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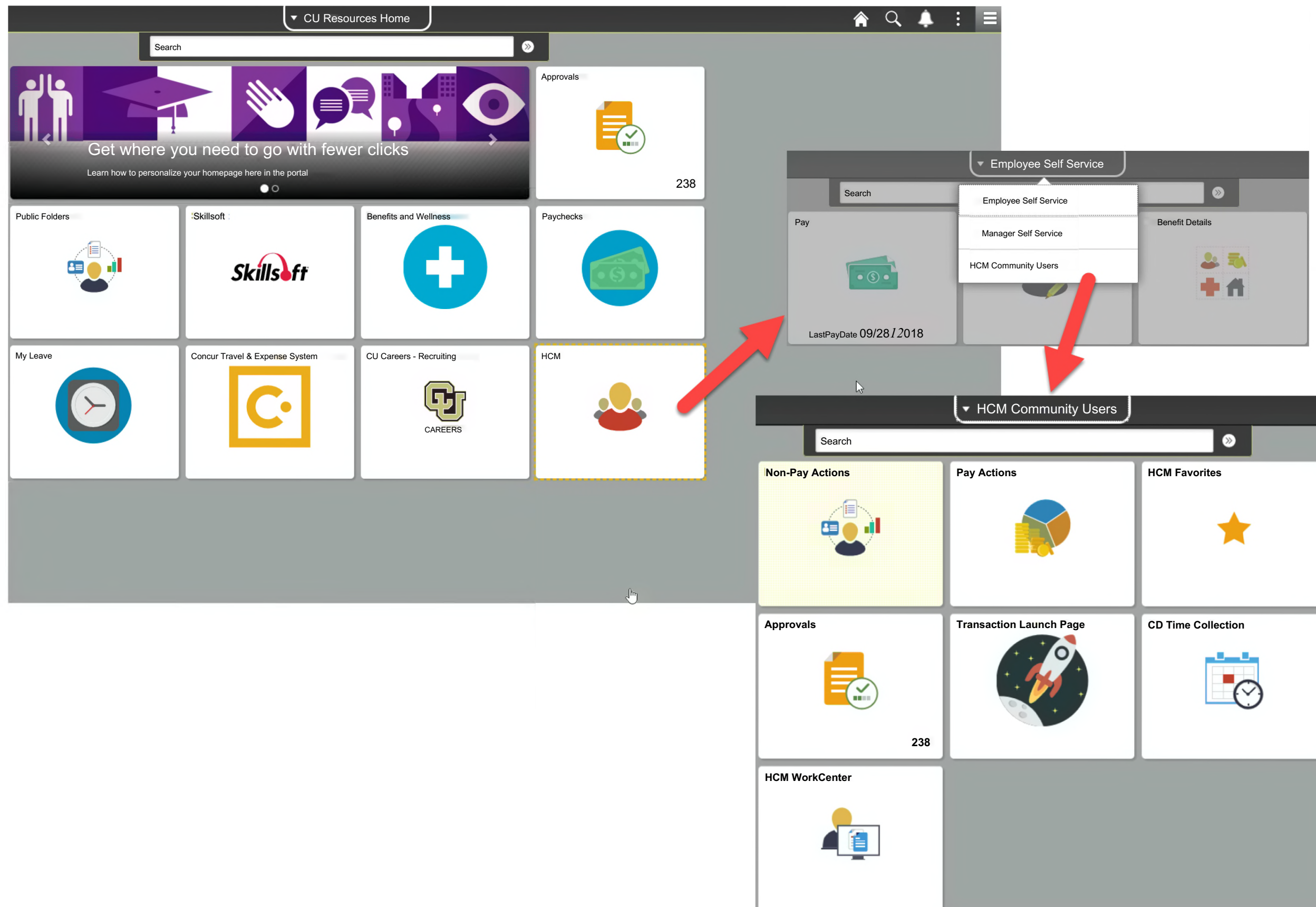
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HCM Navigation Reference Guide:

The “Inventory” pages are a quick reference to the pages that exist under each tile in HCM. The pages further down the guide are screenshots showing the pages that open as you navigate through the system. We hope this quick reference will be helpful for navigating the system.

