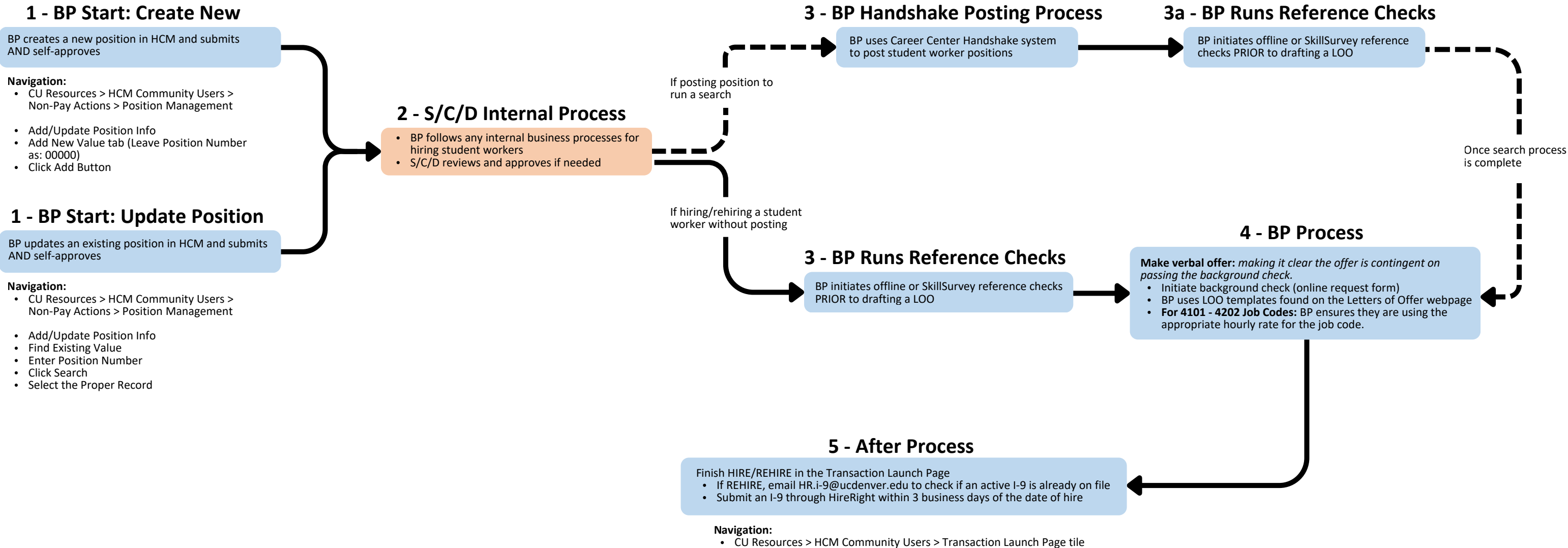


Student Worker (4100-4400 Job Code Series)–Hire/Rehire

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”.



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)

Student Faculty (1500 Job Code Series) – Hire/Rehire

1 - BP Start: Create New

BP creates a new position in HCM and submits AND college 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 SkillsSurvey 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

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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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](#)

