

Instructions:

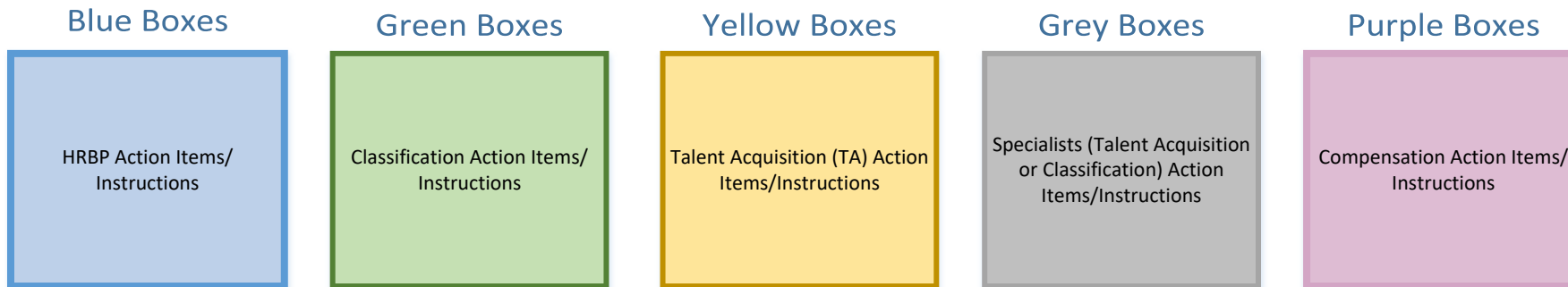
The following workflows show the step-by-step instructions to process university staff transactions. Specifically, the search process, appointment type 1 transactions, promotions, and job description update-only reviews. The workflows have been color-coated to denote who is responsible for the action. Each section will provide instructions along with links to the website resources.

Additional Resources on each page may include:

Quick Tips: These boxes offer additional information for the user.

Note: Outline items to remember when submitting a transaction.

If you have questions about any of the guidance, please get in touch with your Classification or Talent Acquisition Consultant for further guidance.



BP Enters Smartsheet Request

Business Partner (BP) enters a request using the Smartsheet Transaction Center.

Step-by-Step Instructions on how to complete a Search or Hire (Apt Type 1) can be found on the **Central HR website*

**Please select Search or Hire (Apt Type 1) to complete the correct form.*

Prior to submitting a request, please ensure:

- All required fields have been completed
- AND
- The following documents have been attached: 2025 Combined Job Description & Job Ad template.

*If using a brand new position number, **2LA will be secured after the Smartsheet submission.***

- **SOM ONLY:** For new positions, at or above the Program Manager level SOM Approval should also be attached.

Gates ONLY: If the Dept would like to use a Radford Range (not already included in our Comp Matrix), include Radford match code and match definition in the Job Ad or Summary/Justification section of the Transaction Form.

- **Multiple Hires:** Multiple new position numbers can be created now so that 2LA (if applicable) can be obtained in advance of hire. Any new position number created will be added to the Smartsheet request and sent to the BP via email

Hyperlink will take you to Smartsheet Request Form ([LINK](#))

Classification Evaluates JD & Updates HCM

Classification will review and formally classify the description.

**Any corrections to the request will be made by the Classification Consultant directly in Smartsheet*

Classification will update Position Information (if applicable) or create a new position number. Once created new position numbers will be visible in Dynamic View and emailed to the HRBP.

Classification will create a non-person profile (NPP) in HCM.

BP Secures 2LA Approval

***2LA Budget Approval is required for all Gates Institute and GBF positions – regardless of funding source.** BP will secure 2LA budget approval ([LINK](#)).

All Gates Institute and GBF requests for searches, should be entered as “New” (even if it is a existing or replacement position) to ensure appropriate routing.
***For existing or replacement positions, BP can provide more clarification in the “Additional Comments” section**

Once approval is received, please send to Classification Consultant.

TA Approves Job Ad & NPP

Talent Acquisition (TA) will evaluate and approve the job advertisement and NPP.

Talent Acquisition submits a request to post role in CU Careers. BP will receive notification of this step

Specialists Post Position

Talent Acquisition or Classification Specialist will post the position in CU Careers.