Accessing HCM using Tiles



The screenshot displays the CU Resources Home portal interface. At the top, there is a navigation bar with "CU Resources Home", a search bar, and utility icons. Below this is a banner with the text "Get where you need to go with fewer clicks" and a link to learn how to personalize the homepage. The main area contains a grid of tiles for various services: Public Folders, Skillssoft, Benefits and Wellness, Paychecks, My Leave, Concur Travel & Expense System, CU Careers - Recruiting, and HCM. The HCM tile is highlighted with a dashed yellow border and a red arrow pointing to it. To the right, a detailed view of the HCM tile is shown, featuring a search bar, a dropdown menu with options like "Employee Self Service", "Manager Self Service", and "HCM Community Users", and a "Pay" section with a "LastPayDate 09/28/2018". Below this, there is a section for "HCM Community Users" with tiles for "Non-Pay Actions", "Pay Actions", "HCM Favorites", "Approvals", "Transaction Launch Page", "CD Time Collection", and "HCM WorkCenter".

CU Resources Home

Search

Get where you need to go with fewer clicks
Learn how to personalize your homepage here in the portal

Public Folders

Skillssoft

Benefits and Wellness

Paychecks

My Leave

Concur Travel & Expense System

CU Careers - Recruiting

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Employee Self Service

Search

Employee Self Service

Manager Self Service

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LastPayDate 09/28/2018

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CD Time Collection

HCM WorkCenter



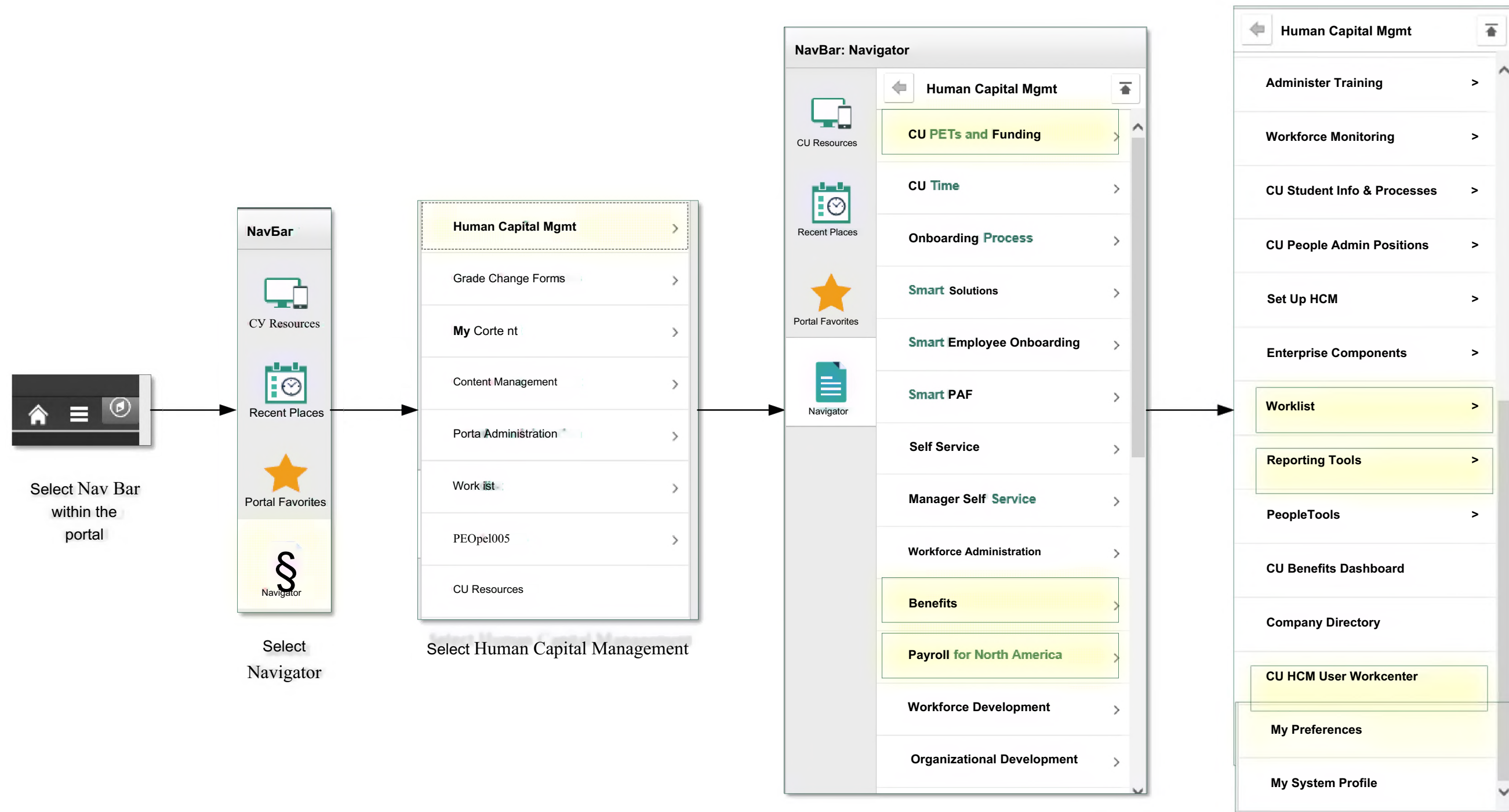
Back to Table of Contents

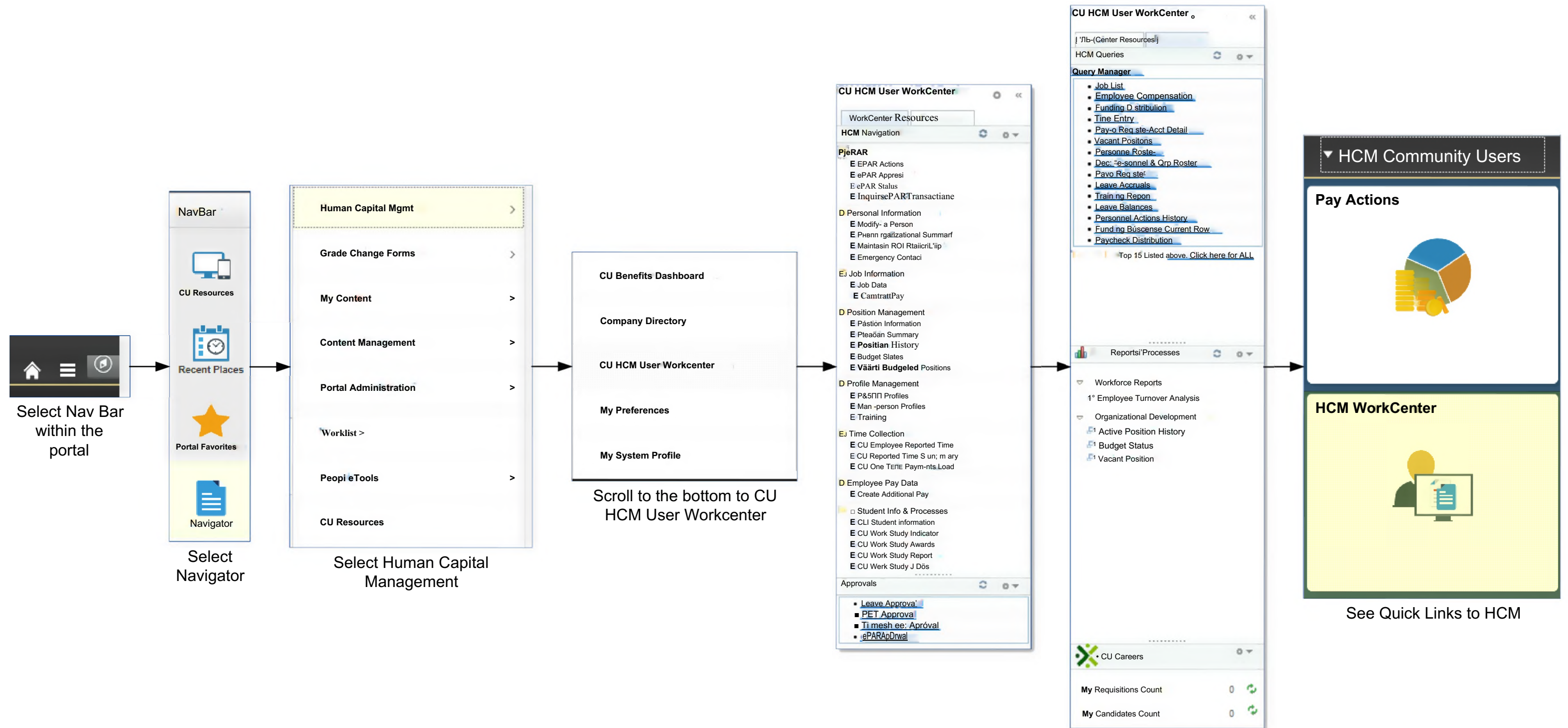
Transaction Launch Page

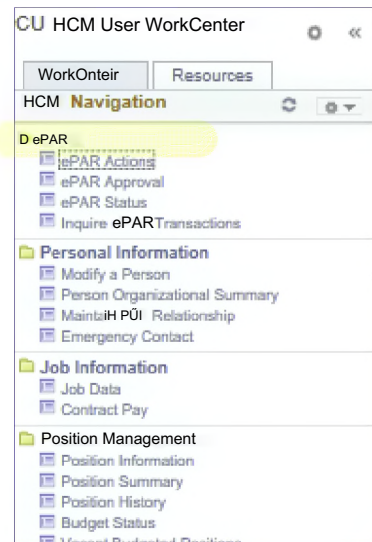


Hire/Rehire/Additional Je

Transfer Employee





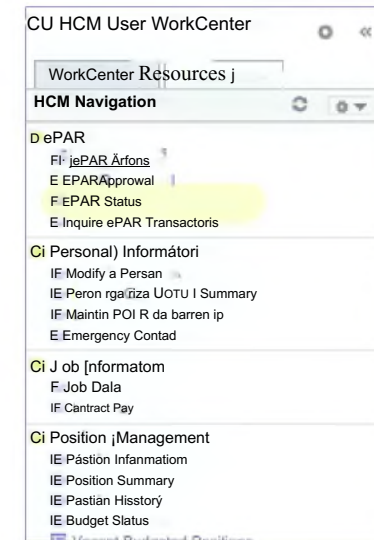


Welcome CU HCM User