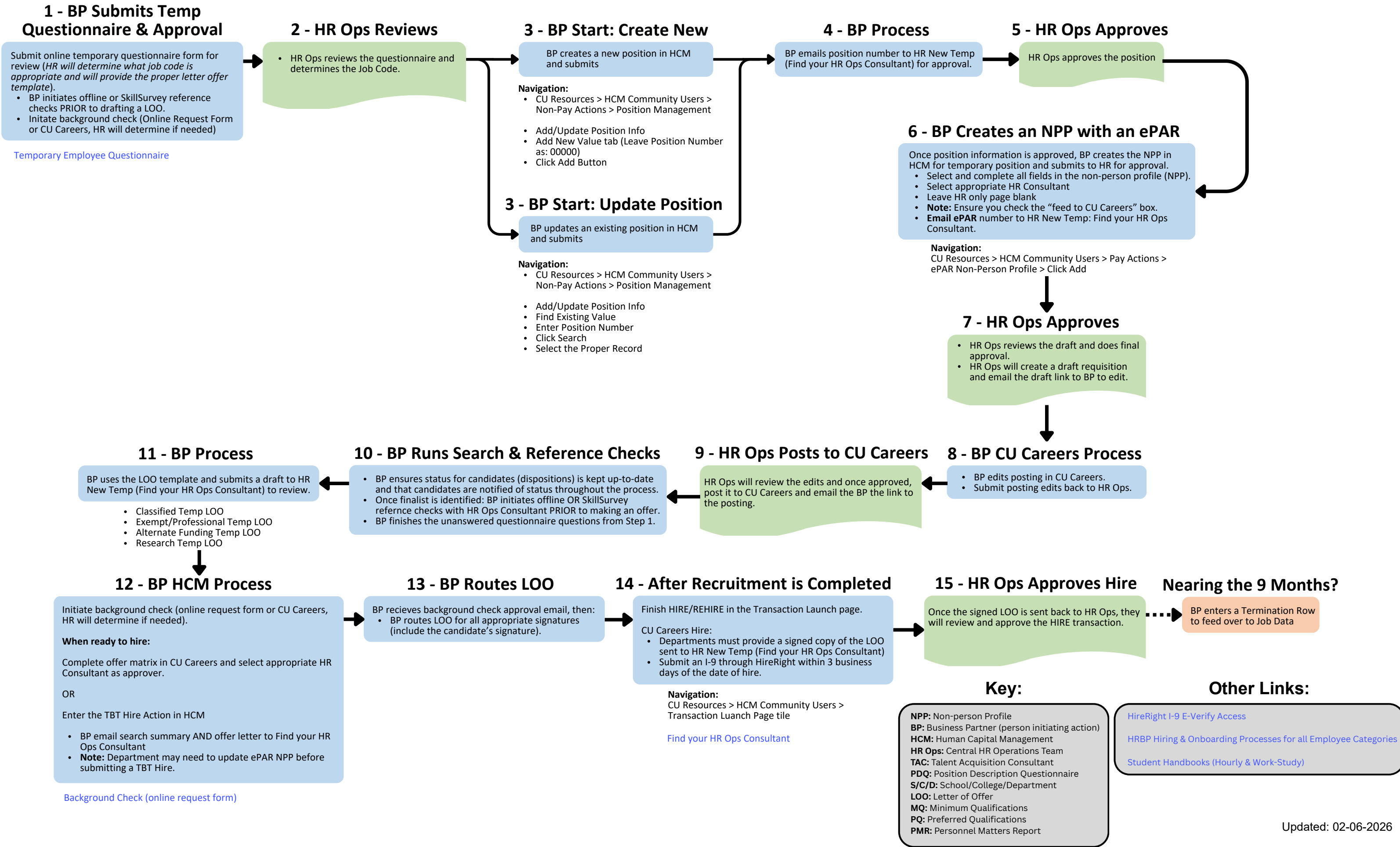
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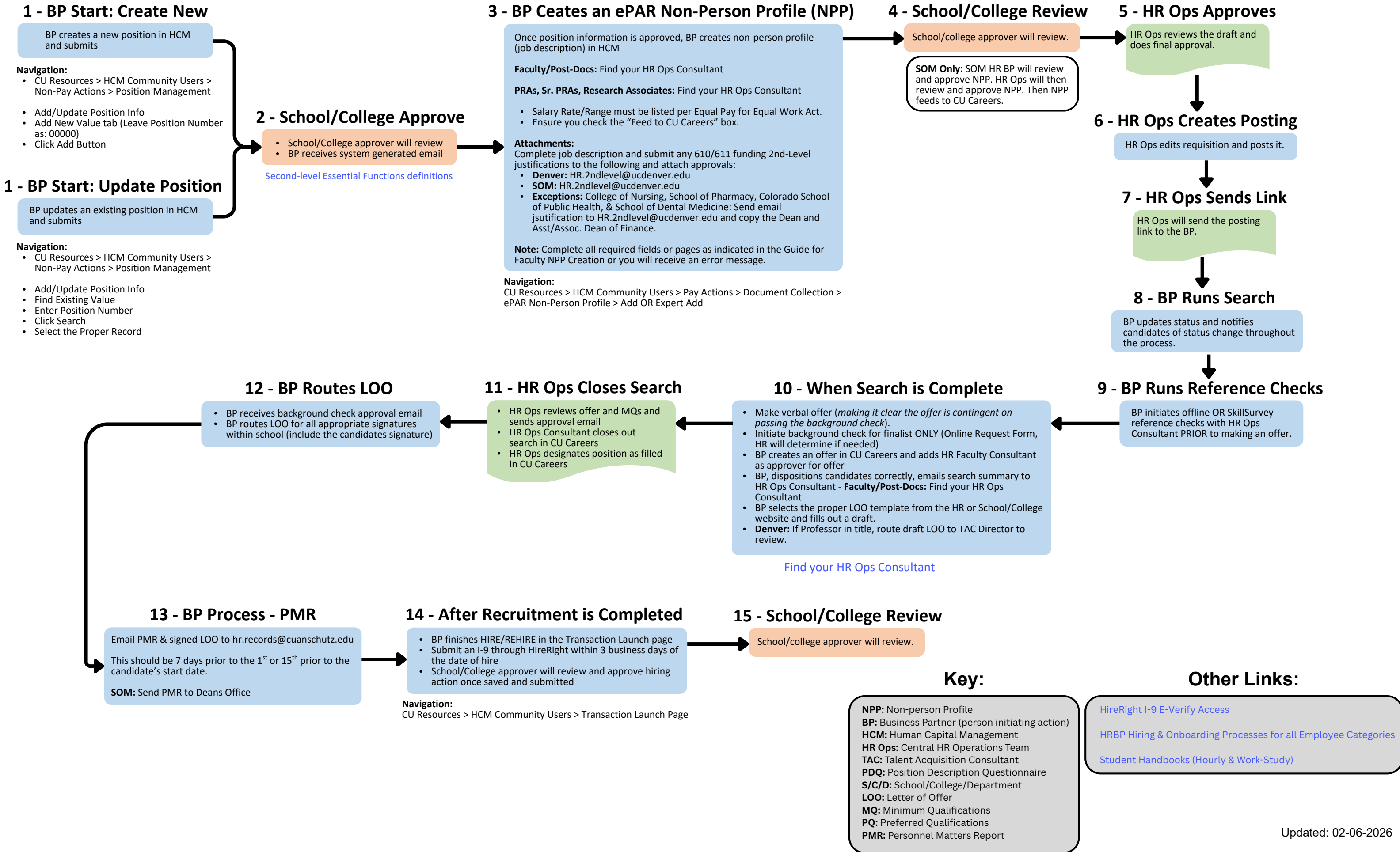
Other Links:

[HireRight I-9 E-Verify Access](#)
[HRBP Hiring & Onboarding Processes for all Employee Categories](#)
[Student Handbooks \(Hourly & Work-Study\)](#)

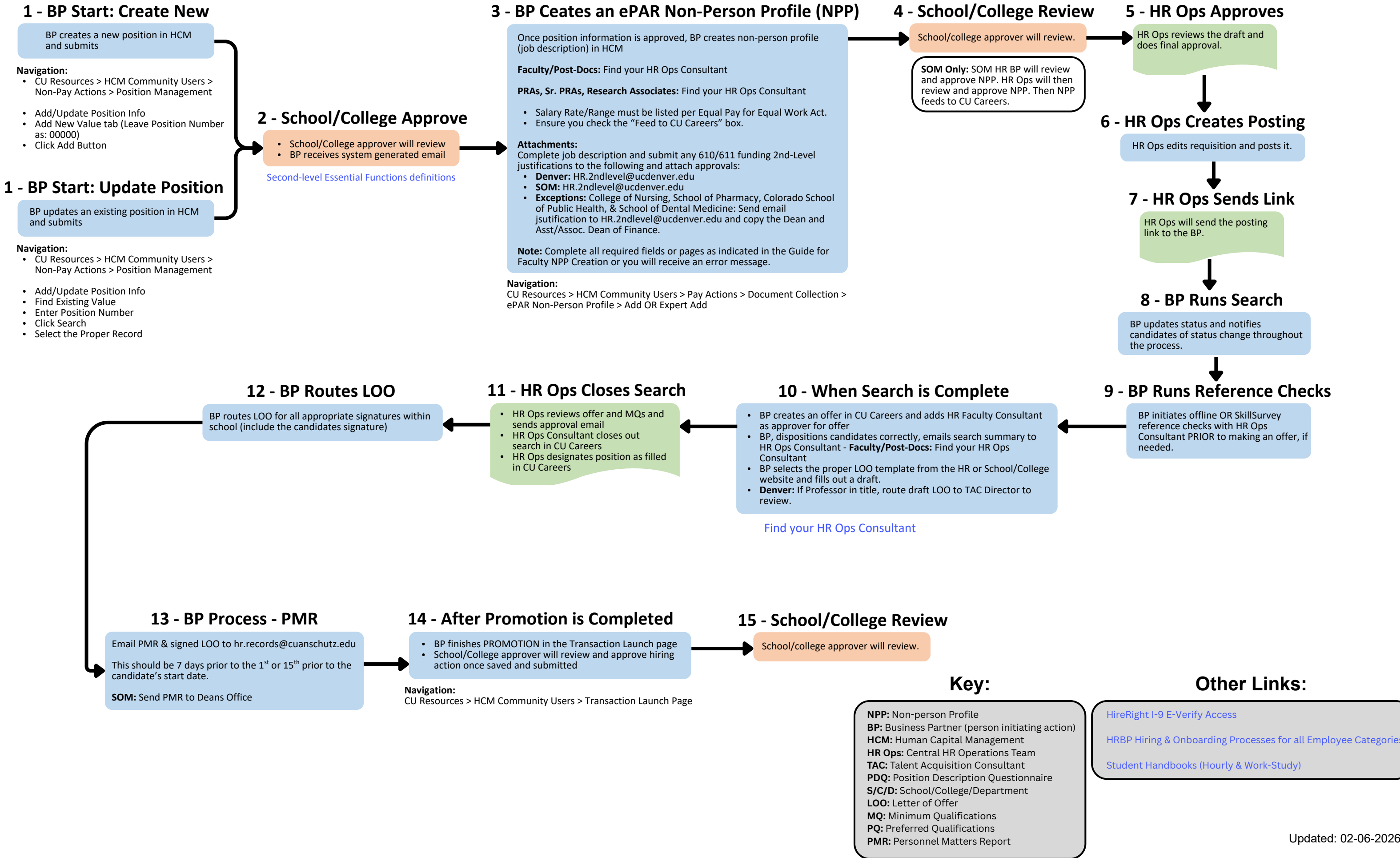
9-Month Temporary Appointments – Begin Search



