This quick step guide will show you how to hire or rehire student faculty in HCM. Student Faculty positions include GA, TA, GRA and GPTI appointments. These positions are only open to full-time, degree seeking graduate students enrolled on the Boulder campus. A student may not be appointed for more than 50% time during the academic year. If a student needs to be appointed more than 50% then the department must petition the Graduate School for an exception prior to the appointment begin date. Students may be appointed for 100% during the summer without filing for an exception. For guidance on summer instructional appointments (TA & GPTI) see the Summer Session Payment Memo: http://www.colorado.edu/AcademicAffairs/resources.html

HCM PeopleSoft Steps:

1. **Student Enrollment Verification in HCM**

   A. Navigate to CU Student Info & Processes > CU Student Information

   **CU Student Information**

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

   - **Find an Existing Value**
   - **Search Criteria**
     - **EmpID** begins with ▼
     - **Name** begins with ▼
     - **Last Name** begins with ▼
     - **Alternate Character Name** begins with ▼
     - Include History □
     - Case Sensitive □

   - **Search**
   - **Clear**
   - **Basic Search**
   - **Save Search Criteria**
B. Enter in either Employee Id or Student Name. Review Enrollment Hours/Full Time status.

2. Navigate to Document Collection > Smart ePAR Pay Actions > ePAR Hire > Add
3. Enter in Search Criteria to see if this is a rehire or new hire.

4. Your Action / Reason will be either New Hire / New Hire or Rehire / Rehire. Enter in the Effective Date and select the radio button that the employee is not on a contract.

5. For a new hire you will need to enter in the personal information / For a rehire then verify the personal information is correct.
6. Enter in **Position Number** (job code 15XX), **Standard Hours** 20 or less, **FTE** is .50 or less, **Pay Group** is STM (Student Faculty Monthly), enter in the **Appointment End Date**

7. Enter in the **Comp Freq**: M (Monthly - Salary) – this might default to H (Hourly) so make sure to check this. **Rate Code** should be set BASEM (Base Monthly)

8. Verify that the funding is correct

9. Save the transaction and submit the transaction for approval

10. Note that positions do not auto term at the end of a semester. You will have to go in and term the appointments to stop pay.
11. Example: If you have 20% TA, 20% GA and a student assistant hourly appointment.

  a. You will enter in three separate appointments
  b. The TA appointment will have an employee record number with a position number and monthly salary. The standard hours will be 8 with the FTE set at .20000.
  c. The GA appointment will have the next employee record number with a position number and the monthly salary. The standard hours will be 8 with the FTE set at .20000.
  d. The student assistant appointment will have the next employee record number with a student position number (41XX job code) and an hourly rate identified.