

University Staff & Classified Guide

HRBP Guide

Smartsheet: Transaction Center Entries - Search Guide

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This guide will provide step-by-step instructions on how to accurately enter a Search 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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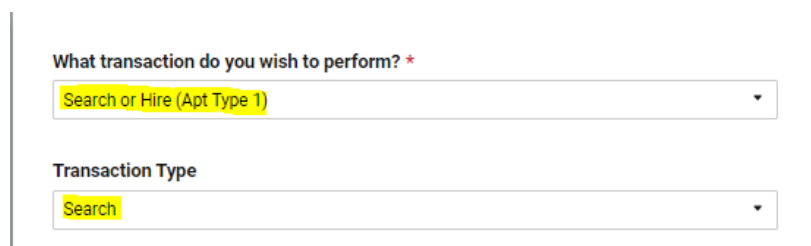
Important Note: After the official go-live date, HR Operations will no longer route University Staff or Classified transactions to the relevant Classification or Talent Acquisition approver. To ensure expedited processing all transaction requests should be entered through the Smartsheet Transaction Center.

Items entered directly into HCM by the Department or HRBP will not automatically notify relevant HR approvers, which will delay processing. This will cause a duplication of steps by the department as the request will also need to be entered into the Smartsheet Transaction Center for processing.

Step-by-Step: Search

Step #1 – What Transaction do You Wish to Perform?: Select the Search or Hire (Apt Type #1) option.

Step #2 – Transaction Type: Select Search.



The screenshot shows a web form with two dropdown menus. The first dropdown is labeled 'What transaction do you wish to perform? *' and has 'Search or Hire (Apt Type 1)' selected. The second dropdown is labeled 'Transaction Type' and has 'Search' selected. Both dropdowns are highlighted with a yellow background.

Quick Tip! Additional fields will populate in the form once a Transaction Type has been identified. 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 #3 – Is this a 5 day posting? Check box if you would like to request a 5-day posting period for your position.

Quick Tip! This option is currently reserved for University Staff searches. If you have any questions about posting requirements for State Classified positions, please contact your Classification Consultant.

Step #4 – Is this an internal posting? Check box if you would like to request internal only posting.

Quick Tip! If you are interested in an internal only posting, please use the summary/justification section of this form to note which CU Campuses will be eligible for consideration (ex. CU Anschutz Medical Campus Only) or (ex. All CU Campuses).

Step #5 – New or Existing Position Number & Position Number: Please indicate whether you are using an existing position number or need a new one.

If you use an existing position number, please ensure all leading zeros are included in the "Position Number" field.

Is this a new or existing position (number)?

Existing

Position Number

*If this is a new position please enter "New Position and Proposed Job Code Title"

**If this is an existing position please enter all 8 digits of Position Number

00001234

Quick Tip! Before creating a new position number, it is highly recommended that Departments run a vacancy report in HCM to determine if an existing position number can be repurposed. Step-by-Step Instructions on how to run this report can be found on the [Smartsheet Resources: University Staff & State Classified](#) landing page.

If you need to create a new position number, please select **New** and enter **New Position & the Proposed Job Code** in the "Position Number" field.

Is this a new or existing position (number)?

New

Position Number

*If this is a new position please enter "New Position and Proposed Job Code Title"

**If this is an existing position please enter all 8 digits of Position Number

New Position, Business Services Entry Pro

Quick Tip! If you create a new position number, additional funding fields will populate. Similar to the 2LA Budget Process, HRBPs will record all relevant speedtypes, percentages and funding end dates. Please complete and skip any unnecessary rows accordingly.

Speedtype 1

Speedtype 1 Percent

Funding End Date - Speedtype 1

Your classification consultant can be contacted if you have any questions.

Step #6 – 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@cuanschultz.edu, jane.doe@cuanschultz.edu

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 #8 – Current Supervisor Name: Type in the Supervisor's first and last name.

