

9-Month Temporary Appointments – Hire a Pre-Identified Temp

1 - BP Submits Temp Questionnaire & Approval

Submit online temporary questionnaire form for review.

- 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 Ops Consultant (Find your HR Ops Consultant link below) for approval.

5 - HR Ops Approves

HR Ops Consultant approves the position.

6 - BP Process

BP uses the LOO template and submits a draft to HR Ops Consultant (Find your HR Ops Consultant link below) to review.

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 Ops Consultant: Find your HR Ops Consultant link below
- Complete I-9 and Background Check
- Send TBT number to HR Ops Consultant: Find your HR Ops Consultant link below for review and approval.

[Find your HR Ops Consultant](#)

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

9-Month or 12-Month Temporary Appointments – Begin Search

