1 – Refer to the Chancellor’s Delegation Due Dates Document, [http://www.colorado.edu/vcr/node/2627/attachment/](http://www.colorado.edu/vcr/node/2627/attachment/)

2 – Complete the Research Faculty Hiring Checklist, [http://www.colorado.edu/vcr/node/2251/attachment/](http://www.colorado.edu/vcr/node/2251/attachment/)

Log into the CU Portal, entering your CU Login Name/Identikey and IdentiKey Password, Click Log In
TO CREATE A NEW POSITION IN HCM:

Click on Business Tools

Click on HCM
Navigation: Click on Main Menu, Click on Smart Solutions, Click on Document Framework, and Click on Document Collection, then Click on Smart ePAR Pay Actions.
Step 1: ePAR – Position ePAR – Position - Add
Click on “New Position”, then click “Next:

Step 2 of ePAR: ePAR Position ActionReason
Click on Action Dropdown: Action will be “Position Change” ........... Reason will be “New Position”
Effective Date: Be sure that this date, as in all position transactions is at least ONE DAY PRIOR TO WHEN THE JOB IS EFFECTIVE!!
Profile Type: Faculty Position Profile Tmpl/Template
Comments: It is helpful to state a comment in here in order to clarify why this position transaction is being processed
Click Next
Step 3 of ePAR:

**Position Title:** It is strongly recommended that in addition to entering the “official job code title” (up to 30 characters can be entered), in this example, “Research Associate”, that you provide additional information which clarifies either the category of research, or main emphasis for the research position which helps to identify information needed for EEO data collection.

**Status:** Active

**Full or Part Time:** at the time of preparing this step-by-step guide, there are issues that “Full-Time” = 100%, and “Part-Time” = anything less than 100%; however, the FIN side of 9.2/HCM interprets “Full Time” to = any position which is “50%-100%” for benefits eligibility in regular appointments, and “Part Time” = any position which is less than 50% and benefits-ineligible”. The OVCR recommends that positions be created as “Full-Time” if the position is “benefits-eligible”/50%+ for regular positions.

**Enter Job Code:** 1306 / Research Associate

**Regular/Temporary:** click on the correct dropdown, Regular (for benefits-eligible position) or Temporary (ineligible for benefits): This particular example is for creation of a “temporary position”, which is for no more than three months maximum for research faculty appointments.

**Department:** enter the five-digit department number for your organization.

**Company:** is always CU

**Reports to:** enter the position number of the supervisor or chair, remembering that the rank of the position to whom the new position reports must be “at the same rank or higher” than the rank of the position. Example: a Research Associate is not allowed to report to a PRA, Classified Staff, or University Staff position.

**Location Code:** if the field does not auto-populate, enter the location for the department

**Appointing Authority:** 00150616/ Vice Chancellor for Research for all Boulder Campus Research Faculty (Delegated Titles)

**Percent Time:** enter the percent time for the position

**Click the Budgeted Position box**

**Do Not Click the Update incumbents box,** since you are creating a new position and there will not be an incumbent in the position until the processes for the entire position/CU Careers/Job information is created.

**Click the Adds to FTE Actual Count box.**

**Add Campus Box number for your department.**
Non-Person Profile Description:
The following boxes must be marked as YES:

**Position Summary** – Feeds to CU Careers whether it is a new, vacant, or update/recruit position

**HR Consultant**

**Required Training**

**Background Check Types**

**Additional Requirement** – if Export Controls are possible

*Mark HR Only as NO*

*Mark Faculty Effort as NO*

**Degree**

Click Next
Step 5 of 9: ePAR NPP: Position Summary:

Click Add New Position Summary:
Type of Review: click on Magnifying Glass – options are demotion, promotion, reallocation, update position, vacant or new; click on New and hit enter
Feeds to CU Careers: click box
Job Summary: For Targeted Searches: Enter the following: This is a TARGETED SEARCH for “enter name of the targeted employee” and then enter the Position Description and/or Position Summary for the position being created. Click OK – and hit enter

Click on Add New HR Consultant:
Click on Look Up HR Consultant:
Add New HR Consultant – enter 231855/Brooklyn Motz, click OK, ADD ANOTHER and 257872/Ruth Seaholm (rather than 123229/Sheryl Jensen as in the example)  

Click OK

The Information entered for the New Position Summary and HR Consultant(s) now appear:

![New Position Summary and HR Consultant(s)](image)

