

UPDATING a CURRENT Research Position in HCM

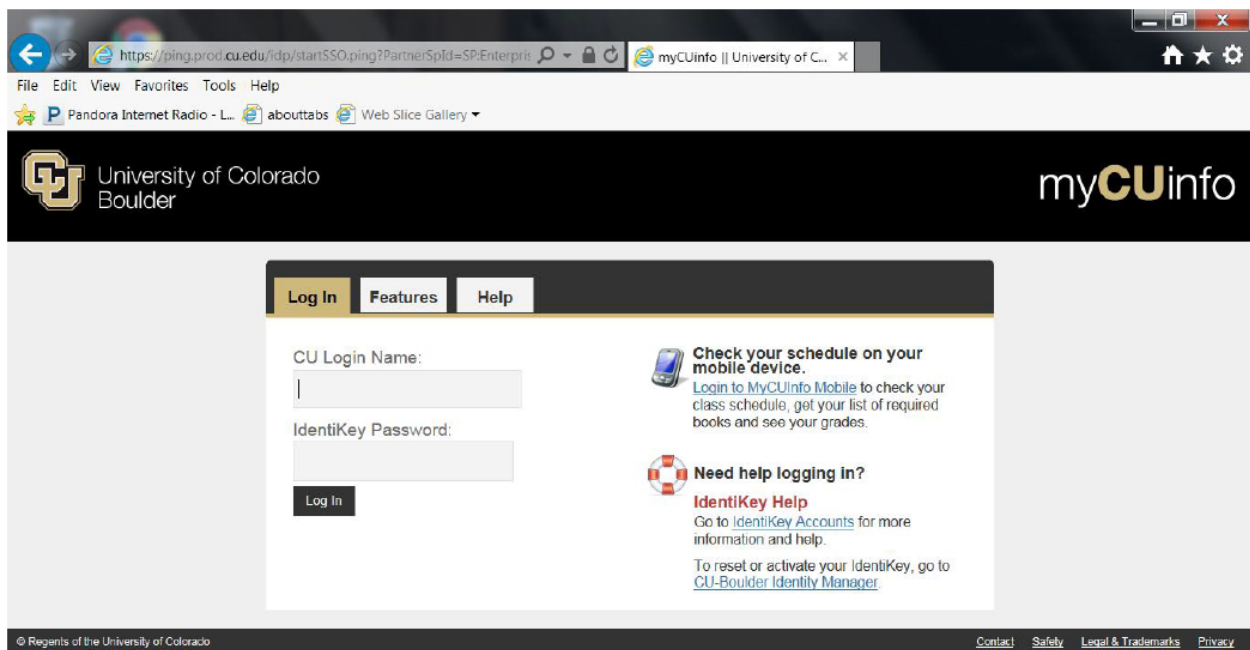
HR Web Site: <http://www.colorado.edu/hr/research>

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:



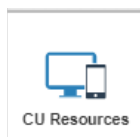
The screenshot shows a web browser window displaying the myCUinfo login page. The browser's address bar shows the URL: <https://ping.prod.cu.edu/idp/startSSO.ping?PartnerSpId=SP:Enterprise>. The page header includes the University of Colorado Boulder logo and the myCUinfo branding. Below the header is a navigation bar with 'Log In', 'Features', and 'Help' tabs. The main content area contains a login form with fields for 'CU Login Name' and 'IdentiKey Password', and a 'Log In' button. To the right of the form are two informational sections: 'Check your schedule on your mobile device' with a link to 'Login to MyCUinfo Mobile', and 'Need help logging in?' with 'IdentiKey Help' and a link to 'CU-Boulder Identity Manager'. The footer of the page includes copyright information for the Regents of the University of Colorado and links for 'Contact', 'Safety', 'Legal & Trademarks', and 'Privacy'.

Create a New Position in HCM:

Click on the NavBar symbol

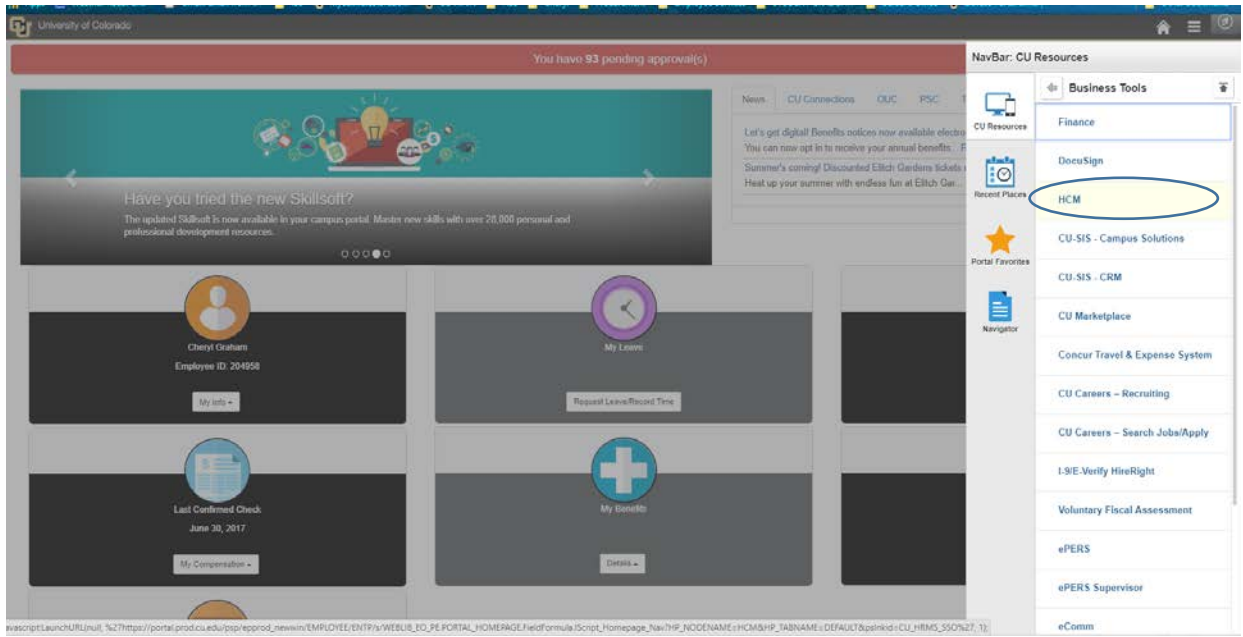


Select CU Resources

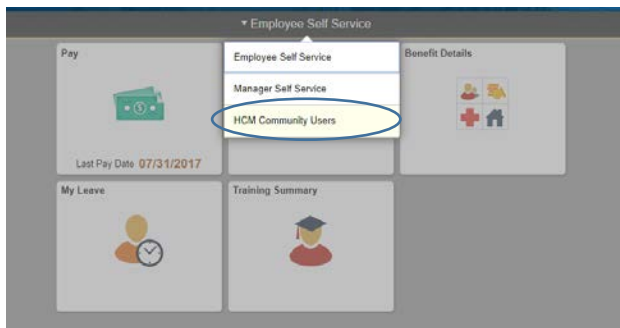


Select "Business Tools"

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"

CO Non-Pay Actions

- Document Collection
- Personal Information
- Job Information
- Position Management
- Add/Update Position Info
- Position Summary
- Position History
- Profile Management
- Time Collection
- Student Info & Processes

Smart ePAR Non-Pay Actions

<ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ePAR Job Change Make changes to non-pay related fields Add Modify Inquiry <li style="margin-bottom: 10px;"> ePAR Group Termination ePAR Employee Group Termination Add Modify Inquiry <li style="margin-bottom: 10px;"> ePAR Leave Leave of Absence, Paid Leave or Return from Leave Add Modify Inquiry 	<ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ePAR Group Change ePAR Employee Group Change Add Modify Inquiry <li style="margin-bottom: 10px;"> ePAR POI Add or Maintain POI's Add Modify Inquiry <li style="margin-bottom: 10px;"> ePAR Separation Retire or Terminate an Employee Add Modify Inquiry
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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 ▼ 00657978

Description begins with ▼

Position Status = ▼ ▼

Business Unit begins with ▼

Department begins with ▼

Job Code begins with ▼

Reports To Position Number begins with ▼

Include History Correct History Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

[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.

Find | View All First ◀ 1 of 1 ▶ Last

Current Head Count 1 out of 1

*Status

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

Look Up Reason ✕

[Help](#)

Action POS

Reason Code

Description

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-26 of 26 ▶ Last

Reason Code	Description
ACT	Reactivate Position
APA	Change Appointing Authority
CNV	System Data Conversion
CON	System Study Conv-Classified
DEM	Demotion
DES	Change in Working Title
DPC	Department Change
FAC	Faculty Promotion
FLS	Change FLSA Status
INA	Inactivate Position
JCC	Job Code Change
JRC	Job Re-Classification
LCC	Location Change
LOC	Location Change
NEW	New Position
NRC	New Position - CU Recruitment
OTH	Other - Comment Required
PCT	Change Percent Time/Std Hours
PRO	Promotion
REC	Recruitment
RPT	New Supervisor/Manager
RTC	Reports To Change
RTP	Change Regular Temp Status
UFT	Correct FTE -
VNR	Vacant Position
VRC	Vacant Position

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:  **USA** to update FLSA Status: Research Faculty should be "Exempt"

Position Information

Position Number 00000000
Headcount Status Current Head Count 0 out of 0
*Effective Date 08/01/2017 *Status Active Initialize
Reason NEW New Position Action Date 08/08/2017
Position Status Proposed Status Date 08/08/2017 Key Position

Job Information

*Business Unit UCB Boulder Campus
Job Code 1306 Research Associate
*Reg/Temp Regular *Full/Part Time Full-Time
*Regular Shift Not Applicable Union Code
Title Research Associate Short Title Res Assoc Detailed Position Description

Work Location

*Reg Region USA United States
Department 10071 Behavioral Sci Inst-Admin Company CU University of Colorado
Location 11BS Institute of Behavioral Sci
Reports To 00151235 Professor Dot-Line 00150616 VC for Research & Innovation
Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan 130 Grade 130 Step
Standard Hours 40.00 Work Period W Weekly
Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

USA
FLSA Status Exempt Bargaining Unit 8888
Updated on Updated By

Save Notify Add Update/Display Include History Correct History

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.

Position Number 00000000
Headcount Status Current Head Count 0 out of 0

Specific Information Find | View All First 1 of 1 Last
Effective Date 08/01/2017 Status Active

Max Head Count
Mail Drop ID
Work Phone
Health Certificate
Signature Authority

Incumbents
 Update Incumbents
 Include Salary Plan/Grade
 Force Update for Title Changes
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Education and Government
Position Pool ID
*Pre-Encumbrance Indicator
*Encumber Salary Option
*Classified Indicator
Calc Group (Flex Service)
Academic Rank
FTE Adds to FTE Actual Count

Save Notify Add Update/Display Include History Correct History

Description | Specific Information | Budget and Incumbents | CU Position Data

Select the CU Position Data tab

Campus Box: enter the department campus box number

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

Position Number 00000000
Headcount Status Current Head Count 0 out of 0

Position Information Find | View All First 1 of 1 Last
Effective Date 08/01/2017 Status Active

Campus Box HRGL Request #

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

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.