PeopleSoft WorkCenters provide a one stop page for users to perform different business transactions. Take action on alerts, view reports and analytics or access related components and pages. The WorkCenter delivers data to you instead of you searching through the HCM system for information.

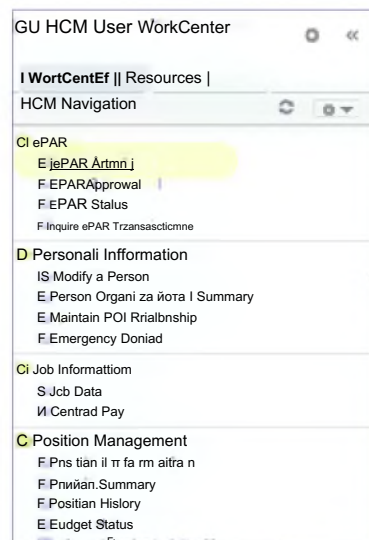
PeopleSoft WorkCenter page allows you to access all the related pages, query results, and links etc. from one central location. It divides the browser window into two frames, an adjustable pagelet area on the left and the target content area on the right.

This is a new experience we think you are going to like. Welcome to the CU HCM User WorkCenter



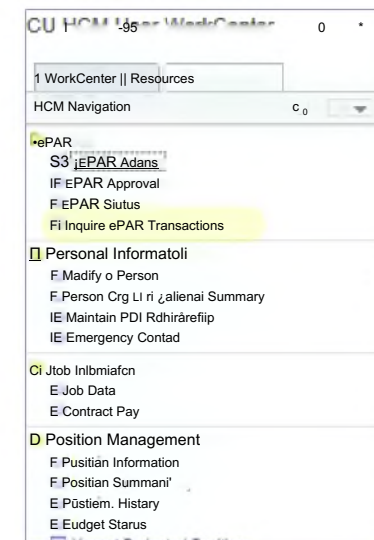
Transaction Status

Transaction Type :	CULeaveApproval	vl
Use Saved Search:		vl
Empl ID	begins with	v
Name	begins with	v
Earnings Code	equal to	v
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced Search"/> <input type="button" value="Save Search Criteria"/> <input type="button" value="Delete Saved Search"/> <input type="button" value="Personalize Search"/>		