Once posted, the BP will receive a “Now Posted” email.

Direct links will only be available for external postings.

*Comp Approves Posting Range

If Gates is requesting the use a Radford Range (**not already included in our Comp Matrix**), HR Compensation will review posting range prior to posting.

Finalist Identified

BP will conduct reference checks using our online reference checking tool Crosschq or via phone/email. For questions, please contact hr.recruiting@cuanschutz.edu.

Prior to making any verbal offer, BP will need to complete a Pre-Offer Step #1.

Hyperlink will take you to the Pre-Offer Step #1 Form ([LINK](#))

To complete the submission form, BP will need the HR Transaction Center ID (ex. HR000000) provided when the Smartsheet Search was approved. Please contact your Talent Acquisition Consultant with any questions.

Search Starts

Please reference the Talent Acquisition Service Matrix for more information about Consulting, Full & Recruitment Services.

BP (or Talent Acquisition 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 ([LINK](#))

SOM ONLY:

New Position Request Form (*used for Program Managers or above) ([LINK](#))

Next Page

Quick Tip:

HRBPs can track the progress of their Pre-Offer Step #1 request at any time using the Dynamic View ([LINK](#))

University Staff – Begin Search

TA Reviews & Routes Pre-Offer Step 1

Talent Acquisition (TA) will perform a Minimum Qualification review of the preferred hire, evaluate hire details and route Pre-Offer Step #1 to Compensation (Central or SOM) for approval.

Comp Completes Equal Pay Analysis

Central HR or SOM Compensation will review the Pre-Offer Step #1 request and approve with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

BP Enters Pre-Offer Step #2

After a verbal offer is extended and accepted. BP will submit a Pre-Offer Step #2 ([LINK](#)). Please reference your Equal Pay approval notification for more instructions.

To complete the Pre-Offer Step #2, BP will need to:
Create a Search Matrix
Disposition/Notify candidates in CU Careers
Create a Letter of Offer
Submit a background check request (if applicable)

Please make sure a copy of your Pre-Hire Step #1 approval notification is attached to the Step #2.

TA Approves Step #2 & Closes Search

HR will approve Step #2 and closes out search in CU Careers

For Open-Rank Hires, TA will make any necessary Position Information updates.

BP will receive an approval email.

BP Completes & Announces Hire

BP completes hire in HCM.

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

Within 30 days, BP will announce new hire, per University Equal Pay for Equal Work Guidance

Quick Tip:

HRBPs can track the progress of their Pre-Offer Step #1 request at any time using the Dynamic View ([LINK](#))

Quick Tip:

HR Directors can track the progress of their Pre-Offer Step #1 request at any time using the Dynamic View ([LINK](#))

Quick Tip:

The Anschutz campus is not currently using the offer function in CU Careers (Taleo). TAC Recruiter will deny offers entered into CU Careers. HRBP will continue to use the Smartsheet Pre-Offer Step #1 and #2 process (see details above).

University Staff – Appointment Type 1

Finalist Identified (References & Pre-Offer Step #1)

After a finalist is identified, the BP will conduct reference checks using our online reference checking tool Crosschq or via phone/email. For questions, please contact hr.recruiting@cuanschutz.edu.

Prior to making any verbal offer, BP will submit a Pre-Offer Step #1 Request. **Please make sure Appointment Type #1 is selected as the “Service Type” when submitting your Pre-Offer #1.**

Hyperlink will take you to the Pre-Offer Step #1 Request Form ([LINK](#))

To complete the submission form, BP will need the HR Transaction Center ID (ex. HR000000) provided when **the initial Smartsheet Search** was approved. Please contact your Talent Acquisition Consultant with any questions.

NOTE: If the individual will be hired into a brand new position number, the pre-offer step 1 should be submitted using the same position number as the CU Careers posting. The new position number will be created later and you will be notified via e-mail.

TA Reviews & Routes Pre-Offer Step 1

Talent Acquisition (TA) will perform a Minimum Qualification review of the preferred hire, evaluate hire details and route Pre-Offer Step #1 to Compensation (Central or SOM) for approval.

