Please Note: Consult your department HR professional prior to entering a new hire directly into HCM.

In HRMS, we would add a new employee under Workforce Administration, Personal Information, Add a Person and then put the new employee into a position.

In HCM, you can add a new employee, put them into a position, verify or add the report to field and verify or add the funding information in one transaction.

HCM PeopleSoft Steps:

1. **Main Menu > Smart Solutions > Document Framework > Document Collection**
2. **Smart ePAR Pay Actions tab > ePAR Hire > Add**
3. Input **Search Criteria**
   a. Tab out of each search criteria field
4. Click **Search**
   a. If your employee is not in the HCM system then you will receive this message “Search Criteria did not return any results. Enter new or additional Search Criteria.”
   b. Click **OK**

5. You will see **Hire New Employee** and the option **New Employee** will be selected.
   a. Click **Next**

6. **Action/Reason Selection**
   a. Action: **Hire**
   b. Reason: **New Hire**
   c. **Add Effective Date**
   d. Indicate if the employee is on a contract by selecting **Yes or No**
New Employee Hire in HCM – Outside of CU Careers System

A Quick Step Guide to HCM Transactions

e. Add Comments
f. Click Next

7. Add **Biographical Information, *Personal Information, Address, Phone, and Home Email**
   **Address** (this will be used for onboarding information).
   *National ID is the Social Security Number or Tax ID.*
   a. Click Next

8. Work Information
   a. Select **Position Number**
   b. Select **Appointing Authority**
   c. Add **Appointment End date** (if applicable)
   d. Click Next

9. Compensation
   a. Enter **Comp Rate** next to appropriate Rate Code
      i. BASADM- Base Administrative
      ii. BASEH- Hourly
      iii. BASEM- Monthly
      iv. BASSUP- Base Supplemental
      v. BASTPD- Base Temporary Pay Differential
   b. **Delete** pay component lines left blank
   c. Click Next

10. Funding
    a. Add **Funding** if needed. *(Tip: you will need to select “pct” if you want to enter the funding based on the (%) percentage.)*

![New Funding Table]

   b. Click Next

11. Click box that certifies that the information you have provided is complete and accurate to the best of your knowledge.
   a. Click **Confirm** (This will save the transaction pages)

12. **Preview** workflow process and **Preview** updates

13. **Submit** transaction for approval