

# 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 \(Hourly & Work-Study\)](#)

# 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

## Key:

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