SOM ONLY:

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

Comp Completes Equal Pay Analysis

Central HR or SOM Compensation will review the Pre-Offer Step #1 request and approve with an Equal Pay Rate or Range.

BP will receive an approval email and may now extend a verbal offer to the finalist.

BP Secures 2LA Approval

***2LA Budget Approval is required for all Gates Institute and GBF positions – regardless of funding source.** BP will secure 2LA budget approval ([LINK](#)).

All Gates Institute and GBF requests for searches, should be entered as “New” (even if it is a existing or replacement position) to ensure appropriate routing. *For existing or replacement positions, BP can provide more clarification in the “Additional Comments” section

BP Enters Smartsheet Request

Business Partner (BP) enters a request using the Smartsheet Transaction Center

**Step-by-Step Instructions on how to complete a Search or Hire (Apt Type 1) can be found on the Central HR website*

***Please select Search or Hire (Apt Type 1) to complete the correct form.**

Prior to submitting a request, please ensure:

- All required fields have been completed AND
- The following documents have been attached: 2025 Combined Job Description & Job Ad template, and candidate’s resume.
- **SOM ONLY:** For new positions, at or above the Program Manager level SOM Approval should also be attached.

Hyperlink will take you to Smartsheet Request Form ([LINK](#))

TA Reviews Request

Talent Acquisition (TA) will review the request and ensure the candidate is eligible for an Apt Type #1.

**Any corrections to the request will be made by the Talent Acquisition Consultant directly in Smartsheet*

Next Page

Note:

Appointment Type #1 = search waiver based on previous search. If a search has not been run, a standard search process must occur before a candidate can be hired.

Quick Tip:

HRBPs can track the progress of their Pre-Offer Step #1 request at any time using the Dynamic View ([LINK](#))

University Staff – Appointment Type 1

TA Reviews/Updates Position Information

Talent Acquisition (TA) will update Position Information (if applicable) or create a new position number.

Once created new position numbers will be visible in Dynamic View and emailed to the HRBP.

TA Enters NPP

Talent Acquisition (TA) will create and approve a non-person profile (NPP) in HCM. Attach the following documents: 2025 Combined Job Description & Job Ad Template, candidate's resume and 2nd level budget approval (if applicable)

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.*

Hyperlink will take you to the Pre-Offer Step #2 Request Form ([LINK](#))

To complete the Pre-Offer Step #2, BP will need to:
Create a Letter of Offer
Submit a background check request (if applicable)

Please make sure a copy of your Pre-Hire Step #1 approval notification is attached to the Step #2.

NOTE: If using a new position number, the step 2 request will still include the position number of the CU Careers posting. The Draft Letter of Offer must include the new position number the finalist will be hired into.

TA Approves Step #2

Talent Acquisition (TA) will approve Step #2.
BP will receive an approval email.

BP Completes & Announces Hire

BP completes hire in HCM. Position number for new hire must match the Official Letter of Offer

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

Within 30 days, BP will announce new hire, per University Equal Pay for Equal Work Guidance

Quick Tip:

HRBPs can track the progress of their request at any time using the Searches and Hires Dynamic View ([LINK](#))

Quick Tip:

HR Directors can track the progress of their Pre-Offer Step #1 request at any time using the Dynamic View ([LINK](#))

Quick Tip:

The Anschutz campus is not currently using the offer function in CU Careers (Taleo). TAC Recruiter will deny offers entered into CU Careers. HRBP will continue to use the Smartsheet Pre-Offer Step #1 and #2 process (see details above).

Univ Staff - Update w/ Increase (Promotion)

NOTE:

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

SOM ONLY:

([LINK](#)) to Natural Progression Promotion Request Form

BP Enters Smartsheet Request

Business Partner (BP) enters a request using the Smartsheet Transaction Center

**Step-by-Step Instructions on how to complete a Salary Adjustment or Promotion can be found on the Central HR website.*

***Please select Salary Adjustment or Promotion** to complete the correct form.

Prior to submitting a request, please ensure:

- All required fields have been completed AND
- The following documents have been attached: Red-Lined Job Description, and employee's resume. **Refer to 2LA Quick Tip.**

- **SOM ONLY:** Please attach a copy of your SOM Natural Progression Promotion approval for all promotion requests

Hyperlink will take you to Smartsheet Request Form ([LINK](#))

Classification Evaluates Promotion Request

Classification will review request, formally classify the updated description.

