

Classified Employee electing Exemption from the State Personnel System and moving to a University Staff Position

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NOTE:

Requesting change in job code
 Pay may change
 Classified position number must be abolished by central HR
 Employee will be moved into different university staff position number

1) BP Contacts TAC

BP Contacts their TAC .
 TAC reviews the Job Description to verify it meets the Exemption Criteria (professional level duties **OR** alternate funding).
NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps.
 TAC provides documentation for employee to review and confirm their selection to move to a University Staff position (Classified vs. Exempt).
 Per University Policy, TAC will work directly with employee to confirm election.

2) Employee Reviews & Confirms

Employee reviews & confirms that they are electing exemption
 Employee emails TAC confirming their election

3) BP Start: Create New

BP creates a new University Staff position in HCM and submits
Navigation: CU Resources> HCM Community Users> Non-Pay Actions> Position Management> Add/Update Position Info> Add New Value tab> (Leave Position Number as: 00000) Click Add Button

4) HR OPS Approves

Central HR OPS approves the position.
 BP receives a system generated email.
[Job Description Template](#)
[Second Level Guidelines](#)

5) BP Creates an ePAR Non-Person Profile(NPP)

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review
NOTE: Complete all required fields or pages as indicated in the [HR Guide for University Staff NPP](#) Creation or you will receive an error message
 In comments field include:
 • Classified employee electing exemption
 • Name of employee
 • Employee ID number (EID)
 • Current and Proposed salary/proposed % increase (if applicable)
 • Current Classified position number
Attachments:
 • Email from employee confirming election
 • Resume
 • Completed job description
 • Second level funding justification if State (610/611) funded
AMC – Attach 2nd Level email Justification with CFO/DEAN copied
SOM ONLY - Attach approval e-mail from SOM.HR@ucdenver.edu AND approval email for 2nd level justification for new positions or promotions in attachments section of NPP
Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

6) TAC Reviews NPP

TAC reviews to make sure candidate meets MQ's
 Once approved, BP receives an approval e-mail from the HR-Exempt Box
 TAC sends proper Electing Exemption LOO Template

NOTE:

NOTE: If TAC does not approve they will talk their decision through with the BP and explain next steps

12) TAC Abolishes Old Position Number

Once everything is finalized and the LOO is signed BP let's TAC know.
 TAC Abolishes the old Classified Position Number

11) S/C/D Approves

School/College/ Department Approver will review and approve action once saved and submitted

10) BP Process in HCM

Create TBT Job Change:
 Action: Data Change
 Reason: To University Staff
Navigation: CU Resources> HCM Community Users> Transaction Launch Page> *Search Option = Job Change

9) BP Routes LOO & PMR

BP receives background check approval email
then:
 BP routes LOO for all appropriate signatures
 Emails PMR & signed LOO to Personnel.Matters@ucdenver.edu prior to Appointment Effective Date.
 SOM – Send fully executed LOO to the Dean's office
[PMR – Personnel Matters Report](#)

8) TAC Reviews

BP discusses if they are accepting transferred leave with TAC & documents in LOO.
 TAC reviews and approves LOO copying PMR Box.
DO NOT route to the employee prior to their background check being approved

7) BP Process

Initiate Background check (Online Request Form, HR will determine if needed)
 BP uses the proper LOO template from the HR website and submits a draft to their TAC to review.

[Background Check Link \(Online Request Form\)](#)
[Electing Exemption Letter of Offer - LOO](#)

Key:

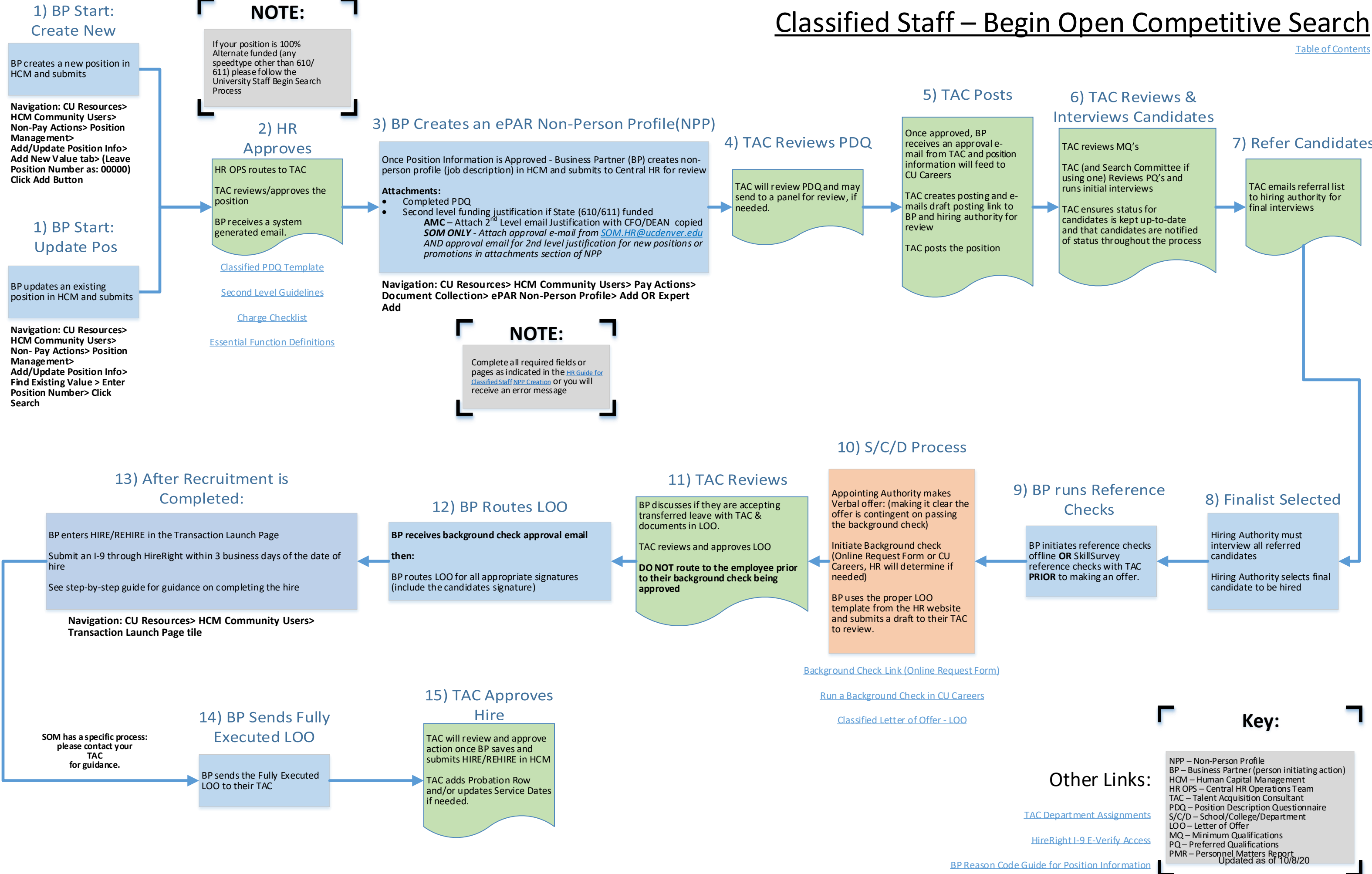
NPP – Non-Person Profile
 BP – Business Partner (person initiating action)
 HCM – Human Capital Management
 HR OPS – Central HR Operations Team
 TAC – Talent Acquisition Consultant
 PDQ – Position Description Questionnaire
 S/C/D – School/College/Department
 LOO – Letter of Offer
 MQ – Minimum Qualifications
 PQ – Preferred Qualifications
 PMR – Personnel Matters Report

Other Links:

- [TAC Department Assignments](#)
- [HireRight I-9 E-Verify Access](#)
- [BP Reason Code Guide for Position Information](#)