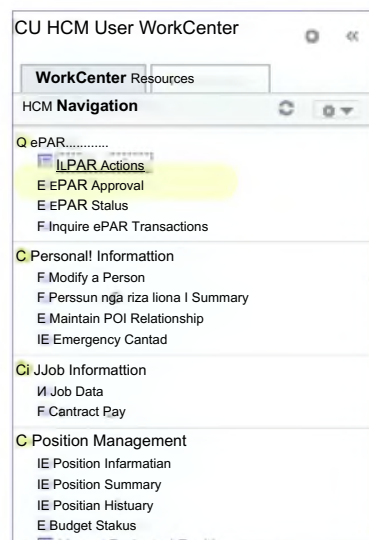
Document Collection

Smart ePAR Non-Pay Actions	Smart ePAR Pay Actions
<ul style="list-style-type: none"> ePAR Job Change<ul style="list-style-type: none">Make changes to non-pay related fieldsAdd/ModifyInquiry ePAR Group Termination<ul style="list-style-type: none">ePAR Employee Group TerminationAdd/ModifyInquiry ePAR Leave<ul style="list-style-type: none">Leave of Absence, Paid Leave or Return from LeaveAdd/ModifyInquiry	<ul style="list-style-type: none"> ePAR Group Change<ul style="list-style-type: none">ePAR Employee Group ChangeAdd/ModifyInquiry ePAR POI<ul style="list-style-type: none">Add or Maintain POI'sAdd/ModifyInquiry ePAR Separation<ul style="list-style-type: none">Retire or Terminate an EmployeeAdd/ModifyInquiry



ePAR Global Inquiry

Use Saved Search:	Mi	HT
ePAR#	equal to	v
PAR Action	equal to	v
ePAR Status	equal to	v
Action	equal to	v
Reason Code	equal to	v
Empl ID	equal to	v
Department	equal to	v
First Name	begins with	v
Last Name	begins with	v
Position Number	equal to	v
Job Code	equal to	v
Classified Indicator	equal to	v
Document State	equal to	v
State Detail	equal to	v
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced Search"/> <input type="button" value="Save Search Criteria"/> <input type="button" value="Delete Saved Search"/> <input type="button" value="Personalize Search"/>		



Approval Submission

Transaction Type :	1 ePARApproval	ZF
Use Saved Search:	1	F
ePAR#	equal to	v
PAR Action	equal to	v
Empl ID	equal to	v
Entered Date	equal to	v
Action	equal to	v
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced Search"/> <input type="button" value="Save Search Criteria"/> <input type="button" value="Delete Saved Search"/> <input type="button" value="Personalize Search"/>		

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EPAR Status

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Maintain POI Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Q Search Criteria

Empi ID begins with v

Person of Interest Type begins with S

Name begins with V

Last Name begins with v

Second Last Name begins with V-

Alternate Character Name begins with v

Include History

Case Sensitive

Search Clear Basic Search Save Search Criteria

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empi ID begins with v

Name begins with V

Last Name begins with V-

Second Last Name begins with v

Alternate Character Name begins with v

Middle Name begins with v

Include History

Case Sensitive

Search Clear Basic Search ET Save Search Criteria

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Q Search Criteria

Empi ID begins with v

Name begins with v

Last Name begins with v

Second Last Name begins with v

Alternate Character Name begins with v

Middle Name begins with v

Case Sensitive

Search Clear Basic Search E? Save Search Criteria

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empi ID begins with s

Name begins with V

Last Name begins with v

Second Last Name begins with v

Alternate Character Name begins with v

Middle Name begins with v

Case Sensitive

Search Clear Basic Search o: Save Search Criteria



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Job Data

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

pv Search Criteria

Empi ID | begins with v |

Empi Record|^~ v|

Name| begins with v|

Last Name | begins with v|

Second Last Name| begins with v|

Alternate Character Name| begins with v|

Middle Name | begins with v|

☐ Include History

☐ Case Sensitive

Search

Clear

Basic Search

Hi

Save Search Criteria

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E PcEian History

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Contract Pay NA

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value |

v Search Criteria

Empi ID| begins with v |

Empi Record|^~ |

Contract ID|^ v |

Name| begins with v|

Last Name | begins with v|

Second Last Name| begins with v|

Alternate Character Name| begins with v|

Middle Name| begins with v|

☐ Include History

☐ Case Sensitive

Search

Clear

Basic Search

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EF CU Work Study Awards

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EF CU Work Study Jobs

Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search J3 Save Search Criteria

