

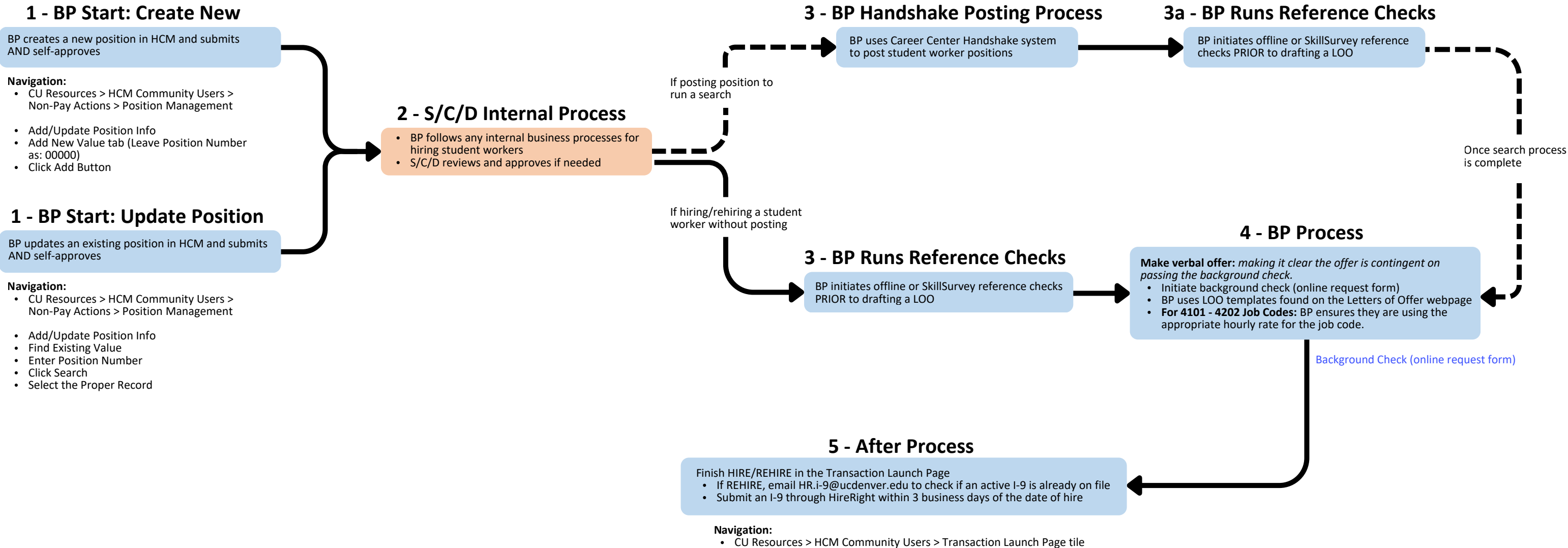
Student Worker (4100-4400 Job Code Series)–Hire/Rehire

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”.



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 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

[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:

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