

# Human Capital Management (HCM): Step-by-Step Guide

## Hiring an Employee

The foundation of our HCM database is the records of personal and job information associated with our people. Processes that add people to our database need to be performed with attention to detail so our employees are hired correctly and paid on time.

This guide describes hiring people in HCM using a template-based transaction (TBT). A TBT is a streamlined method of entering data into HCM for a variety of employee changes and updates.

To better prepare for hiring an employee in HCM, read the [Before You Begin](#) section in this guide.

### Notes:

- This guide also describes rehiring an employee or adding an additional job, where applicable.
- This guide includes hiring an employee on a contract. For additional information about contracts, refer to *Working with Contracts Job Aid*.



Contract pay is a calculation of pay that defines a contract pay type and its payment periods. Before the start of the academic year, new faculty members elect the contract type indicating they are to be paid salary over the Academic months, 10, or 12 months. Graduate students may also be paid on a fall, spring, or academic year (OTH) contract.

If you are hiring an active employee who is currently on a contract to a new position with new contract parameters, contact your campus HR for assistance.

- If you are moving an active employee from one position to another, refer to [Transferring an Employee Step-by-Step Guide](#).

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## Before You Begin

Before hiring an employee, make sure you are adequately prepared and have the following information:

- A person to hire, which may be any of the following:
  - A former employee (Empl ID) you are rehiring.
  - An existing employee (Empl ID) to whom you are assigning an additional job.
  - An existing or former person of interest (POI). If the POI does not have a Social Security number (SSN) in HCM, or has XXX-XX-XXXX or other invalid value as the SSN, you must update the SSN in Modify a Person before beginning the hire transaction. The value should be a valid SSN that will run through the HireRight/I9 E-Verify process. Modify a Person is available through Non-Pay Actions> Personal Information.
  - An applicant, who may be new to the HCM database.
    - For applicants coming from an applicant tracking system (ATS) that are new to the HCM database, you will need personal information, which may come from a candidate's application in the ATS. If you are using CU Careers (Taleo) as your ATS, refer to [Candidate Selection Step-by-Step Guide](#) for information about collecting a candidate's personal data and dispositioning them to the Hired status before hiring them in HCM. If you are using Avature at your ATS, contact your campus HR for more information.
    - For applicants that are not in an ATS nor in HCM, you will be adding a person to the HCM database.

**Caution:** To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you add a new employee to hire, run the Job List query (CUES\_HCM\_JOB\_LIST) to make sure the person you are adding does not already exist in the system. The Job List query identifies employees that may not be in your role-level security. The query lets you search by Employee ID, Department ID, Job Code, the last four digits of the SSN, first name, last name and the position number.

To run the Job List query from the HCM Community Users dashboard:

1. Click the **HCM WorkCenter** tile.
  2. Click the **Resources** tab.
  3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
  4. Select **Job List**.
  5. Make sure the Active ONLY check box is not selected.
  6. Type search criteria.
  7. Double-check that your criteria are entered correctly. Mistyping a name, ID, or SSN will yield incorrect and possibly misleading data; leading you to create a duplicate record.
  8. Click **View Results**.
- A position that has already been created, funded, and in Approved status. For more information about positions, refer to either [Creating a Position with Funding Step-by-Step Guide](#) or [Updating a Position Step-by-Step Guide](#).

- An effective date, which will be the hire date.

If you are hiring an employee on a contract, the contract crosswalk table provides default dates for your campus based on the effective date you enter. You can run the Contract Crosswalk/Setup query to view the contract dates that are correct for your campus. This query is also available from the Related Content menu while entering the hire transaction. Refer to the *Working with Contracts Job Aid* for additional information about contract dates and fields.

- An expected job end date, if applicable. For some jobs, you may want the employee automatically terminated (Auto Term) on a specific date. Only certain jobs and employees are eligible for this process. Refer to *Auto Term Step-by-Step Guide* for more information about this process.

## Creating a Hire Template Based Transaction

To hire (or rehire, or add a job to) an employee:

1. From the HCM Community Users dashboard, click the **Transaction Launch Page** tile. The Transaction Launch Page appears. This page provides a single location for template-based transactions.

