UPDATING a CURRENT Research Position in HCM

HR Web Site: http://www.colorado.edu/hr/research
Forms and Tools: https://www.colorado.edu/hr/forms-tools
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Log into the CU Portal, entering your CU Login Name/Identikey and Password:

Create a New Position in HCM:
Click on the NavBar symbol
Select CU Resources
Select “Business Tools”
Select “HCM”
Select “HCM Community Users” from the drop down

The HCM Community Users dashboard appears.

Select the “non-Pay Actions” tile

Under “Position Management” select “Add/Update Position Info”
Enter the Position number that needs to be updated

Add/Update Position Info

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

Find an Existing Value  Add a New Value

Search Criteria

Position Number begins with 00857978
Description
Position Status
Business Unit
Department
Job Code
Reports To Position Number

Include History  Correct History  Case Sensitive

Search  Clear

Find an Existing Value  Add a New Value

Click “Search”

Start by adding a NEW ROW to the position data by clicking the “+” button in the top right corner.
Complete the update by adding new data to the fields:

**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.

**Status:** Active

**Reason:** Select the correct reason code for your change
**Status Date:** DO NOT CHANGE

**Business Unit:** UCB

**Enter Job Code:** Enter the correct job code (example: 1306 for “Research Associate”)

**Regular/Temporary:** Regular

**Regular Shift:** Allow to populate as default “Not Applicable”

**Union Code:** leave blank

**Full or Part Time:** 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

**Title and Short Title:** Automatically Populates

(The title can be changed to be more specific – example: “Research Associate – summer salary”)

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

**Location Code:** Auto Populates

**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.

**Dot Line:** = Appointing Authority: 00150616/ Vice Chancellor for Research for all Boulder Campus Research Faculty

**Standard Hours:** enter the number of hours to be work for the week (40 hours = 100% Full Time)

**Click the USA Flag:** to update FLSA Status: Research Faculty should be “Exempt”
Click the “Specific Information” Tab

Max Head Count: 1

ONLY SELECT the **Update Incumbents** box when updating a position that is currently **FILLED**. If this box is selected for a **VACANT** position, the system will error when you save.

Under the Education and Government section
**Classified Indicator:** select **Research Faculty**

**ALWAYS DOUBLE CHECK THE FTE** when updating a position to make sure it matches the standard number of hours per week.

Select the CU Position Data tab
**Campus Box:** enter the department campus box number
Click **Save** at the bottom of the page

Click **Submit**

**Position changes will be approved by Research Faculty HR and then automatically fed to the HCM ePAR pages.**

**If necessary – changes can be made in the ePAR for salary amounts.**