

# **University of Colorado**

## HRL Quick Reference Guide

June 2024

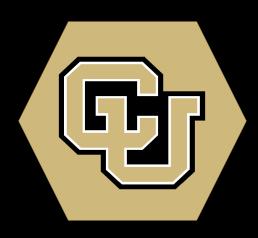


#### **HRL Quick Reference Guide: Overview**

This Quick Reference Guide has been assembled to provide CU Boulder Human Resources Liaisons (HRLs) with key resources to support employees at CU Boulder.

The links contained in this guide provide an overview of information employee-related information available on the CU Boulder HR website. You can find a <u>table of contents</u> for the information in this guide on the next slide. General HRL resources and contact information can be found <u>on this slide</u>.

**NOTE:** There may be additional departmental guidelines that should be followed, so please start by consulting your unit HR team.



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#### General HRL Resources and Contact Information

#### Hire

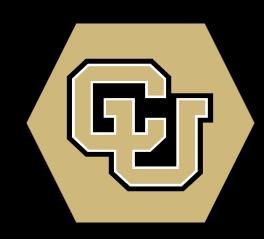
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#### **General HRL Resources and Contact Information**

CU HR Website	General	Faculty	Student Employees
Resource Links	HR Guidance Library HR Liaisons Webpage Holiday Calendar	Faculty A-Z Information Guide	Student Employee Website

**Recruiting:** For assistance with or questions about recruiting for staff or research faculty positions, reach out to your designated recruiter or email <a href="mailto:recruiting@colorado.edu">recruiting@colorado.edu</a>.

Onboarding: Reach out to <a href="mailto:newatcu@colorado.edu">newatcu@colorado.edu</a> with onboarding questions.

Payroll: Questions about troubleshooting and correcting pay can be sent to HRSC (<a href="https://hrsc.org/hrsc

**Leave:** If you have questions or concerns regarding OJI Leave, Faculty Leave Audits, Leave Sharing, or the Reasonable Employer Process, please email <a href="mailto:ucbleavequestions@colorado.edu">ucbleavequestions@colorado.edu</a>. If you have questions or concerns regarding Parental Leave, FAMLI, FMLA, or Short-Term Disability (STD), please email <a href="mailto:leave@cu.edu">leave@cu.edu</a>.

**Performance Management:** If you need support with performance coaching or drafting letters or expectation or reprimand, contact Employee Relations at <a href="mailto:hrer@colorado.edu">hrer@colorado.edu</a>.

## **HRL Resources: Hire**

	Staff	Faculty	Student Employees
General Hire	<ul> <li>Staff Hiring Page</li> <li>Temporary Employee Hiring Page</li> <li>Social Security Number Request Form</li> <li>Affirmative Action</li> </ul>	<ul> <li>Faculty Hiring Page</li> <li>Research Faculty Hiring Page</li> <li>Social Security Number Request Form</li> <li>Affirmative Action</li> </ul> Contract Election Form: <ul> <li>Information</li> <li>CU Boulder Faculty Election Form</li> </ul> Stipend Resources: <ul> <li>Stipends Spreadsheet Guide</li> </ul>	<ul> <li>Student Hiring Page</li> <li>Social Security Number Request Form</li> <li>Affirmative Action</li> </ul> Contract Election Form: <ul> <li>Information</li> </ul> Stipend Resources: <ul> <li>Stipends Spreadsheet Guide</li> <li>Student Stipend Spreadsheet</li> </ul>
Avature	Avature Portal Access:  Position Management Portal (Staff Position Descriptions)  Staff Hiring Portal  Avature Updates  Avature "How To" and Portal Walkthru:  Requesting a New Position (Staff)   VIDEO  Request an Addendum Letter (Staff)   VIDEO  Hiring Portal Overview and Candidate Review   VIDEO	Avature Portal Access:  • Search Committee Portal (Faculty & Research Faculty)  • Avature Updates  Avature "How To" and Portal Walkthru:  • Hiring Portal Overview and Candidate Review   VIDEO  • Search Committee Overview for Faculty/Research Faculty Jobs  • Managing a Job in the Search Committee Portal for Faculty Search Chairs and HR liaisons	n/a

