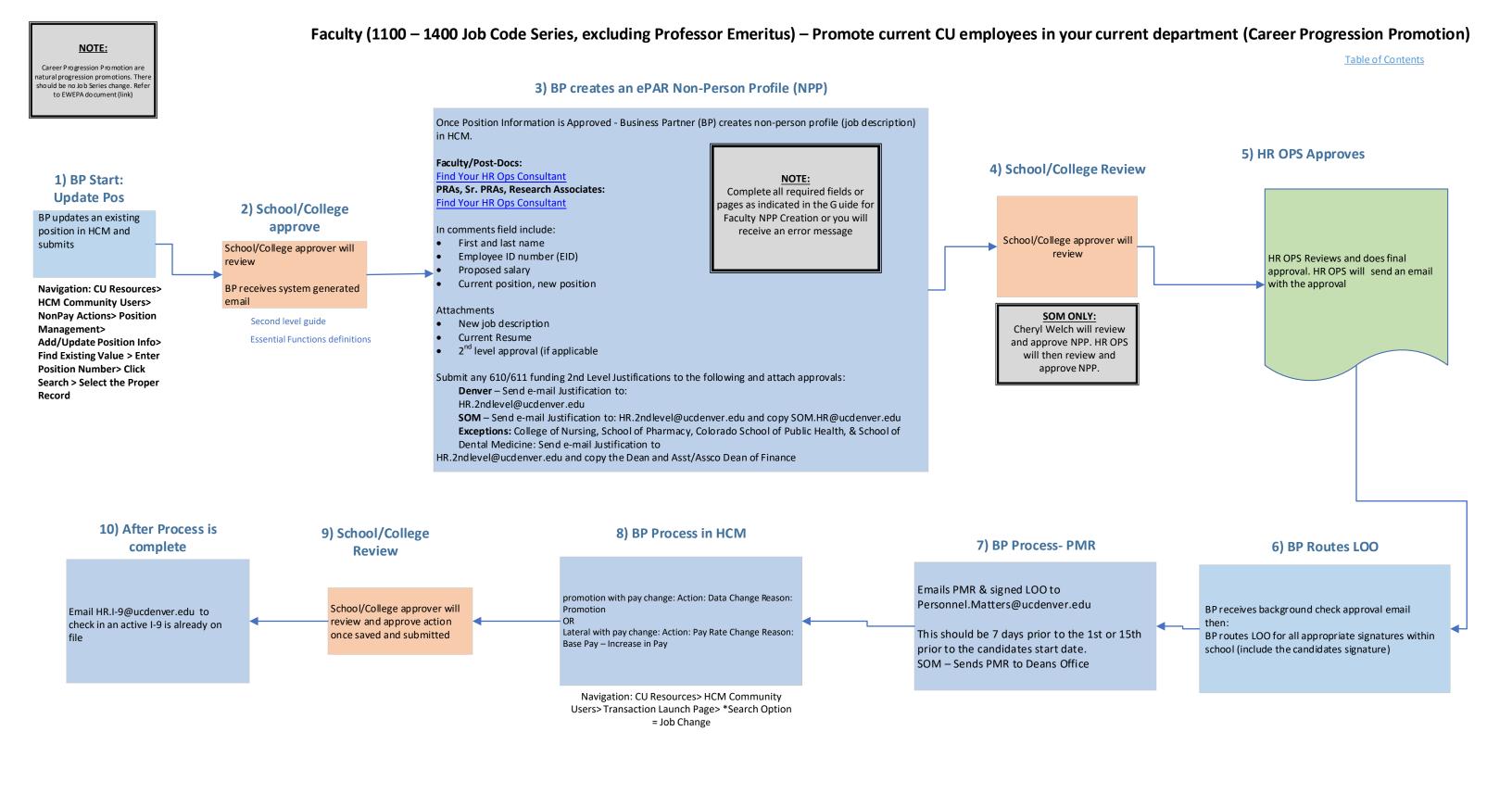
Termination Row Departments must provide a signed will review and approve BP routes LOO for all copy of the LOO sent to HR New Temp to feed over to the HIRE Transaction. appropriate signatures Job Data Find Your HR Ops Consultant. (include the candidate's signature). Submit an I-9 through HireRight within 3 business days of the date of hire.

