University of Colorado
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EMPLOYEE SERVICES

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

Entering Group Terminations

This guide describes how to enter Group Terminations in HCM.

Note: Effective dates of transactions have to be equal to or greater than the most recent row in Job Data. If one of the employees in the selected group has a row in Job Data greater than the Effective Date of the Group Termination, it will generate an error and none of the terminations will be written to Job Data. To avoid errors, the HCM Help team is developing a query to help identify these kinds of conflicts prior to entering the transaction. This guide will be updated with information about that query as soon as it is available.

Contents

Before You Begin

Use the following queries to prepare for a group termination transaction:

- **CUES_HCM_END_APPOINT_CONTRACT – End of Appointment/Contract**: Identifies those records that should be terminated.
- **CUES_PAY_GROUP_TERMINATION** – **Group Termination Query:** Identifies records with future actions that will cause the transaction to error.

Navigation tips:

▾ HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

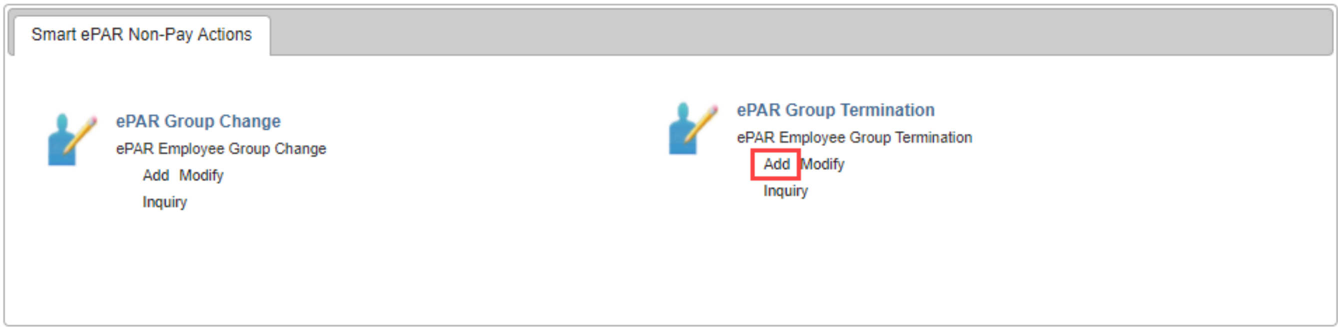
The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.

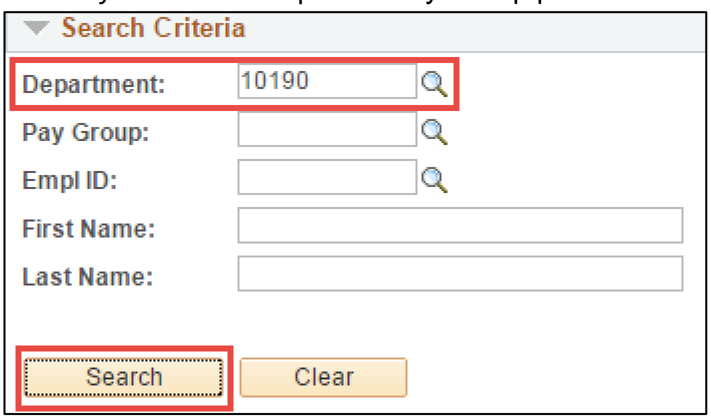
Beginning the Transaction

1. From the HCM Community Users dashboard, click the Non-Pay Actions tile.
2. Under ePAR Group Termination, click **Add**.