## **HRL Resources: Hire**

	Staff	Faculty	Student Employees
Position and Recruitment	<ul> <li>Create, Revise, or Fill a Staff Position</li> <li>Job Codes</li> </ul>	<ul> <li>Faculty (Fulltime, Part-time, Admin, Dual Career) Recruitment</li> <li>Recruitment Authorization Form (RAF) form</li> <li>Research Faculty Position Checklist</li> <li>Job Codes</li> </ul>	<ul> <li>Recruitment Authorization Form (RAF) form</li> <li>Student Hourly Assistant Spreadsheet</li> <li>Graduate Student Faculty Spreadsheet</li> <li>Job Codes</li> </ul>
Posting and the Search Process	Posting Requirements:  • CU Boulder Job Posting Requirements (all employees)  • Campus Internal Job Board (Can also access via MyCUInfo.)  Search Waivers:  • Information Diversity Search & Hiring Resources  Background Checks:  • Policy  • Steps	<ul> <li>Posting Requirements:</li> <li>CU Boulder Job Posting Requirements (all employees)</li> <li>Job Posting Guidance for Academic Appointments</li> <li>Campus Internal Job Board (Can also access via MyCUInfo.)</li> <li>Search Waivers:</li> <li>Information</li> <li>Faculty &amp; Research Faculty Form</li> <li>Hiring Responsibilities for International</li> <li>Students &amp; Scholars</li> <li>Diversity Search &amp; Hiring Resources</li> <li>Background Checks:</li> <li>Policy</li> <li>Steps</li> </ul>	<ul> <li>Posting Requirements:</li> <li>CU Boulder Job Posting Requirements (all employees)</li> <li>Job Posting Guidance for Academic Appointments</li> <li>Campus Internal Job Board (Can also access via MyCUInfo.)</li> <li>Handshake (Student Jobs Board)</li> <li>Search Waivers:</li> <li>Information</li> <li>Hiring Responsibilities for International</li> <li>Students &amp; Scholars</li> <li>Diversity Search &amp; Hiring Resources</li> <li>Background Checks:</li> <li>Policy</li> <li>Steps</li> </ul>

#### **HRL Resources: Hire**

	Staff	Faculty	Student Employees
Total Compensation and Offer Letters	Compensation:  Compensation Main Page Compensation Strategy Compensation Calculator EPEWA Requirements  Offer Letter Templates: Staff: (Reach out to HRSC@colorado.edu for Offer Letter assistance.)	<ul> <li>Compensation: <ul> <li>Compensation Main Page</li> <li>Compensation for Faculty</li> <li>Compensation Strategy</li> <li>Compensation Calculator</li> <li>EPEWA Requirements</li> </ul> </li> <li>Offer Letter Templates: <ul> <li>Regular Faculty ((T/TT, Non-Tenure-Track, Administrative Appointments)</li> <li>Research Faculty</li> <li>Addendum Template</li> <li>Visiting Researcher</li> <li>Temporary Researcher</li> <li>Research Affiliate – Job Code 1315 <ul> <li>Agreement</li> </ul> </li> </ul></li></ul>	<ul> <li>Compensation: <ul> <li>Compensation Main Page</li> <li>Compensation Strategy</li> <li>Compensation Calculator</li> <li>EPEWA Requirements</li> </ul> </li> <li>Offer Letter Templates: <ul> <li>Student Hourly/Work Study (Optional; reach out to the Student Employment office for more information)</li> <li>Graduate Student Faculty</li> </ul> </li> <li>Personal Information Form (Student New Hires)</li> </ul>



## **HRL Resources: Hire – Onboarding**

	Staff	Faculty	Student Employees		
	Onboarding activities vary from Unit to Unit and employee type to employee type, but the following are common, useful resources applicable to most new hires.				
Training	<ul> <li>QuickStart</li> <li>New Employee Website</li> <li>Supervisor/HRL Website for Onk</li> <li>Mandatory Training: Discriminati</li> <li>Mandatory Training: CU Informa</li> </ul>	on and Sexual Harassment			
New Employee Set-Up Actions	<ul> <li>Identikey Activation</li> <li>I-9 Verification</li> <li>Access CU Email</li> <li>Direct Deposit</li> <li>Paychecks</li> <li>Buff OneCard</li> </ul>				
Additional Resources	<ul> <li>New Employee Toolkit (Goes out</li> <li>New Employee Welcome Experi</li> <li>CU Discover</li> <li>Temporary Employee Checklist</li> </ul>	•			

