Student Worker (4100-4400 Job Code Series)–Hire/Rehire

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”.

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

1 - BP Start: Update Position

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 workers
- S/C/D reviews and approves if needed

If posting position to run a search

3 - BP Handshake Posting Process

BP uses Career Center Handshake system to post student worker positions

3a - BP Runs Reference Checks

BP initiates offline or SkillSurvey reference checks PRIOR to drafting a LOO

Once search process is complete

If hiring/rehiring a student worker without posting

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 on the Letters of Offer webpage
- **For 4101 - 4202 Job Codes:** BP ensures they are using the appropriate hourly rate for the job code.

Background Check (online request form)

5 - After Process

Finish HIRE/REHIRE in the Transaction Launch Page
- If REHIRE, email HR.i-9@ucdenver.edu to check if 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

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)

Updated: 02-06-2026

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
- Add New Value tab (Leave Position Number as: 00000)
- Click Add Button

1 - BP Start: Update Position

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
- S/C/D reviews and approves if needed

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 on the Letters of Offer webpage

Background Check (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
- 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 if 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

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Student Handbooks (Hourly & Work-Study)

Updated: 02-06-2026

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.
- Initate 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

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Student Handbooks (Hourly & Work-Study)

Updated: 02-06-2026

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.
- Initate 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.

8 - BP CU Careers Process

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

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.

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 refernce checks with HR Ops Consultant PRIOR to making an offer.
- BP finishes the unanswered questionnaire questions from Step 1.

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)

13 - BP Routes LOO

BP recieves 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 Luanch 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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HRBP Hiring & Onboarding Processes for all Employee Categories

Student Handbooks (Hourly & Work-Study)

Updated: 02-06-2026

Faculty – (1100- 1400 Job Code Series)- Begin Search

1 - 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

1 - 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

2 - School/College Approve

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

Second-level Essential Functions definitions

3 - BP Ceates an ePAR Non-Person Profile (NPP)

Once position information is approved, BP creates non-person profile (job description) in HCM

Faculty/Post-Docs: Find your HR Ops Consultant

PRAs, Sr. PRAs, Research Associates: Find your HR Ops Consultant

- Salary Rate/Range must be listed per Equal Pay for Equal Work Act.
- Ensure you check the "Feed to CU Careers" box.

Attachments:
Complete job description and submit any 610/611 funding 2nd-Level justifications to the following and attach approvals:
- **Denver:** HR.2ndlevel@ucdenver.edu
- **SOM:** HR.2ndlevel@ucdenver.edu
- **Exceptions:** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send email jsutification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance.

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

Navigation:
CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add

4 - School/College Review

School/college approver will review.

SOM Only: SOM HR BP will review and approve NPP. HR Ops will then review and approve NPP. Then NPP feeds to CU Careers.

5 - HR Ops Approves

HR Ops reviews the draft and does final approval.

6 - HR Ops Creates Posting

HR Ops edits requisition and posts it.

7 - HR Ops Sends Link

HR Ops will send the posting link to the BP.

8 - BP Runs Search

BP updates status and notifies candidates of status change throughout the process.

9 - BP Runs Reference Checks

BP initiates offline OR SkillSurvey reference checks with HR Ops Consultant PRIOR to making an offer.

10 - When Search is Complete

- Make verbal offer (*making it clear the offer is contingent on passing the background check*).
- Initiate background check for finalist ONLY (Online Request Form, HR will determine if needed)
- BP creates an offer in CU Careers and adds HR Faculty Consultant as approver for offer
- BP, dispositions candidates correctly, emails search summary to HR Ops Consultant - **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.

Find your HR Ops Consultant

11 - HR Ops Closes Search

- HR Ops reviews offer and MQs and sends approval email
- HR Ops Consultant closes out search in CU Careers
- HR Ops designates position as filled in CU Careers

12 - BP Routes LOO

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

13 - BP Process - PMR

Email PMR & signed LOO to hr.records@cuanschutz.edu

This should be 7 days prior to the 1st or 15th prior to the candidate's start date.

SOM: Send PMR to Deans Office

14 - After Recruitment is Completed

- BP finishes HIRE/REHIRE in the Transaction Launch page
- Submit an I-9 through HireRight within 3 business days of the date of hire
- School/College approver will review and approve hiring action once saved and submitted

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

15 - School/College Review

School/college approver will review.