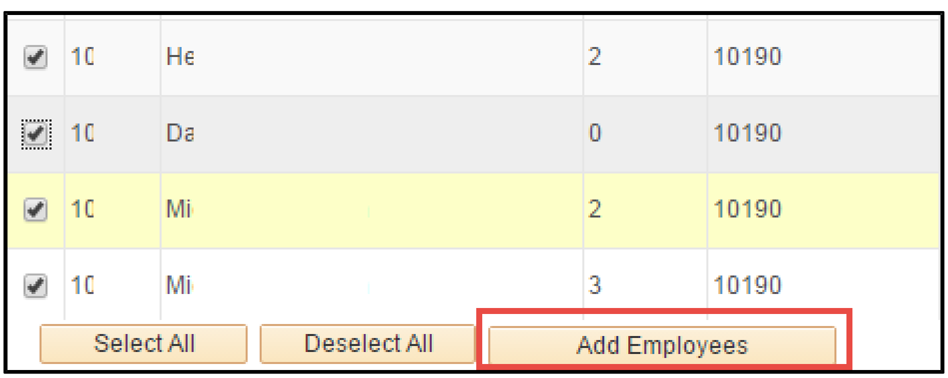


3. In the Search Criteria section, type a department number and click **Search**.

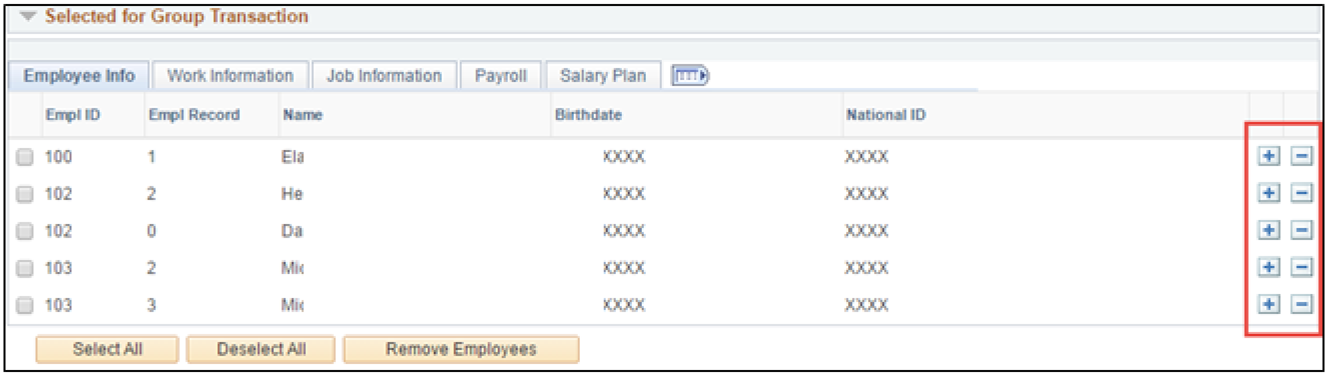
   Note: You may also enter a specific Pay Group prior to clicking Search, but it's not required.



4. Because the first name is automatically selected, deselect this person if you do not want to include that employee in your group termination.
5. Select the boxes next to the employees you need to terminate, and click **Add Employees**.



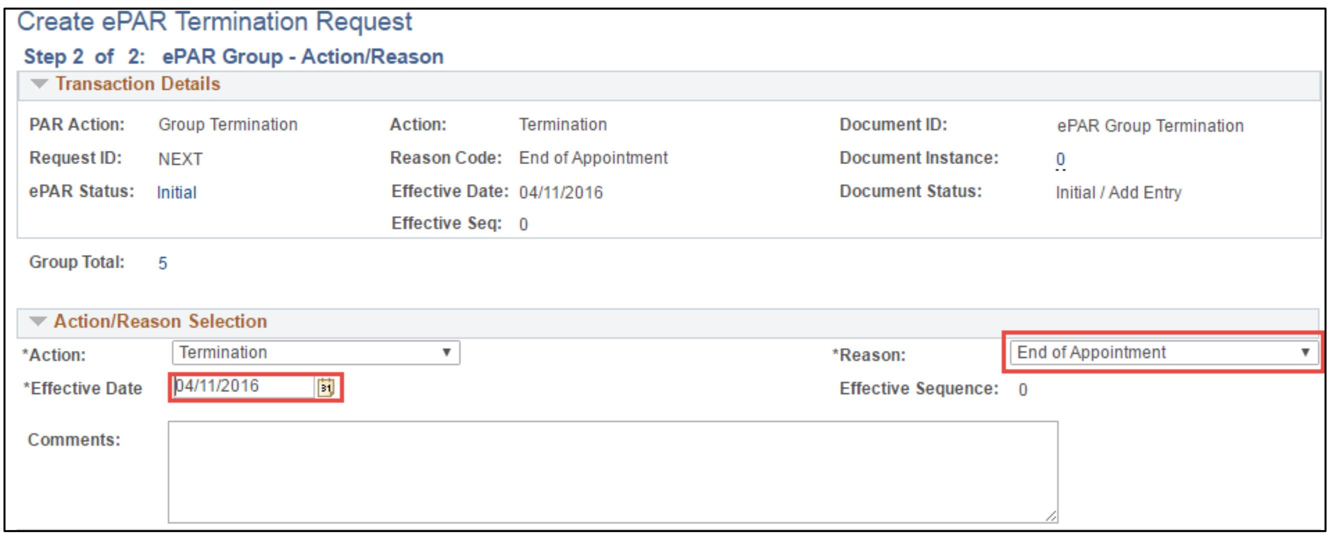
6. In the **Selected for Group Transaction** section (shown below), verify this is the complete list you want to terminate by clicking the **Select All** button. If you need to edit the list, click the minus buttons to remove employee records and click the plus button to add employee records.