Navigation: CU Resources > HCM Community Users > Transaction Launch Page tile

Updated as of 03/21/2022

3) BP creates an ePAR Non-Person Profile (NPP) Faculty – (1100- 1400 Job Code Series)- Begin Search 1) BP Start: **Create New** Once Position Information is Approved - Business Partner (BP) creates nonperson profile (job description) in HCM. BP creates a new 2) School/College Faculty/Post-Docs: position in HCM and approve Find Your HR Ops Consultant submits NOTE: Navigation: CU Resources> 5) HR OPS Approves PRAs, Sr. PRAs, Research Complete all required fields o 6) BP Creates Posting HCM Community Users> 4) School/College School/College approver pages as in dicated in the Guid Non-Pay Actions > Position **Associates: Find Your HR Ops** or Faculty NPP Creation or you will review Review Consultant will receive an error message BP edits draft posting and Add/Up date Position Info> Add New Value tab> (Leave sends back to HR OPS for BP receives system Position Number as: 00000) HR OPS Reviews and does final approval. review. Click Add Button generated email HR OPS will create the draft requisition and - Salary Rate/Range must be listed per Equal Pay for Equal Work Act. send an email with the requisition number Ensure you check the "Feed to CU Careers box" BP ensures search chair and School/College and steps to edit the requisition. at least 3 search committee approver will review 1) BP Start: Second level members are identified Completed job description **Update Pos Essential Functions Definitions** Submit any 610/611 funding 2nd Level Justifications to the following and BP updates an existing attach approvals: position in HCM and **Denver** – Send e-mail Justification to: submits HR.2ndlevel@ucdenver.edu SOM ONLY: Cheryl Welch will review and SOM - Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and approve NPP, HR OPS will then copy SOM.HR@ucdenver.edu review and approve NPP. The Navigation: CU Resources> NPP feeds to CU Careers Exceptions: College of Nursing, School of Pharmacy, Colorado School of HCM Community Users> NonPay Public Health, & School of Dental Medicine: Send e-mail Justification to Actions> Position Management> HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean Add/Up date Position Info> Find Existing Value > Enter Position Number> Click Search > Select the Proper Record Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add 11) HR OPS Closes 7) HR Ops Reviews 12) BP Routes LOO 10) When Search is Complete Search and Posts 9) BP runs reference checks BP receives background check approval HR OPS reviews offer and MOs 8) BP runs search email and sends approval en Make Verbal offer: (making it clear the offer is contingent on passing the background check) HR OPS will review HR OPS consultant closes ou then: arch in CU Careers BP initiates offline OR SkillSurvey draft posting and then BP routes LOO for all appropriate signatures HR OPS Designates position as Initiate Background check for Finalist ONLY (Online Request Form, HR will determine if needed) post the position to CU reference checks with HR Ops BP updates status and notifies illed in CU Careers within school (include the candidates Careers. HR OPS will consultant PRIOR to making an candidates of status change BP creates an offer in CU Careers and adds -HR Faculty consultant as Approver for offer send the posting link to signature) throughout the process. BP, dispositions candidates correctly, emails search summary and to HR OPS Consultant: the BP. Faculty/Post-Docs - Find Your HR Ops Consultant BP selects the proper LOO template from the HR or School/College website and fills out a draft. DENVER - If Professor in title, route draft LOO to TAC Director to review Faculty Hire Resources (LOO, Search Summary Etc...) Background Check Link (Online Request Form) Key: 13) BP Process- PMR NPP -Non-Person Profile 15) School/College 14) After Recruitment is Completed BP -Business Partner (person initiating action) Review HCM –Human Capital Management Emails PMR & signed LOO to HR OPS -Central HR Operations Team Personnel.Matters@ucdenver.edu BP finishes HIRE/REHIRE in the Transaction Launch Page TAC -Talent Acquisition Consultant Other Links: PDQ –Position Description Questionnaire School/College approver will S/C/D -School/College/Department This should be 7 days prior to the 1st or 15th Submit an I-9 through HireRight within 3 business days of the date of hire review LOO-Letter of Offer HireRight I-9 E-Verify Access- Link prior to the candidates start date. MQ -Minimum Qualifications BP Reason Code Guide for Position SOM - Sends PMR to Deans Office PQ-Preferred Qualifications School/College Approver will review and approve hiring action once Information PMR –Personnel Matters Report saved and submitted Navigation: CU Resources> HCM Community Users> Updated as of 03/16/2022

