New TBT Functionality—HCM ePAR Removal
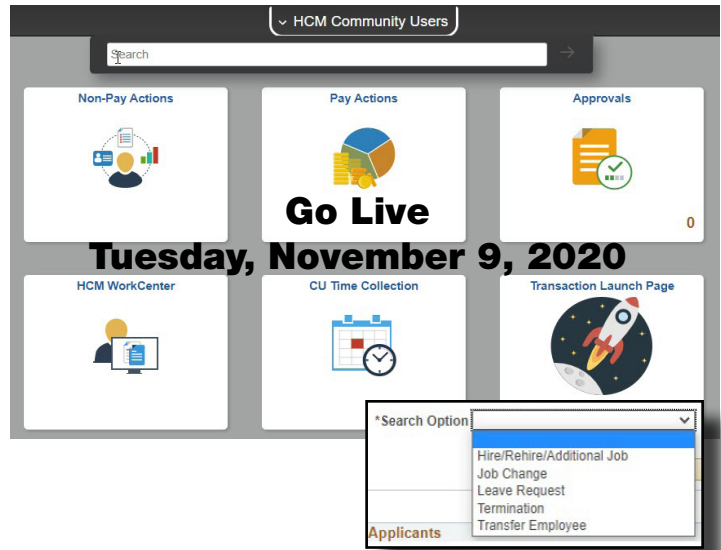# What's New/What's Changed
Job Change (Data Change & Pay Rate Change),
Leave Request & Auto-Term

What's New/What's Changed Overview:

- TBT: Job Change (Data Change and Pay Rate Change) and Leave Request.
- Retrofits: Enhancements to all templates providing a consistent user experience.
- New: Auto-termination available for select job groups.
- ePars remaining: Non-Person Profile (NPP), Additional Pay, Group Term, Group Change.
- Future HCM work: My Leave replacement, CU Careers/Taleo project.

HCM Contact for Denver:
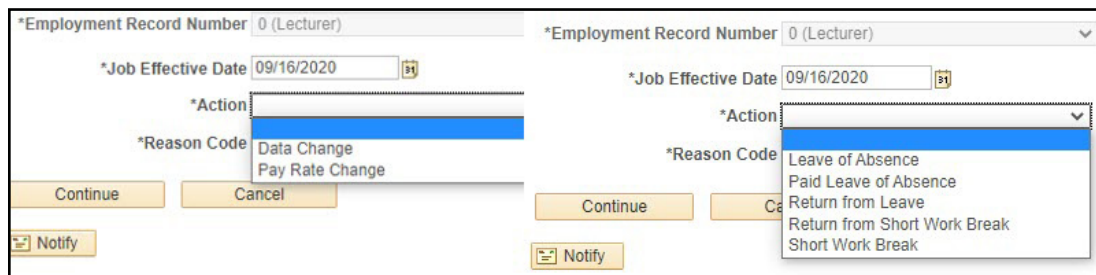**Dan Nunez**

Go Live
Tuesday, November 9, 2020

Job Change/Pay Rate Change/ Leave of Absence

- ePar to template-based transaction (TBT).
- Retrofits to Contracts, Contract—Reappointment, Leave (contract and non-contract).
- On the CU Job Changes template *for contracts only*, you will see a new section that displays current contract information.
- Pay Group is editable for FOT, MON and STM.
- A custom cross-walk table was created—defaults Pay Group based on Employee Class and Compensation Frequency.

Retrofits to Existing Template

- Employee first, last and EMPLID added.
- Reports to name and appointing authority added to reporting.
- Termination includes Expected Job End Date.
- Error message when Expected Job End Date is before the Job Effective Date for Term.
- Cancel button resets the transaction to enable entry of new reason code.
- Save as Draft greys out all detail except Effective Date on Transaction Detail page.
- Navigation links added to provide a consistent user experience with other templates.
- Reports To Name and Appointing Authority

University of Colorado **Denver**

Central HR Support:
daniel.j.nunez@ucdenver.edu
loan.la@ucdenver.edu

1

New: Auto-Termination

Auto-term uses the Expected Job End Date to automatically terminate employees in specific job codes.