Based on **University Equal Pay for Equal Work Guidance ([LINK](#))** a competitive posting is no longer required for natural progression or career opportunity promotions.

Once an evaluation is complete, Classification will forward the promotion to Compensation.

**Any corrections to the request will be made by the Classification Consultant directly in Smartsheet*

SOM ONLY:

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

Comp Completes Equal Pay Analysis

Central HR or SOM Compensation will review the Update w/ Increase request and approve with an Equal Pay Rate or Range.

BP will receive an update from Classification with the approved rate/range. BP may now share the promotion details with the Supervisor/employee.

BP Secures 2LA Approval

***2LA Budget Approval is required for all Gates Institute and GBF positions – regardless of funding source.** BP will secure 2LA budget approval ([LINK](#)).

All Gates Institute and GBF requests for searches, should be entered as “New” (even if it is a existing or replacement position) to ensure appropriate routing. *For existing or replacement positions, BP can provide more clarification in the “Additional Comments” section

Classification Updates HCM

Classification will update Position Information (if applicable) and create/ approve a non-person profile (NPP) in HCM.

BP Creates Addendum Letter

Business Partner (BP) will draft an Addendum Letter of Offer ([LINK](#)) and email a copy to the Classification Consultant.

Next Page

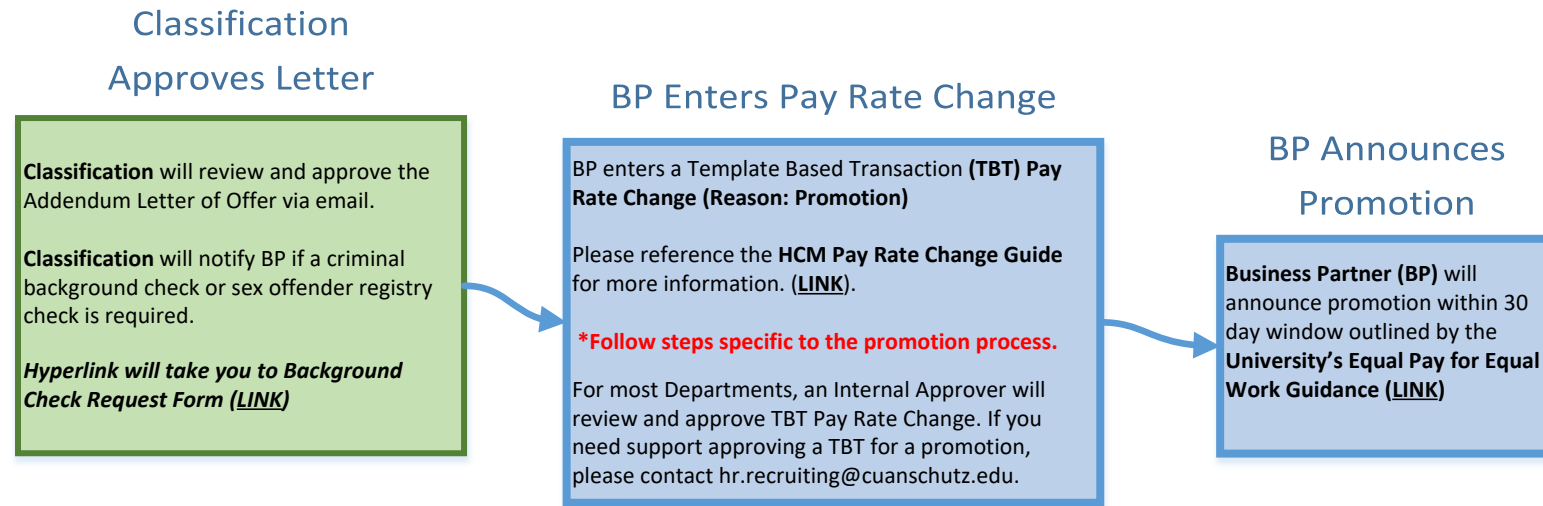
Quick Tip:

HRBPs can track the progress of their request at any time using the Salary Adjustment & Promotions Dynamic View ([LINK](#))

Quick Tip:

Step-by-Step Instructions on how to complete a Salary Adjustment or Promotion can be found on the Central HR website

Univ Staff - Update w/ Increase (Promotion)



University Staff - In-Range Salary Adjustment

BP Enters Smartsheet Request

Business Partner (BP) enters a request using the Smartsheet Transaction Center

**Step-by-Step Instructions on how to complete a Salary Adjustment or Promotion can be found on the Central HR website.*

***Please select Salary Adjustment or Promotion** to complete the correct form.

Prior to submitting a request, please ensure:

- All required fields have been completed AND
- The following documents have been attached: Red-Lined Job Description and employee's resume.

SOM ONLY: Please attached a copy of your SOM Natural Progression Promotion approval for all promotion requests

Hyperlink will take you to Smartsheet Request Form ([LINK](#))

Classification Evaluates Promotion Request

Classification will review request, formally and classify the updated description. Once an evaluation is complete, Classification will forward the promotion to Compensation (SOM or Central HR)

Based on **University Equal Pay for Equal Work Guidance ([LINK](#))** a competitive posting is no longer required for natural progression or career opportunity promotions.

**Any corrections to the request will be made by the Classification Consultant directly in Smartsheet*

Comp Completes Equal Pay Analysis

Central HR or SOM Compensation will review the Update w/ Increase or In-Range Promotion request and approve with an Equal Pay Rate or Range.

BP will receive an update from Classification with the approved rate/range. BP may now share the promotion details with the Supervisor/employee.

BP Secures Budget Approval

***2LA Budget Approval is required for all Gates Institute and GBF positions – regardless of funding source.** BP will secure 2LA budget approval ([LINK](#)).

All Gates Institute and GBF requests for searches, should be entered as “New” (even if it is a existing or replacement position) to ensure appropriate routing. *For existing or replacement positions, BP can provide more clarification in the “Additional Comments” section

Classification Updates HCM

Classification will update Position Information (if applicable) and create/approve a non-person profile (NPP) in HCM.

BP Creates Addendum Letter

Business Partner (BP) will draft an Addendum Letter of Offer ([LINK](#)) and email a copy to the Classification Consultant.

Classification Approves Letter

Classification will review and approve the Addendum Letter of Offer via email.

Classification will notify BP if a criminal background check or sex offender registry check is required.

Hyperlink will take you to Background Check Request Form ([LINK](#))

BP Enters Pay Rate Change

BP enters a Template Based Transaction (TBT) Pay Rate Change (Reason: Increase in Base Pay)

Please reference the **HCM Pay Rate Change Guide** for more information. ([LINK](#)).

***Follow steps specific to the promotion process.**

For most Departments, an Internal Approver will review and approve TBT Pay Rate Change. If you need support approving a TBT for a promotion, please contact hr.recruiting@cuanschutz.edu.

SOM ONLY:

([LINK](#)) to Natural Progression Promotion Request Form

NOTE:

Employee will remain in the same position number and job code.

Quick Tip:

HRBPs can track the progress of their request at any time using the Salary Adjustment & Promotions Dynamic View ([LINK](#))

University Staff – Update Only

NOTE:

Employee will remain in current position number. No change in job code or compensation.

Quick Tip:

HRBPs can track the progress of their request at any time using the Update Only Dynamic View ([LINK](#))

BP Enters Smartsheet Request

Business Partner (BP) enters a request using the Smartsheet Transaction Center.

**Step-by-Step Instructions on how to complete a Update Only can be found on the Central HR website.*

***Please select Update Job Description Only** to complete the correct form.

Prior to submitting a request, please ensure:

- All required fields have been completed
- AND
- The following documents have been attached: Red-Lined Job Description

Hyperlink will take you to Smartsheet Request Form ([LINK](#))

Classification Evaluates Description

Classification will review and formally classify the description.

**Any corrections to the request will be made by the Classification Consultant directly in Smartsheet*

Classification Updates HCM

Classification will update Position Information (if applicable) and create/approve a non-person profile (NPP) in HCM.