

University Staff & Classified Guide

HRBP Guide

Smartsheet: Transaction Center Entries – Update Only Guide

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This guide will provide step-by-step instructions on how to accurately enter an Update Only request using the new Smartsheet Transaction Center.

Additional guidance and support resources, including how to track your requests using Smartsheet: Dynamic View and/or how to interpret the status of your request based on the “Current Status” field can be found on the [Smartsheet Resources: University Staff & State Classified](#) landing page.

If you need additional system support or have questions that are not currently covered in this guide, please contact your Central HR Classification Consultant or the technical support Smartsheet Support Team below:

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Step-by-Step: Update Job Description Only

Step #1 – What Transaction Do You Wish to Perform?: Select the Update Job Description Only option.

Quick Tip! Once a Transaction Type has been identified, additional fields will populate in the form. Please complete **all** additional fields before submitting your request. **Incomplete requests or requests submitted for a faculty, PRA or temporary position will be denied.**

Step #2 – Employee Name: Enter the employee's first and last name.

Step #3 – EID: Enter the employee's current Employee ID Number.

Step #4 - Position Number: Enter the employee's current position number in this field. Please make sure to include all leading zeros.

Step #5 – HRBP Contact Email: Enter the email address(es) of the relevant HR Business Partner contact for this search. A (,) coma must separate multiple email addresses.

Ex: john.doe@cuanschutz.edu, jane.doe@cuanschutz.edu

Step #6 – Effective Date: Enter the desired effective date of the salary adjustment or promotion.

Step #7 – Dept ID: Select the appropriate Dept ID using the drop-down menu provided. Please contact your classification consultant if you do not see your Dept ID listed.

Step #9 – Current Supervisor Name: Please enter the supervisor's first and last name.

Step #10 – Working Title: Enter the working title that is desired for this position (*this may be the same or different from the original working title).

Quick Tip! When developing a working title, please ensure it aligns with the **level and family** of the position.

Step #11 – Proposed Job Code: Using the drop-down menu, please select the desired job code of this position. This may be the same or different from the current job code. This drop-down includes both Classified and University Staff codes; please make sure the appropriate code is selected.

Step #12 – Proposed UCC: For **Updates Only**, the Department should use the drop-down menu to select the desired unique compensation code. This may be the same or different from

the original UCC.

A unique compensation code is made up of three components, the family, level and subfunction of the position. For example, a Research Services Clinical Sciences Senior Professional role would have a Research Services (RS) Clinical Sciences (CR) Senior Professional (2487) – **RSCR2487 code**.

Step #13 – FTE: Please enter the percentage of time or FTE required for the position (ex. 100% or 1 FTE).

Step #14 – FLSA Status: Using the drop-down menu, please select the appropriate FLSA Status.

Exempt = Not eligible for Over-time
Non-Exempt = Eligible for Over-time

Step #15 – Attachments: Using the checkboxes, please indicate which attachments have been included in this request. The following documents must be included for all Promotions, for the transaction to be completed. Incomplete transactions could result in the transaction being canceled.

University Staff: Red-Lined JD
Classified: Red-Lined PDQ

Have you attached the Job Description?



Step #16 – Summary/Justification: Please provide a short summary of why this Update Only has been requested.