7. Click **Next**. 

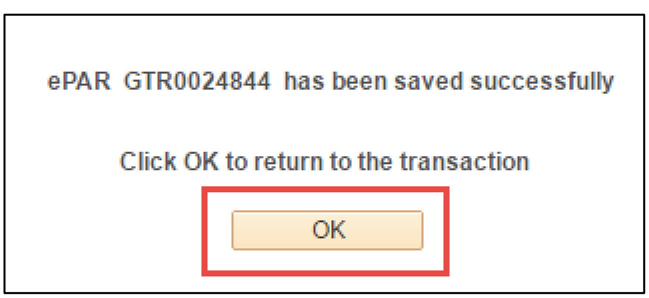
8. From the **Reason** list, select **End of Appointment**.

9. Select an **Effective Date**. The effective date is the first day the employees are no longer employed (not their last day of employment).



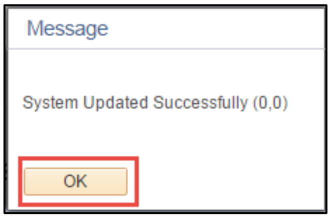
10. Click **Save**. 

11. After the transaction has been saved, click **OK**.

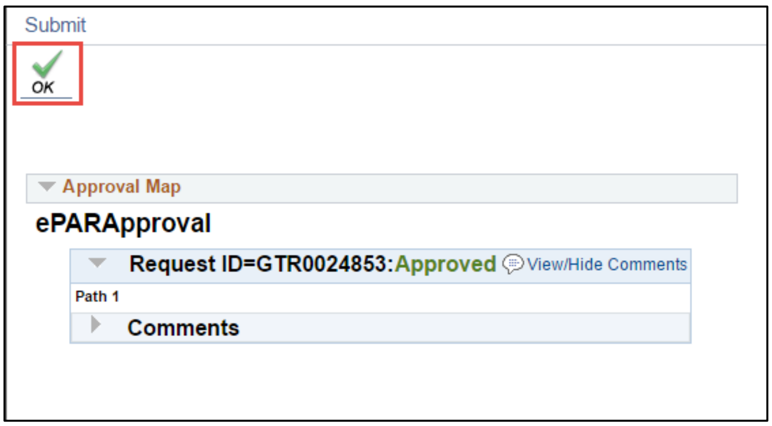


12. Click **Submit** to complete the transaction. 

13. Click **OK** from the submission confirmation message.