Position History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

case Sensitive

Search Clear Basic Search YP Save Search Criteria

Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search J3 Save Search Criteria

Position History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

case Sensitive

Search Clear Basic Search YP Save Search Criteria

Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

Case Sensitive

Search Clear Basic Search J3 Save Search Criteria

Position History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with

Description begins with

Position Status =

Business Unit begins with

Department begins with

Job Code begins with

Reports To Position Number begins with

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Budget Status

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value

pv Search Criteria

Position Number**begins with~v**

Description**begins with v**

Pos ition Status **= v~**

Business Unit**begins with v**

Department**begins with v**

Job Code**begins with v**

Reports To Position Number**begins with~v**

LI Case Sensitive

Search | Clear J Basic Search Save Search Criteria

Vacant Budgeted Positions

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value

^ Search Criteria

Set ID**= v**

Department**begins with v**

Description**begins with v**

Company**begins with v**

Location Set ID**begins with v**

Location Code**begins with v**

☐ Case Sensitive

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Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Q Search Criteria

Empi IP | begins with V |
Profile Type | begins with V |
Name|begins with |
Last Name|begins with |
Alternate Character Name|begins with |

0 Include History L Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

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Non-person Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button .

Basic Search Criteria

Type | Default Pos. Profile Temp |
Profile ID li | Q,
Profile Name
Status
Legacy Profile ID

Search Clear Advanced Search

+ Add a Profile

Training

Enter any information you have and dick Search Leave fields blank for a list of all values

Find an Existing Value

" Search Criteria

Empi ID| begins with v |
Empi Record^ v |
Name | begins with v |
Last Name | begins with v |
Second Last Name| begins with v |
Alternate Character Name| begins with v |

Case Sensitive

Search Clear | Basic Search | Save Search Criteria

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CU Reported Time

Enter any information you have and dick Search. Leave fields blank for a list of all values

Find an Existing ValueAdd a New Value

Search Criteria

Earnings Begin Date|v|

Earnings End Date|=v|

Company|begins with v|Q

Pay Group|begins with v|Q

Department|begins with v|

Empi ID|begins with v|

Empi Recorderv|

Include HistoryCorrect History

SearchClearBasic SearchUp Save Search Criteria

Find an Existing Value | Add a New Value

CU Reported Time Summary

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Search Criteria

Earnings Begin Date|=v|

Earnings End Date|=v|

Company|begins with v|Q

Pay Group|begins with v|Q

Department|begins with v|

Correct History

SearchClearBasic SearchE? Save Search Criteria

Find an Existing Value | Add a New Value

CU One Time Payments Load

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Search Criteria

Search by: Run Control ID begins with [

Include HistoryCorrect HistoryCase Sensitive

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Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Keyword Search

Search Criteria

Empi ID

begins with v

Empi Record

begins with v

Name

begins with v

Last Name

begins with v

Second Last Name

begins with v

Alternate Character Name

begins with v

Middle Name

begins with v

☐ Include History

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CU Work Study Indicator

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empi IP| begins with v|

Empi Record|=~ v |

Position Number |begins with v|

Name| begins with v|

Last Name| begins with v|

Second Last Name| begins with v|

Alternate Character Name| begins with >v|

Middle Name| begins with v|

Department |begins with v|

Include History Case Sensitive

Search Clear Basic Search Ep Save Search Criteria

CU Student Information

Enter any information you have and dick Search. Leave fields blank for a list of all values

Find an Existing Value

Search Criteria

Empi ID| begins with v|

Name | begins with v|

Last Name | begins with v|

Alternate Character Name | begins with v|

EJ Include History EJ Case Sensitive

Search Clear Basic Search E? Save Search Criteria

CU Work Study Awards Limits

Enter any information you have and dick Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empi ID| begins with v|

Name | begins with v|

Last Name | begins with v|

Second Last Name| begins with v|

Alternate Character Name| begins with v|

Middle Name | begins with v|

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

CU Work Study Jobs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empi ID

begins with

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

Include History

Correct History

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