Step #9 – Working Title: Enter the desired working title for this upcoming search.

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

Step #10 – Proposed Job Code: Using the drop-down menu, please select the desired job code. This drop-down includes both Classified and University Staff codes. Please make sure the appropriate code is selected.

Quick Tip! If you want to recruit an open-rank position, please select the highest job code when completing this field. For example, for the Research Services Open-Rank Professional (Entry thru Senior), a Research Services Senior Professional (2487) job code should be used.

Step #11 – Proposed UCC: Using the drop-down menu, please select the desired unique compensation code (UCC). Similar to Step #8, if you are recruiting for an open-rank position, please select the highest level UCC when completing this field.

For example, Research Services Clinical Sciences Open-Rank Professional (Entry thru Senior), a Research Services (RS) Clinical Sciences (CR) Senior Professional (2487) UCC should be used – RSCR2487.

Step #12 – Open Rank: Please identify if the recruitment will be open-rank.

Step #12A – Lowest Job Code Requested: If your position is open-rank, an additional field will populate. Using the drop-down menu, please select the lowest level job code you plan to recruit for. For example, for a Research Services Open-Rank Professional (Entry thru Senior), a Research Services Entry Professional (2489) job code should be used in this field.

Quick Tip! This drop-down includes both Classified and University Staff codes. Please make sure the appropriate code is selected.

Step #13 – Vacancies: Enter the desired number of vacancies.

Step #14 – Location Name: Using the drop-down menu, please select the appropriate location name.

Step #15 – FTE: Please enter the percentage of time or FTE required for the position (ex. 100% or 1 FTE).

Step #16 – 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 #17 – Does the position have 610, 611, or 636 Funding: Using the drop-down menu, please confirm whether this role will be funded by state funds (610/611 speedtype) or a 636 speedtype.

Quick Tip! If even 1% of your position is funded by one of these speedtypes, please select “Yes”. **Before entering a request, please ensure 2LA Budget Approval has been secured and can be attached to the request.**

Step #18 – Essential Services: Identify whether the role is considered “Essential Services.”

Quick Tip! Please reference our [Essential and Critical Services](#) web page for more information.

Step #19 – Employment Group: Using the drop-down menu, please select University Staff or Classified. Your classification consultant can be contacted if you have any questions about the employment group for your position.

Step #20 – Service Type: Using the drop-down menu, please select the level of service desired for this upcoming search.

An overview of all Service Types can be found on the Central HR Website:
https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/talent-acquisition-and-compensation/talent-acquisition-service-levels-07-2025.pdf?sfvrsn=b4f018b4_2

Quick Tip! For State Classified searches, only Recruitment or Full-Service options are currently available.

Step #21 – Attachments: Using the checkboxes, please indicate which attachments have been included in this request. **The following documents must be included for all Searches, or the request will be denied.**

University Staff: Combined Job Description and Advertisement Template ([Link](#))
Classified: Combined PDQ and Advertisement Template ([Link](#))

Have you attached the Org Chart?

☐

Have you attached the Job Description?

☒

Have you attached the Job Ad?

☒

Have you attached the Budget Approval?

☐

For positions that require 610/611 (state) or 636 funds, a budget approval must also be attached to the request.

2LA Instructions: <https://www.cuanschutz.edu/offices/bpcs/budget/second-level-approval>

Quick Tip! Organizational Charts are required for searches at the Director level or above to provide accurate classifications.

Step #22 – Summary/Justification: If you have any additional notes to provide, please document them in this section (ex. recruitment is incentive eligible, etc.).

Quick Tip! If you are interested in a **5-day or internal only posting**, please use this field to document this information. If you are interested in an internal only posting, please note which CU Campuses will be eligible for consideration (ex. CU Anschutz Medical Campus Only).

Step #23 – Submit Request: Click the blue submit button at the bottom of the page.

You will receive a confirmation e-mail from Smartsheet Automation or automation@smartsheet.cuanschutz.edu