The screenshot shows the 'Transaction Launch Page' interface. At the top right, there are links for 'Related Content', 'New Window', 'Help', and 'Personalize Page'. Below this is a 'Search Criteria' section with several input fields: 'Empl ID', 'Empl Record', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'National ID', 'National ID Last 4', 'Department', and a '\*Search Option' dropdown menu. There are 'Search' and 'Clear All' buttons at the bottom of this section.

Below the search criteria are two data tables. The first is 'ATS Applicants' with columns: Select, Source System, Applicant ID, Name, Date of Birth, National ID Last 4, Dept ID, Department Name, and Position Number. It includes a 'Clear ATS Selection' button. The second is 'HCM Data' with columns: Select, Template Action, Empl ID, Empl Record, Name, Status, National ID Last 4, Effective Date, Unit, Dept ID, Department Name, Job Code, Job Title, Std Hrs, Date of Birth, and Termination Date. It includes a 'Clear HCM Selection' button and an 'Add a Person' checkbox with a 'Submit' button.

2. In the Search Criteria section, type the **Last Name** (or other personal identifying information you have, but keep it as limited as possible to allow a wide search).

**Note:** This is the most powerful tool we have for identifying existing people in the system and avoiding duplication. It bypasses limitations by department, campus, and row level security. It also allows searches using partial information and will find non-employees as well as employees. The launch page adds the capability of using searches that include date of birth. An often-successful method is to search by birthdate alone and review names for possible matches. This may help find people with changes to their names, such as a changed last name.

3. From the **Search Option** list, select **Hire/Rehire/Additional Job**. This is required. The search option helps determine which template pages to display that are correct for your transaction.
4. Click **Search**. The system searches the ATS to find candidates that match the search criteria. The system also searches within HCM to find existing records of people (employees and POIs) in the database. Existing records include those that are active, terminated, as well as any future-dated transaction records that have been approved. This searching is helpful in that it finds personal information to pre-populate your hire template as well as prevent duplicate records of people in HCM.

The results of the search can vary as follows:

- **No ATS matching values found:** There are no candidates from the ATS that match your criteria. This will be the case for direct hires of people who have not worked, not applied for work, nor been a POI, at the university.
- **ATS Applicants:** There are candidates matching your criteria who have applied through the ATS. These results can include employees (active and terminated) and POIs who applied through the ATS.
- **No HCM matching values found:** There are no people (employees or POIs) in HCM that match your criteria. This will be the case for any new person who does not have a record in HCM.
- **HCM Data:** There are matching employees or POIs in HCM.

**Caution:** HCM Data results will include any future-dated hires or rehires that have been approved. If you see that the person you are hiring (or rehiring) has a future-dated record, or if the system displays a warning of a pending future-dated transaction, you should contact your department lead or HR before proceeding.

Continuing your transaction depends on who you are hiring. TBTs from the launch page let you:

- Perform a direct hire, meaning you want to add a person for whom no ATS and no HCM matching values were found.
- Hire a candidate from the ATS Applicants listed.
- Hire an active employee from the HCM Data listed. This is how you assign an additional job.
- Hire a POI from the HCM Data listed.
- Rehire a terminated employee from the HCM Data listed. Some employees have more than one terminated employment record, described later in this guide.

The following table lists variety of hiring tasks you can perform based on the results displayed from your search. Depending on what you need to do, proceed to the correct page in the **Go To** column.

ATS Results	HCM Results	Task	Go To:
No	No	Perform a direct hire of new employee	Page 5
Yes	No	Hire a candidate as a new employee	Page 7
No	Yes	Hire a current employee or add a job	Page 8
		Rehire an employee	
		Hire a POI	
Yes	Yes	Hire an employee who has applied	Page 9
		Rehire an employee who has applied	
		Hire a POI who has applied	

## Performing a Direct Hire (Add a Person and Position/Job Information)

If this is a new person to HCM, then no matching values should be displayed in the ATS Applicants listing or the HCM Data listing.

**Caution:** To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. You should have already run the Job List query to make sure the person you are adding does not already exist in the system. See [Before You Begin](#) at the beginning of this document for more information.

To add a person that you want to hire:

1. Select the **Add a Person** check box.
2. Click **Submit**. A message appears, asking if this is a contract employee.
3. Indicate whether this employee will be paid on a contract:
  - If this employee is not being paid on a contract, click **No**.
  - If the employee is being paid on a contract, click **Yes**.  
 The system prompts you for the effective date of the contract. This is the employee’s start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content.

The same page and tabs for Add/Modify a Person are displayed. This page lets you enter personal information of the person you are hiring.

