Setting up the position (Non-Person Profile) from HCM to Taleo

HR Website: [http://www.colorado.edu/hr/research](http://www.colorado.edu/hr/research)
Forms and Tools: [https://www.colorado.edu/hr/forms-tools](https://www.colorado.edu/hr/forms-tools)
Cheryl Graham Cheryl.graham@colorado.edu
HR Email: resfachr@colorado.edu (Ruth Seaholm and Cheryl Graham)

1 – Refer to the Chancellor’s Delegation Due Dates Document: [http://www.colorado.edu/hr/forms-tools/research-delegation-due-dates](http://www.colorado.edu/hr/forms-tools/research-delegation-due-dates)

2 – Complete the Research Faculty Hiring Checklist: [http://www.colorado.edu/hr/sites/default/files/attached-files/research_faculty_series_checklist_july2017.pdf](http://www.colorado.edu/hr/sites/default/files/attached-files/research_faculty_series_checklist_july2017.pdf)

3 – If this is a target hire also complete the Search Waiver Form: [http://www.colorado.edu/hr/research/hiring](http://www.colorado.edu/hr/research/hiring)

Log into the CU Portal, entering your CU Login Name/Identikey and Password:

Click on the NavBar symbol
Select CU Resources

Select “Business Tools”

Select “HCM”

Select “HCM Community Users” from the drop down

Select the “Pay Actions” tile
Under “ePAR Non-Person Profile (NPP) select “Add”

**Step 1: ePAR Position Search**

Enter the **Position Number** that will be updated

Click “Search”

The position will populate

Click “Next”
**Step 2: ePAR Position Action/Reason**

**Action:** Position Change

**Reason:** Vacant Position

**Effective Date:** It is strongly recommended that the Effective Date used be a date at least two weeks earlier than today’s date. Position date will NOT sequence and if any changes need to be made to the position data before RESFAC can approve – a new row will need to be added with a new effective date.

**Profile Type:** Faculty Position Profile Tmpl

**Comments:** Include details for the RFHR team that will aid in the approval process. EXAMPLE: It is important to know if this is a target hire so that the approval team will know the correct documentation necessary for the approval process.

Click “Next”

Create ePAR Position Request

**Step 2 of 4: ePAR - Position Action/Reason**

<table>
<thead>
<tr>
<th>Transaction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position ID: 00737132</td>
</tr>
<tr>
<td>Position Title: Research Associate</td>
</tr>
<tr>
<td>Department: 10071</td>
</tr>
<tr>
<td>Dept. Title: Behavioral Sci Inst-Admin</td>
</tr>
<tr>
<td>Profile Type: Faculty Position Profile Tmpl</td>
</tr>
<tr>
<td>Profile ID: 00737132</td>
</tr>
<tr>
<td>Fiscal Year: 2018</td>
</tr>
<tr>
<td>Fiscal Year: 2018</td>
</tr>
</tbody>
</table>

**Action Reasons Selection**

*Action: Position Change*  
*Reason: Vacant Position*  
*Effective Date: 06/02/2017*  
*Fiscal Year: 2018*  
*Profile Type: Faculty Position Profile Tmpl*  
*Comments: This is a target hire for Dualline*

Click “Next”
Step 3: ePAR Position - Change

All fields should populate from Position Data. Verify all information is correct. Click “Next”

Step 4: ePAR Position Request

Description: This field will automatically feed to CU Careers as the job description header. It can include more descriptive language that may help attract candidates in an open search. Example: “Director of Field Research for School Excellence Program”

Radio Buttons:
The following radio buttons should be “YES”
Click “Next”
**Step 5: ePAR NPP – Position Summary**

**Click:** “Add New Position Summary”  
**Type of Review:** New

**Feed to CU Careers:** Fill the check box

**Job Summary:** Include Job description language that you want to appear in the CU Careers posting. Several paragraphs can be included in this dialog box. IF this is a target hire – enter information for RESFAC approval that indicates that this is a target hire along with the candidate’s name

Click “OK”

![Image of ePAR NPP – Position Summary](image)

**Click:** “Add New HR Consultants”  
In the dialogue box enter:  
“204958” for Cheryl Graham  
Click “Apply and Add Another”  
Enter “257872” for Ruth Seaholm  
Click “OK”

Verify that names have been added under the field “New HR Consultants”

![Image of HR Consultants](image)

**Click** “Next”
Step 6: ePAR NPP – Required Training

Click “Add New Required Training”
Enter: “F00001” (Fiscal Code of Ethics)
Apply and Add Another
Enter: “S10007” (Discrimination Harassment – WEB)
Apply and Add Another
Enter: “U00063” (Information Security – WEB)
Click “OK”

Verify the correct Training has been added as in the screen shot below
Click: “Next”

Step 7: ePAR NPP – Additional Information

Select: “Add New Background Check Types”
Enter: “CRIMINAL” (Criminal Background Check)
Apply and Add Another
Enter: “EPL” (Excluded Parties List)

Click “OK”
Verify the correct Background Checks have been added as in the screenshot below
Click “Next”

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**Step 8: ePAR NPP – Education**

Click “Add New Degrees”
Research Associates require the **Doctoral of Philosophy**
Professional Research Associates require the **Bachelor of Science** or higher

Departments can request for additional information specific to their job posting be added here.
**“Field of Study”** for example may include a focus in a particular science background. Example: “Focus on Organic Chemistry”
Click “OK”
Verify the correct degree has been added as in the screen shot below
Click “Next”

Step 9: ePAR New Department Budget Table - POSITION

The New Position Funding field should automatically populate based on information pulled from position data.
Attach the New Hire Checklist

Select: “Attach” from the top of the screen

Click on the Paperclip icon:

Select: “Choose File” and search for the saved file containing your “New Hire Checklist”
Select: “Upload”
For Target Hire: Attach the Search Waiver

Click “OK”
Now the paperclip Icon for “Attach” will change to appear as if to have documents included

Select: “Save”

Make note of the new ePAR number.
This will be necessary to communicate to RFHR for approval
Click: “OK”
ePAR POS0283222 has been saved successfully

Click OK to return to the transaction

Select: “Submit”
The approval Dialog box will appear.
Select: “OK”

Send an email to resfachr@colorado.edu
Include language as: “POS028322 is ready for your approval” in the subject line

This will help RFHR go directly to your ePAR and approve quickly.

Once RFHR approves the ePAR – the data will immediately feed to Taleo (CU Careers – Recruiting) as a “Draft” for the PPL to edit.