Transaction Launch Page



Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee NOTE: who qualifies based on previous search revious search must match appointe position. Refer to EWEPA document for most up to date guidance (link) **Table of Contents** 2) BP Start: 4) BP creates an ePAR Non-Person Profile (NPP) **Create New** 5) School/College BP creates a new Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM. **Review** position in HCM and 3) School/College 1) BP IDs Candidate and submits Faculty/Post-Docs: approve Find Your HR Ops Consultant run reference checks Navigation: CU Resources> **HCM Community Users>** PRAs, Sr. PRAs, Research Associates: Non-Pay Actions> Position BP identifies candidate School/College approver Find Your HR Ops Consultant School/College Management> they want to hire will review Add/Update Position Info> approver will review Add New Value tab> (Leave In comments field include: BP identifies the BP receives system Position Number as: 00000) NOTE: Appointment Type appointment type they generated email **Click Add Button** Complete all required fields or pages as indicated in the First and last name Guide for Faculty NPP Creation or you will receive an error want to use 2) BP Start: Update Pos Employee ID number (EID) (If applicable) SOM ONLY: Proposed salary Cheryl Welch will BP initiates offline OR Second level guide review and approve Req number SkillSurvey reference NPP. HR OPS will Start Date **Essential Functions definitions** BP updates an existing checks with HR OPS Attachments then review and position in HCM and consultant PRIOR to Job description approve NPP. submits making an offer Resume (HR will review MQ's at this point as well) 2nd level approval (if applicable) 6) HR OPS Approves Navigation: CU Resources> **HCM Community Users> NonPay** Submit any 610/611 funding 2nd Level Justifications to the following and attach approvals: **Actions> Position Management> Denver** – Send e-mail Justification to: Add/Update Position Info> HR.2ndlevel@ucdenver.edu Find Existing Value > Enter **SOM** – Send e-mail Justification to: HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu Position Number> Click Search HR OPS Reviews and Exceptions: College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send e-mail > Select the Proper Record does final approval. HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-9) After appointment process is complete Person Profile> Add OR Expert Add 8) BP Process- PMR 7) BP Routes LOO Action flows back into HCM if Appointment Type 1 Finish HIRE/REHIRE in the Transaction Launch Page Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu School/College Approver will review and approve hiring action once saved and submitted BP receives background check approval email Email HR.I-9@ucdenver.edu to check in an active I-9 is already on file Submit an I-9 through This should be 7 days prior to the 1st or 15th HireRight within 3 business days of the date of hire BP routes LOO for all appropriate signatures within prior to the candidates start date. school (include the candidates signature) SOM - Sends PMR to Deans Office Key: NPP -Non-Person Profile - Faculty Hire Resources (LOO, Search Summary. etc.) BP –Business Partner (person initiating action) HCM -Human Capital Management - Background check request HR OPS -Central HR Operations Team TAC –Talent Acquisition Consultant Other Links: PDQ –Position Description Questionnaire S/C/D –School/College/Department LOO –Letter of Offer HireRight I-9 E-Verify Access MQ -Minimum Qualifications PQ-Preferred Qualifications BP Reason Code Guide for Position Information PMR -Personnel Matters Report