Key:

NPP: Non-person Profile
BP: Business Partner (person initiating action)
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PDQ: Position Description Questionnaire
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Other Links:

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Student Handbooks (Hourly & Work-Study)

Updated: 02-06-2026

Faculty – (1100- 1400 Job Code Series)- Promotion (with search)

1 - 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

1 - 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

2 - School/College Approve

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

Second-level Essential Functions definitions

3 - BP Ceates an ePAR Non-Person Profile (NPP)

Once position information is approved, BP creates non-person profile (job description) in HCM

Faculty/Post-Docs: Find your HR Ops Consultant

PRAs, Sr. PRAs, Research Associates: Find your HR Ops Consultant

- Salary Rate/Range must be listed per Equal Pay for Equal Work Act.
- Ensure you check the "Feed to CU Careers" box.

Attachments:
Complete job description and submit any 610/611 funding 2nd-Level justifications to the following and attach approvals:
- **Denver:** HR.2ndlevel@ucdenver.edu
- **SOM:** HR.2ndlevel@ucdenver.edu
- **Exceptions:** College of Nursing, School of Pharmacy, Colorado School of Public Health, & School of Dental Medicine: Send email jsutification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance.

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

Navigation:
CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add

4 - School/College Review

School/college approver will review.

SOM Only: SOM HR BP will review and approve NPP. HR Ops will then review and approve NPP. Then NPP feeds to CU Careers.

5 - HR Ops Approves

HR Ops reviews the draft and does final approval.

6 - HR Ops Creates Posting

HR Ops edits requisition and posts it.

7 - HR Ops Sends Link

HR Ops will send the posting link to the BP.

8 - BP Runs Search

BP updates status and notifies candidates of status change throughout the process.

9 - BP Runs Reference Checks

BP initiates offline OR SkillSurvey reference checks with HR Ops Consultant PRIOR to making an offer, if needed.

10 - When Search is Complete

- BP creates an offer in CU Careers and adds HR Faculty Consultant as approver for offer
- BP, dispositions candidates correctly, emails search summary to HR Ops Consultant - **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.

Find your HR Ops Consultant

11 - HR Ops Closes Search

- HR Ops reviews offer and MQs and sends approval email
- HR Ops Consultant closes out search in CU Careers
- HR Ops designates position as filled in CU Careers

12 - BP Routes LOO

BP routes LOO for all appropriate signatures within school (include the candidates signature)

13 - BP Process - PMR

Email PMR & signed LOO to hr.records@cuanschutz.edu

This should be 7 days prior to the 1st or 15th prior to the candidate's start date.

SOM: Send PMR to Deans Office

14 - After Promotion is Completed

- BP finishes PROMOTION in the Transaction Launch page
- School/College approver will review and approve hiring action once saved and submitted

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

15 - School/College Review

School/college approver will review.

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
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Student Handbooks (Hourly & Work-Study)

Updated: 02-06-2026

Faculty (1100 – 1400 Job Code Series, excluding Professor Emeritus) – Appoint non-CU employee who qualifies based on previous search

1 - BP IDs Candidate and Runs 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

2 - 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

3 - School/College Approve

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

Second-level Essential Functions definitions

4 - BP Ceates an ePAR Non-Person Profile (NPP)

Once position information is approved, BP creates non-person profile (job description) in HCM

Faculty/Post-Docs: Find your HR Ops Consultant

PRAs, Sr. PRAs, Research Associates: Find your HR Ops Consultant

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 MQs at this point as well)
- 2nd-level approval (if applicable)

Submit any 610/611 funding 2nd-Level justifications to the following and attach approvals:
- **Denver:** HR.2ndlevel@ucdenver.edu
- **SOM:** 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 email jsutification to HR.2ndlevel@ucdenver.edu and copy the Dean and Asst/Assoc. Dean of Finance.

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

Navigation:
CU Resources > HCM Community Users > Pay Actions > Document Collection > ePAR Non-Person Profile > Add OR Expert Add

Find your HR Ops Consultant

5 - School/College Review

School/college approver will review.

SOM Only: SOM HR BP will review and approve NPP. HR Ops will then review and approve NPP. Then NPP feeds to CU Careers.

6 - HR Ops Approves

HR Ops reviews the draft and does final approval.

7 - BP Routes LOO

- BP receives background check approval email
- BP routes LOO for all appropriate signatures within school (include the candidate's signature)

8 - BP Process - PMR

Emails PMR & signed LOO to hr.records@cuanschutz.edu

This should be 7 days prior to the 1st or 15th prior to the candidate start date.

SOM: Send PMR to Deans Office

9 - After Appointment Process is Complete

- Action flows back into HCM if Appointment Type 1
- Finish HIRE/REHIRE in the Transaction Launch Page
- School/College Approver will review and approve hiring action once saved and submitted
- Email: HR.I-9@ucdenver.edu to check if an active I-9 is already on file.
- Submit an I-9 through HireRight within 3 business days of the date of hire.

Key:

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BP: Business Partner (person initiating action)
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