Step 6 of 9: Required Training: enter the following as New Required Training:

F00001: Fiscal Code of Ethics
U00063: IT Privacy and Security – User Responsibility
S10007: Discrimination/Harassment-WEB – MUST BE ENTERED FOR BOULDER CAMPUS EMPLOYEES as the “University’s Training Code is insufficient for fulfilling the Boulder Campus Training Requirement”

Click Next
Step 7 of 9: ePAR NPP: Additional Information

**Background Check Type:** Enter New Background Check Types:
Criminal/Criminal Background Check AND EPL/EPLS (Excluded Parties List Party) must be marked for all Boulder Campus Research Faculty, in order to ensure that if a foreign national is being hired that an EPL background check is completed at the time of hire, and that if a change in position occurs for this individual within the first year of employment that a Criminal Background Check must be completed at the time the change occurs.

**Click Next**

This Step must be completed if any of the following dropdowns apply to the position, particularly in this example of Export Controls. Click the appropriate link, hit OK and enter if this is the only category which is required in the list. This list of dropdowns pertain to various compliance and regulatory trainings required of employees involved in various types of research on the Boulder Campus.
Step 8 of 9: ePAR NPP – Education

Click on Add New Degree, click on the required degree for the position, in this example the Doctor of Philosophy is required. Note that all Research Faculty positions on the Boulder Campus require a degree, and if a degree is not required, then another job title/category/personnel group (University Staff funded by grants) might be the right process to complete.

Click Next
Step 9 of 9: Current Position Funding:
Click Amt or Pct, in order to enter New Position Funding: Enter the Department number, Speedtype, and Distribution %. At this point in time, click on the Attach link, and upload/attach the Research Faculty Checklist AND the Search Waiver, if this is a targeted search. Note that the position number will not become active until after the ePAR POS assigned is approved by the OVCR. If you wish to add a note before saving the transaction, you can click the Collaborate button, enter the information, hit OK and SAVE.

It is strongly recommended that you keep a record of the ePAR POS number at this point in time for your reference, before hitting OK ... DO NOT SEND AN EMAIL as the system automatically generates an ePAR Transaction notification to the OVCR for review and approval.

Please note: if any step of the process is incomplete, the ePAR transaction will be denied and returned to the PPL for completion of the required steps.

ePAR is now assigned, and in this example it is ePAR POS0041861
Click the Submit link at the top for review/approval of your request.

Click the OK link – you can see the list of Approvers who have access to review this posting: please remember that research faculty position requests must be approved by Brooklyn Motz or Sheryl Jensen at this time, with the exception of LASP PRAs which are routed through HR instead of the OVCR.
This is what appears when it is submitted to the OVCR for review/approval:

Once the OVCR reviews/approves and there are no errors, the system indicates “System Updated Successfully”
The Position Number is now assigned, **00723706**, and feeds to CU Careers as “Draft”

![Image of ePAR Position ReadOnly window](image1.png)

Step 1 of 8: ePAR - Position Action/Reason (Display Only)

Transaction Details

- Position Action: Position
- Active: Position Change
- Action Code: Approval
- Effective Date: 02/27/2016
- Document ID: 32621
- Document Status: System Update/Completed
- Doc Title: 
- Go To:

Position Details

- Position: 00723706
- Department: 1067
- Dept. Title: VC/Chancellor for Research
- Profile Type: Faculty/Position Profile Temp
- Profile ID: 00723706

Action/Reason Selection

- Action: Position Change
- Effective Date: 02/27/2016
- Fiscal Year: 2016
- Profile Type: Faculty/Position Profile Temp
- Comments: Research Associate position in the DVR - this is for step-by-step guide purposes

![Image of ePAR Position ReadOnly window](image2.png)

Hopefully you will not have to exit from HCM and enter into CU Careers – Recruiting, but you might have to open a new window to view CU Careers concurrent with HCM

Click on CU Careers - Recruiting

![Image of CU Careers window](image3.png)
Click on Recruiting Link

Click on “I own or Collaborate on” on the left hand side section underneath Quick Filters, or you should be able to see the Title and ID # of the Requisition which was fed from HCM to CU Careers.

Click on the “Person” button next to Search Candidate in order to click on other options at this section.
Click on the link for your position and this will appear – click the EDIT button which opens the information for the posting so you can edit/update/revise.