Work Location - Expected Job End Date

Expected Job End Date ☐ 📅
(Used for Auto Term)

- Expected Job End Date must be set to the employee's last day worked (day prior to termination effective date).
- The process runs on the 10th of each month at 10 PM. Monthly term in the current month and bi-weekly term the following month.
- TBT's included are *Hire, Rehire, Additional Job*, *Transfer*, *Job Change*.
- Only certain job codes are eligible for auto term (see Eligible Job Codes callout).
- Reports:
  * CUES_HCM_AUTO_TERM_EXPC_END_DT: Run prior to auto term date to identify employees who may auto term.
  * CUES_HCM_AUTO_TERM_INELIGIBLE: Shows employees *ineligible* for Auto Term and why.
  * CUES_HCM_AUTO_TERMINATED: Shows *eligible termed* employees from last Auto Term run.

New: Work Study Indicator

The new Work Study Indicator flags student work study positions directly within the TBT, rather than through custom process pages. This helps minimize manual tracking work for student employment offices and reduces errors or PETs needed when a work study position is flagged incorrectly.
- Retrofitted to Hire/Rehire/Additional Jobs and person of interest (POI) TBTs.
- Limited to student job codes.

Employee Group	Job Code
Student Asst I	4101
Student Asst II	4102
Student Asst III	4103
Student Asst IV	4104
Student Asst V	4105
Student Asst VI	4106
Studt Off-Campus Work Study	4201

Employment - Additional Data

Appointment End Date 09/30/2021 📅
(Not Used for Auto Term)

Work Location - Expected Job End Date

Expected Job End Date ☐ 📅
(Used for Auto Term)

CU Work Study Indicator

Effective Date 10/01/2020 📅

Auto Termination Eligible Job Codes

Employee Group	Job Code
Temporary Researcher	1314, 1313
Temporary Lecturers	1419
Student Faculty	1500-1599
Temporary University Staff	2582
Working PERA retiree	2583
Working ORP retiree	2585
Temporary (alternate funding)	2702
Medical Residents	3100-3199
Fellowship	3200-3299
Student Employees	4100-4199
Temporary Aide (Classified)	P1A1XX

University of Colorado **Denver**

Central HR Support:
daniel.j.nunez@ucdenver.edu
loan.la@ucdenver.edu

2

New TBT Functionality—HCM ePAR Removal
What's New/What's Changed
Job Change (Data Change & Pay Rate Change), Leave Request & Auto-Term

Contract Changes:
- Proration option added on Pay Rate Changes.
- Compensation Rate field is open and editable.
- New Action/Reason for Contracts Pay Rate Change—Sabbatical.
- Pay Group field is editable for paygroups FOT, MON and STM.
- On Job Changes template, new section added to display employee current contract information from CONTRACT.
- Ability to select multiple action and reason codes related to Job Data transactions.
- Updated crosswalk table providing default Pay Group and Contract Term Period dropdown information.

Key Resources:

HR Learning & Information Resources:
- HCM Community
- Employee Services Current Projects
- CU Denver HR website

Blogs:
- Three new HCM Templates will streamline user experience
- Take a closer look at new HCM enhancements

Step-by-Steps Guides:
- Entering Job Changes: Data Changes and Pay Rate Changes
- Putting an Employee on Leave and Returning from Leave
- Automatic Termination (Auto Term)
- Hiring an Employee

Overview:
- HCM Upgrade Walkthrough

Demo/Practice Videos:
- CU: HCM Job Change TBT (Data Change)
- CU: HCM Job Change TBT (Pay Rate Change)
- CU: HCM Leave Request TBT

Template Based Transactions
Enter Transaction Information
Enter the following Employee or Contingent Worker information.
Return to Enter Transaction Details Page

| Save and Submit | Save as Draft | Cancel |

Save and Submit for Approval

Position - Job Infor

Name with Empl ID & Empl Rec

Name Billie/Billie Gregory   Empl ID 354775

Empl Record 0

Work Location - Position Data

Position Number 00639240   Position Title Student Asst II

Work Location - Job Fields

Regulatory Region USA   Company CU

Department 30062   Department Description SEHD DEAN

Location Code 3LW   Location Code Description Lawrence Street

Business Unit UCD

Central HR Support:
daniel.j.nunez@ucdenver.edu
loan.la@ucdenver.edu