#### **HRL Resources: Maintain**

	Staff	Faculty	Student Employees
Payroll	Pay Correction  Staff Compensation Processes: e.g., Pay Change, Annual Pay Increases, Temporary, & Premium Pay, Job Reclassification, Promotion, Demotion, Transfer Information Position Management Portal: Staff compensation or other personnel action changes are initiated in the PMP.  Classified Staff Step Pay: Information Step Pay Estimator	Pay Correction  Research Faculty Promotion Request Form  Faculty Contract Proration Calculator	Pay Correction
Leave	<ul> <li>Leave Change or Audit:</li> <li>HR Leave Website</li> <li>Leave Audit Guide</li> <li>Leave Audit Calculator</li> </ul>	Leave Change or Audit:  • HR Leave Website  • Leave Audit Guide  • Leave Audit Calculator	



## **HRL Resources: Maintain**

	Staff	Faculty	Student Employees
Position Management	Addendum Requests/Templates: Each of the following requests for staff is processed through the Position Management Portal:  Acting/Interim Appointment Additional Temporary Pay Change of Duties or Business Title (Which May Result in an Increase of Base Pay) Change of Reports To Change/Correct Start Date Decrease in Base Pay Decrease in Base Pay Decrease in Base Pay (Hourly Paid Employee) Dual Employment Overtime Agreement Extension of Appointment Increase in Base Pay (Equity/Compression, Incentive, CounterOffer, Market) Increase in Base Pay (Hourly Paid Employee) Percent of Time Change (Temporary or On-going)  University Staff - Additional Teaching Job Request (OFA) Classified Conversions		
Verification	Employme	ent Verification	

## **HRL Resources: Maintain – Performance Management**

	Staff	Faculty	Student Employees
Tools and Resources	<ul> <li>Cornerstone for Performance         Management   Supervisor and         Employee User Guide: Classified         and University Staff</li> <li>Performance Management         Information</li> <li>University Staff Performance         Evaluation Tools</li> <li>Classified Staff Performance         Management Program</li> <li>Diversity Learning &amp; Development</li> <li>Supervisor Training</li> <li>Interpersonal Communication         Skills</li> <li>Leadership and Management         Training</li> </ul>	<ul> <li>Performance Management         Information     </li> <li>Diversity Learning &amp; Development</li> <li>Supervisor Training</li> <li>Interpersonal Communication         Skills     </li> <li>Leadership and Management         Training     </li> </ul>	<ul> <li>Performance Management         Information     </li> <li>Diversity Learning &amp; Development</li> <li>Interpersonal Communication         Skills     </li> </ul>



## **HRL Resources: Separate**

	Staff	Faculty	Student Employees
Retirement	<ul> <li>Preparing to Retire</li> <li>Retirement Benefits</li> <li>Retiree Application (to be hired as a retiree)</li> </ul>	<ul> <li>Faculty Retirement</li> <li>Preparing to Retire</li> <li>Retirement Benefits</li> <li>Retiree Application (to be hired as a retiree)</li> </ul>	
Resignation	Acceptance of Resignation     Template – Classified Staff     Acceptance of Resignation     Template – University Staff	Faculty Resignation Form	
Termination / End of Appointment	<ul> <li>Permanent Staff and Research         Faculty Termination Process, My         Leave</li> <li>Permanent Staff and Research         Faculty Termination Process, Third-         Party Timekeeping System</li> <li>Leave Adjustment/Termination         Request Form</li> <li>Termination Letter Template:         <ul> <li>At-Will Termination Letter</li> </ul> </li> </ul>	<ul> <li>Permanent Staff and Research         Faculty Termination Process, My         Leave</li> <li>Permanent Staff and Research         Faculty Termination Process, Third-         Party Timekeeping System</li> <li>Leave Adjustment/Termination         Request Form</li> <li>Termination Letter Template:         <ul> <li>At-Will Termination Letter</li> </ul> </li> </ul>	

## **HRL Resources: Separate**

	Staff	Faculty	Student Employees
Other Separation Resources		racuity	• Final Pay
	<ul> <li>Leaving CU</li> <li>Exiting Employee Checklist</li> <li>Guide to Managing Layoffs</li> <li>Outplacement Services and Resources</li> <li>Additional External Services Guide</li> <li>Benefit Eligibility Matrix</li> <li>Final Pay</li> </ul>		