Search Committee Members – if faculty members want access to this posting, regardless of if it is targeted or a regular search, you must add their name to this section, click on the “modify button” and the name should appear on the middle section of the screen. Click on the Select button next to the name, and if this is the only name, once it appears in the upper window, click done.
Before you get to the “Applications Materials”, you will need to complete “Posting Details”: Posting Contact Name and Posting Contact Email must be entered. Click the following information for required documentation to be uploaded: Cover Letter, Resume/CV, List of References OR Reference Letters (Not Confidential) Unofficial Transcripts, and Additional Attachments – Refer to Application Materials Instructions below

Enter the following information in the first box, Vitae is required for Research Associate and Sr. Research Associate; Resume is required for PRAs and Sr. PRAs, Cover letter is required for all research faculty

Enter the information in the second box for Special Instructions to Applicants
Enter the following information in the Special Instructions to Applicants Section 2

Click the CRI – Criminal Background Check and EPL – EPLS/Excluded Parties List Sys boxes
The information appearing in the External and Required Degree and Internal and Required Degree sections fed over from HCM – you can edit/change/revise as necessary if changes are requested.
Research Associate - Metallurgy (04523)

Candidates for this requisition:

- Activated Languages
  - English (Native)
- Education
  - Ph.D.

Description:
This is a new Research Associate position in the OVCOR. The successful applicant will have research experience in the area of Metallurgy.
Prescreening questions: You can add these if you desire; some units require prescreening questions to be added due to ITAR requirements.

Once you have finished editing/finalizing the draft requisition, save and close the requisition and click the More actions button. Click on “Save as Open” and the requisition will be submitted to the OVCR for review and approval.
Research Associate - Metallurgy (04523)

6. Screening

Background Check

- Employment Screening (disabled by HireRight)
- Background Check

Assessment

- Video Interview (disabled by Broadbean HR One)

1. Logistics

Employment Type

- Employment Group indicator:
- Research Faculty

Department Information

- Campus: BOSE – Boulder Campus
- Primary Location:
  - Country: United States
“Posting and Sourcing” tab: once you have saved the posting and it is in “Open/Approved” Status, you can open the position and another link opens up next to “Modify” which is “Share”; Click on “Share” and this allows you to choose how you want to share the link with the PI, Search Committee Members, or Candidate (if it is a targeted search). We typically choose “Email App” and it opens the email box. You can send from there or copy and paste in an email message.
The link is now accessible to provide to the PPL, and if it was a targeted search, to the candidate, to be pasted in an open web browser:

Job Description

Research Associate - Metallurgy - 04523

Research Faculty

Description

This is a new Research Associate position in the OVCR. The successful applicant will have research experience in the area of Metallurgy

Qualifications
**Ph.D.**

**Special Instructions to Applicants:** The University of Colorado Boulder is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and an EPLS (Excluded Parties List System) check. The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work. The University of Colorado is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Boulder Campus Title IX Coordinator by calling 303-492-2127. In accordance with the Americans with Disabilities Act, alternative formats of this ad can be provided upon request for individuals with disabilities by contacting Human Resources at adacoordinator@colorado.edu.

**Application Materials Required:** Cover Letter, Resume/CV, List of References, Unofficial transcript(s), Additional Attachments - Refer to Application Materials Instructions Below

**Application Materials Instructions:** Applicants must complete the Faculty/University Staff and EEO Data (application) form, and upload the following required documents: 1 – Cover Letter; 2 – Curriculum Vitae; 3 – The document uploaded for Proof of Degree can be a Transcript which shows the date the degree was conferred; Copy of Diploma; or official letter from the Registrar or the Dean of the School or College conferring the degree; and 4 – Letter of Recommendation. This position is eligible for medical, dental and life insurance, retirement benefits programs, and is eligible for monthly vacation and sick leave accruals. The University of Colorado Boulder conducts background checks on all final applicants being considered for employment, prior to the issuance of an offer letter. The University of Colorado Boulder conducts background checks on all final applicants being considered for employment, prior to the issuance of an offer letter.

**Job Category:** Faculty

**Primary Location:** Boulder

**Department:** B0001 -- Boulder Campus - 10057 - VC-Vice Chancellor for Research

**Schedule:** Full-time

**Posting Date:** Mar 27, 2016

**Closing Date:** Mar 28, 2016

**Posting Contact Name:** Sheryl Jensen

**Posting Contact Email:** Sheryl.Jensen@colorado.edu

**Position Number:** 00723706