4. In the Name section, select an **Effective Date**. This is the date this person’s record is created in the system. The default is today’s date. When choosing the initial effective date, consider that only one new row may be added per day when updating background checks and Form I-9s. The most current row must be a day prior to the hire effective date.
5. Click **Add Name**.
6. Type the **First Name** and **Last Name**.
7. Click **OK**.

8. Select or type the **Date of Birth**.

**Note:** Although the Date of Birth field is not required to complete the transaction, it is important that Date of Birth is entered when hiring an employee, because it is used to determine benefits eligibility. A hired employee's enrollment could be delayed without a Date of Birth in the system.

9. If you have the information, complete required fields:

- a. Select **Sex**.
- b. Select **Gender Identity** (optional). To reveal the Gender Identity field, select **USA** from the **Regulatory Region** dropdown.
- c. Select **Highest Education Level**.
- d. Select **Marital Status**.
- e. In the **National ID** field, type the Social Security number (SSN).

**Note:** If the employee does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines, or leave it blank and the system will automatically populate XXX-XX-XXXX. Refer to the [Social Security Number Procedural Statement](#) for more information.

10. Do not click any buttons—Move to the top of the page.


11. Select the **Contact Information** tab.

12. For the Home address type (already displayed), click **Add Address Detail**. The Address History page appears with today's date as the effective date for this address. All effective dates in this process should match.

13. Click **Add Address**. The Edit Address page appears.

14. Type the address information and click **OK**. The system returns you to the Address History page.

**Notes:**

- HCM copies Home address to Mailing address (and vice versa) overnight. If these addresses are different, such as for students, add both address. To add another address, click the Add button  from the Contact Information tab.
- State tax withholding is determined by Mailing address.

15. Click **OK**. The system returns you to the Contact Information tab.

16. Select a **Phone Type**.

17. In the **Phone Number** field, type the number for the selected phone type.

18. Select **Preferred**.

19. Select an **Email Type**.

20. In the **Email Address** field, type the email address for the selected type.

21. Select **Preferred**.

22. Do not click any buttons—Move to the top of the page.

23. Select the **Regional** tab.

24. Select the **Ethnic Group** lookup  and select the value.

25. Select a **Military Status**.

26. Do not click any buttons—Move to the top of the page.

27. If you have E-Verify or background check information, select the **CU Personal Data** tab and enter it.
28. If you have Form I-9 information, click the **CU Personal Data I9** tab and enter it.
29. Click **OK**. The Enter Transaction Details page appears displaying the system generated Empl ID. (Make a note of this ID to use when checking pending approval status.)
30. In the **Job Effective Date**, type or select the hire date. The default is today's date.
 

**Note:** Job Effective Date is the same as Contract Effective Date. This is the employee's start date. If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu.
31. From the **Action** list, select **Hire**.
32. From the **Reason Code** list, select **New Hire**.
33. Click **Continue**. The Enter Transaction Information page appears. Continue to [Specifying Position and Compensation Information](#) on page 11.

## Hiring a Candidate from an ATS as a New Employee

The ATS Applicants listing displays candidates ready to hire from CU Careers and Avature that match your criteria. If your candidate does not appear in ATS Applicants, make sure the candidate has been dispositioned in the ATS and their information has been sent to HCM for hire.

Because this is a new person to HCM, then no matching values should be displayed in the HCM Data listing. If there are matching values in the HCM Data, check that you have the correct information, or see [Hiring an Employee or POI](#) on the next page.

To hire an applicant:

1. From the ATS Applicants, select the checkbox for the person you want to hire.
  2. Click **Submit**. A message appears, asking if this is a contract employee.
  3. Indicate whether this employee will be paid on a contract:
    - If this employee is not being paid on a contract, click **No**.
    - If the employee is being paid on a contract, click **Yes**.  
The system prompts you for the effective date of the contract. This is the employee's start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content. Refer to the *Working with Contracts Job Aid* for more information.
- Note:** If there are employees or POIs that matched your search criteria, a message appears warning you that HCM Data was returned. By not selecting an employee record from HCM Data, you are indicating you want to create a new Employee ID. Do not create a duplicate employee.

The Enter Transaction Details page appears. Empl ID displays as NEW and is not editable. The system will assign an Empl ID when the transaction is approved.