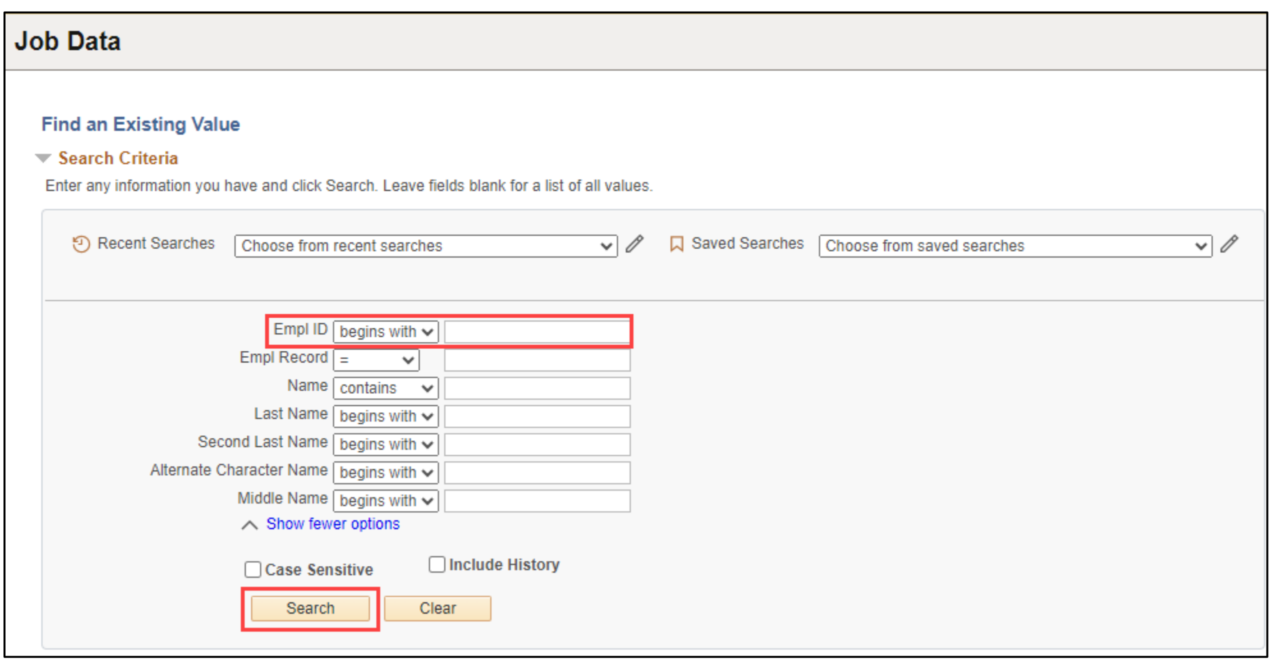
14. Click **OK** from the Approval Map page.



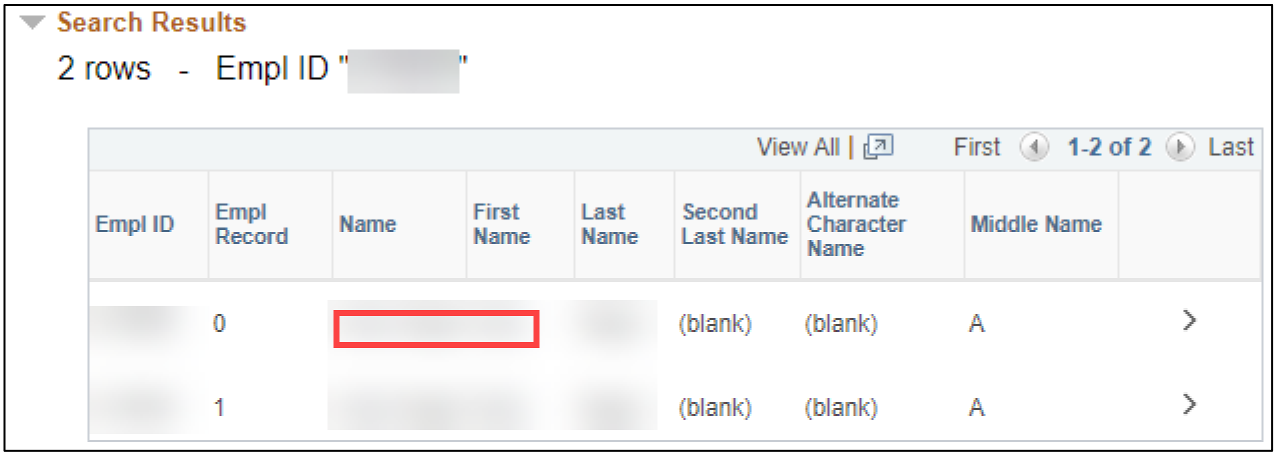
Reviewing the Change in Job Data

If you want to review the termination as a new row in Job Data, navigate to: NavBar> Menu> Workforce Administration> Job Information> Job Data.

1. In the **Empl ID** field, type an Employee ID number, and click **Search**.



2. Select the appropriate employee record.



3. Confirm that the HR Status displays **Inactive** and Payroll Status displays **Terminated**.