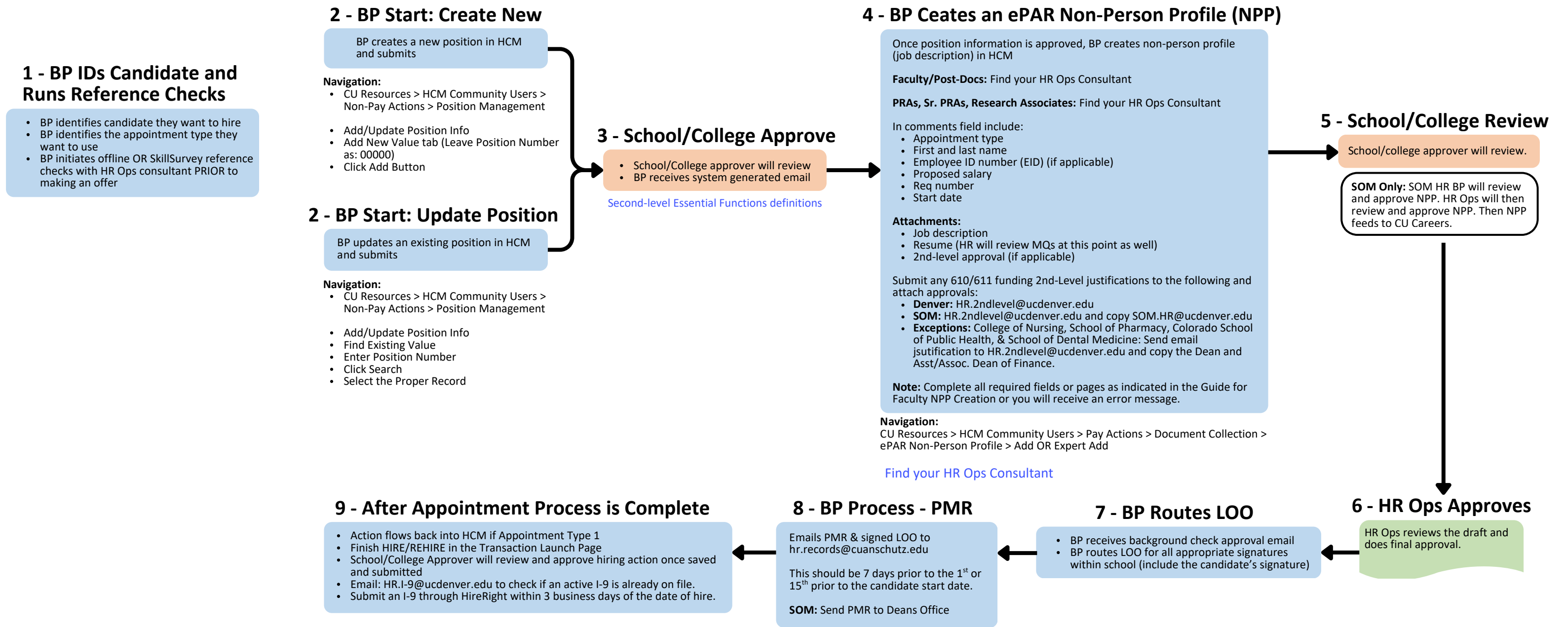
Faculty – (1100- 1400 Job Code Series)- Begin Search



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



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



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