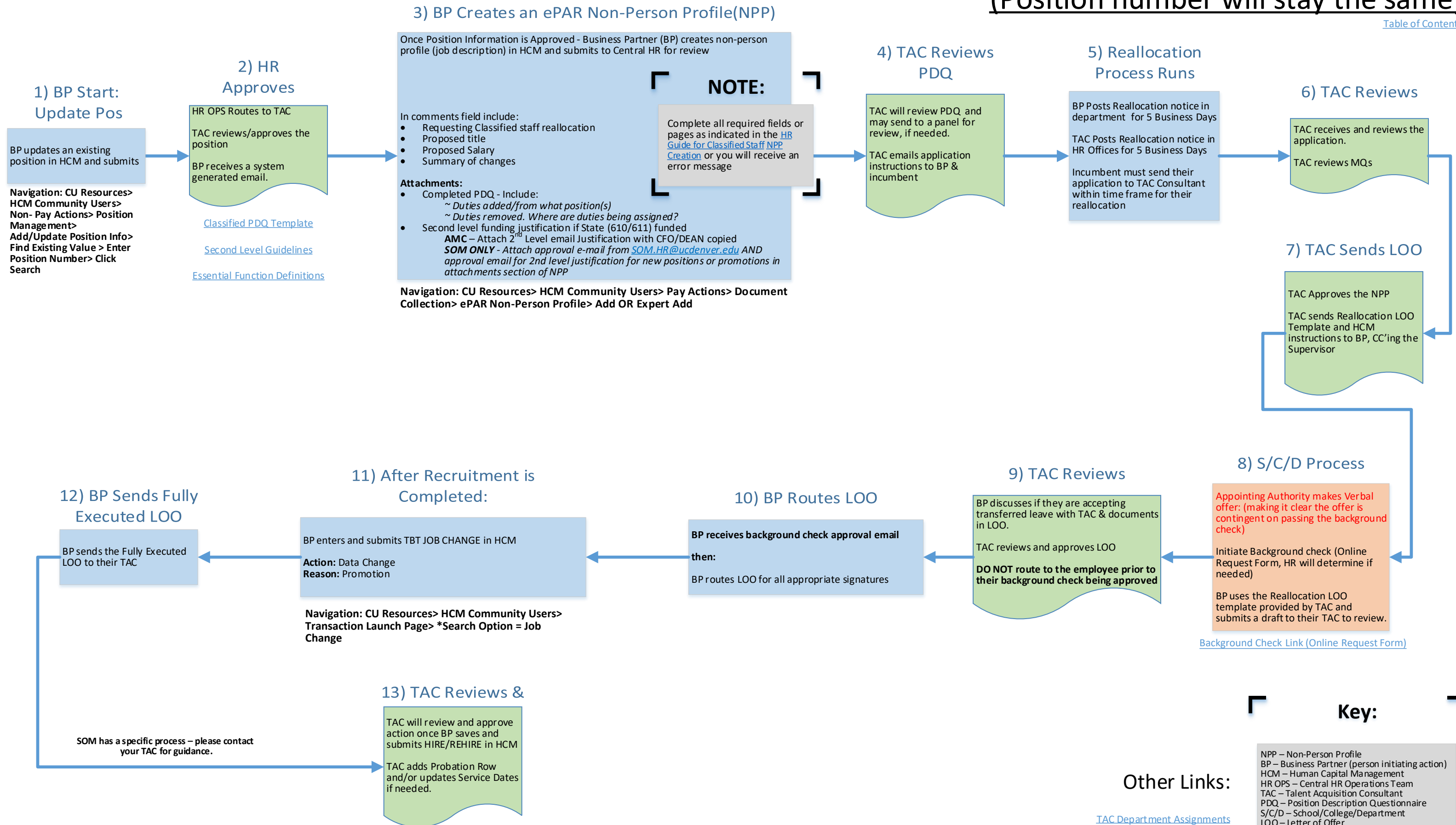
Classified Staff – Begin Open Competitive Search

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Classified Staff – Reallocation of a current classified position (Position number will stay the same)

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Key:

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Updated as of 10/8/20

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Classified Staff – Update Only for employee w/in School/College/Department, no change in title or pay

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NOTE:
If Duties are changing please contact your TAC PRIOR to entering them in the system.

1) BP Start: Update Pos

BP updates an existing position in HCM and submits

Navigation: CU Resources> HCM Community Users> Non- Pay Actions> Position Management> Add/Update Position Info> Find Existing Value > Enter Position Number> Click Search

2) HR Approves

HR OPS Routes to TAC
TAC reviews
TAC consults with BP if needed
TAC approves the position
BP receives a system generated email.

IF TAC says NPP is needed

3a) BP Creates an NPP with an ePAR

Once Position Information is Approved - Business Partner (BP) creates non-person profile (job description) in HCM and submits to Central HR for review

In comments field include:
• Update Only

NOTE:
Complete all required fields or pages as indicated in the [HR Guide for Classified Staff NPP Creation](#) or you will receive an error message

Attachments:
• Completed PDQ - Include:
~ Duties added/from what position(s)
~ Duties removed. Where are duties being assigned?

Navigation: CU Resources> HCM Community Users> Pay Actions> Document Collection> ePAR Non-Person Profile> Add OR Expert Add

4a) TAC Reviews PDQ

TAC will review PDQ and panel if needed.

5a) TAC Approves

TAC Approves and Fills out and Sends Classified Addendum LOO Template

NOTE:

For Standard Hours/FTE Changes & Reports to Changes – Rate of pay cannot change. No NPP is needed, proceed with associated ePAR transactions if needed.

FTE Changes – Talk to TAC. Employee **MUST** provide the TAC a voluntary confirmation of FTE change.

If a voluntary change in FTE: a new LOO is required – Work with TAC to complete the process (see box 3a)

NOTE – If Standard Hours/FTE is dropping below or rising above 20hrs/0.5 FTE an addendum letter is needed to document benefit eligibility change.

FLSA (Eligibility for Overtime) Changes – Talk to TAC to review

[Classified PDQ Template](#)

[Essential Function Definitions](#)

3b) TAC Sends FTE Change LOO

TAC will send BP the proper LOO template AFTER they have confirmed with the employee

4b) BP Routes LOO

BP routes LOO for all appropriate signatures

5b) BP Routes Fully Executed LOO

BP sends the Fully Executed LOO to their TAC

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