4. In the **Job Effective Date**, type or select the hire date. The default is today's date.

**Note:** Job Effective Date is the same as Contract Effective Date. This is the employee's start date.

If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu. Refer to the *Working with Contracts Job Aid* for more information.

5. Leave the **Reason Code** as **New Hire**.

6. Click **Continue**.

The Enter Transaction Information page appears. The Personal Data tab displays information from the ATS that the applicant provided. It also displays a position number associated with the application. You can hire the applicant to his position, or to a different position.

**Note:** If you determine that you no longer want to continue with this transaction, click Cancel, and close the browser tab to return to the Transaction Launch Page.

7. Verify that required fields are populated. (Gender, Highest Education Level, Marital Status, National ID)

8. Check that National ID has been provided. If not, enter one.

**Note:** If the person does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines, or leave it blank and the system will automatically populate XXX-XX-XXXX. Refer to the [Social Security Number Procedural Statement](#) for more information.

9. Click the **Pos and Job Infor** tab and continue to [Specifying Position and Compensation Information](#) on page 11.



## Hiring an Employee or POI

This section describes hiring someone who already has an employment record in HCM, such as:

- An active employee who has applied through the ATS
- An active employee to whom you need to assign an additional job
- A terminated employee you want to rehire
- An active or terminated POI you want to hire

To hire an employee or POI:

1. If the person has an applicant record, select it from the ATS Applicants.
2. From the HCM Data, select the checkbox corresponding to the Template Action of the person you want to hire.

Template Action	Indicates
No Action	A currently active employee record. You cannot select this record.
New Employment Instance	A new record you can use to assign an active employee an additional job. If an active employee has other terminated records, use a terminated record to rehire the employee instead of creating an additional record.
Rehire	Employee records with a status of terminated. Active employees may have a terminated record you can reuse to add an additional job or to hire them. Employees may have more than one terminated record; in this case, select Empl Record 0 to avoid creating unnecessary additional records.
Hire	A POI record.

### Notes:

- You must choose both an ATS Applicant record and an HCM Data record in order to unite the ATS applicant personal data with the former Empl Record, resulting in hiring the applicant while using the employee's former Employee ID.
  - If the candidate is an active employee who is changing positions due to a new job or promotion, then this should be a transfer, and is a separate template-based transaction. Refer to [Transferring an Employee Step-by-Step Guide](#) for more information.
3. Click **Submit**. A message appears, asking if this is a contract employee.
  4. Indicate whether this employee will be paid on a contract:
    - If this employee is not being paid on a contract, select **No**.
    - If the employee is being paid on a contract, select **Yes**.  
The system prompts you for the effective date of the contract. This is the employee's start date. The system populates other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content.

**Caution:** If you are hiring an active employee who is currently on a contract to a new position with new contract parameters contact your campus HR for assistance.

**Note:** If there are employees or POIs matching your search criteria, a message appears warning you that HCM Data was returned. By not selecting an employee record from HCM Data, you are indicating you want to create a new Employee ID. Do not create a duplicate employee.

The Enter Transaction Details page appears.

5. In the **Job Effective Date**, type or select the hire date. The default is today's date.

**Note:** Job Effective Date is the same as Contract Effective Date. This is the employee's start date. If the employee will be on a contract, the system provides related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query available from the Related Content menu.

6. From the **Reason Code**, select the reason for this hire. HCM displays only those reasons that are correct for the selected template action.
7. Click **Continue**. The Enter Transaction Information appears. The Personal Data tab displays personal information provided by the ATS (if applicable), or from the selected employee record.

**Note:** If you determine that you no longer want to continue with this transaction, click Cancel and close the browser tab and return to the Transaction Launch Page.
8. Review the personal information and update if necessary.
9. Click the **Pos and Job Infor** tab and continue to *Specifying Position and Compensation Information* in the following section.

## Specifying Position and Compensation Information

The template fields that HCM displays here appear differently, depending on whether this is a contract employee. If you indicated this a contract hire, the template provides information related to the contract.

**Note:** If you notice position information must be updated, stop and cancel your TBT. Make sure the position has been updated and Approved before you begin your hire. Refer to [Updating a Position Step-by-Step Guide](#) for more information.

1. From the **Position Number** field, type the position number or select it from the lookup. When you tab off the field, HCM populates default information from Position data.

**Note:** You must have an Approved position status to move forward. The system will present you with a hard stop if your position is not approved. Refer to [Updating a Position Step-by-Step Guide](#) for more information.

2. If needed, select an **Officer Code**. The default is **None**.
3. If needed, update the **Pay Group**. The default is based on the most common pay groups by job code and is only editable on non-contract templates.
4. From the **Employee Type** dropdown, select either **Hourly** or **Salaried**. On contract templates, this field displays a default based on the selected Pay Group.

5. Select compensation values:

Field	Non-Contract Hire	Contract Hire
<b>Compensation Frequency</b>	Select how often this employee will be paid.	System displays Contract and is not editable.
<b>Comp Rate Code</b>	Select the compensation rate code.	System displays BASEC and is not editable.
The values you select for Compensation Frequency and Compensation Rate Code must be compatible with the type of employee (hourly or salaried) and that employee's pay cycle (bi-weekly or monthly) and paygroup. Refer to <i>Valid Compensation Frequency and Compensation Rate Code Combinations Job Aid</i> for a listing of valid combinations of these values.		
<b>Compensation Rate</b>	Type the compensation rate that is correct for the employee type. (Hourly rate or annual salary)	Type the amount paid over the payment term of the contract.
<b>Contract Term Period</b>	Does not apply.	Select the term. The system supplies the CU Contract End Date as well as the CU Faculty Contracts section from the contract crosswalk.
You can select Default Appointment Period to clear the CU Contract End Date and enter your own date; the system will supply the Contract End Date and Termination Date in the CU Faculty Contracts section. Or, you can select null (blank Contract Term Period option), which clears the additional detail in CU Faculty Contracts, but not Effective Date and Contract Begin Date. To change these dates, you must click Cancel and start over with a new Effective Date.		
<b>CU Contract End Dt</b>	Does not apply.	Select the end date of the contract. This is the date of the last payment and the contract ends.

6. If needed, add other components of pay (for non-contract employees only). You must have at least one and can have up to three.

7. If needed, type or select an **Appointment End Date**. A message will appear indicating that this date is not used for Auto Term evaluation and processing.
8. If applicable, type or select an **Expected Job End Date** that will be evaluated by the Auto Term process, and if eligible, will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

**Note:** Only employees in certain job codes, depending on Business Unit, are eligible for the Auto Term process. Run the CUES\_HCM\_AUTO\_TERM\_ELIG\_JOB\_CODES query to view a current list of eligible job codes for your campus. Refer to *Auto Term Step-by-Step Guide* for more information.

9. If this employee is a student, with an eligible job code to receive work study, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the first day of the pay period the employee will begin work study compensation. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered.

Work Study Eligible Jobs:

- 4101: Student Asst I
- 4102: Student Asst II
- 4103: Student Asst III
- 4104: Student Asst IV
- 4105: Student Asst V
- 4106: Student Asst VI
- 4201: Student Off-Campus Work Study
- 4202: Off-Campus Work Study No WC


## Completing Your Hire Transaction

Before you submit the transaction for approval, be sure to add any comments or attachments.

### Adding Comments and Attachments

1. In the Comments section, type any notes in the **Job Notes** field. When this hire transaction is approved, these comments populate Job Notes in Job Data.

**Note:** When entering job notes, the current best practice is to not use any special characters or punctuation, including commas and periods. These characters may cause a TBT to error.

2. If needed, attach documents, such as an offer letter.
  - a. Click **Add Attachment**.
  - b. In **Attachment Title** field, type a name for this document, such as Offer Letter.
  - c. Click **Add** .
  - d. Click **Choose File**.
  - e. Select a file and click **Open**.
  - f. Click **Upload**.

## Saving and Submitting for Approval

1. Click **Save and Submit for Approval**. A message appears with the TBT Request ID. Make a note of the request ID so you can find information about its status later.
2. Click **OK** from the message box. A Further Processing Required page appears.
3. Click **OK**. The system returns you to the Enter Transaction Details page; however, it is not updated with new information.

ATS Applicants hired as new employees will not have an Empl ID until the transaction is approved.

## Next Steps: Checking Status, Completing Drafts or Pushbacks

If your transaction requires approval, you may want to check its status in the approval workflow. Additionally, if you saved a transaction as a draft, or if a transaction has been pushed back for more information, you can update it and submit it for approval. Refer to [Transaction Status, Drafts, and Pushbacks Step-by-Step Guide](#) for more information.