



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 [table of contents](#) for the information in this guide on the next slide. General HRL resources and contact information can be found [on this slide](#).

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

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
<p>Recruiting: For assistance with or questions about recruiting for staff or research faculty positions, reach out to your designated recruiter or email recruiting@colorado.edu.</p>			
<p>Onboarding: Reach out to newatcu@colorado.edu with onboarding questions.</p>			
<p>Payroll: Questions about troubleshooting and correcting pay can be sent to HRSC (hrsc@colorado.edu).</p>			
<p>Leave: If you have questions or concerns regarding OJI Leave, Faculty Leave Audits, Leave Sharing, or the Reasonable Employer Process, please email ucbleavequestions@colorado.edu. If you have questions or concerns regarding Parental Leave, FAMLI, FMLA, or Short-Term Disability (STD), please email leave@cu.edu.</p>			
<p>Performance Management: If you need support with performance coaching or drafting letters or expectation or reprimand, contact Employee Relations at hrrer@colorado.edu.</p>			

HRL Resources: Hire

	Staff	Faculty	Student Employees
General Hire	<ul style="list-style-type: none"> Staff Hiring Page Temporary Employee Hiring Page Social Security Number Request Form Affirmative Action 	<ul style="list-style-type: none"> Faculty Hiring Page Research Faculty Hiring Page Social Security Number Request Form Affirmative Action <p>Contract Election Form:</p> <ul style="list-style-type: none"> Information CU Boulder Faculty Election Form <p>Stipend Resources:</p> <ul style="list-style-type: none"> Stipends Spreadsheet Guide 	<ul style="list-style-type: none"> Student Hiring Page Social Security Number Request Form Affirmative Action <p>Contract Election Form:</p> <ul style="list-style-type: none"> Information <p>Stipend Resources:</p> <ul style="list-style-type: none"> Stipends Spreadsheet Guide Student Stipend Spreadsheet
Avature	<p>Avature Portal Access:</p> <ul style="list-style-type: none"> Position Management Portal (Staff Position Descriptions) Staff Hiring Portal Avature Updates <p>Avature “How To” and Portal Walk-thru:</p> <ul style="list-style-type: none"> Requesting a New Position (Staff) VIDEO Request an Addendum Letter (Staff) VIDEO Hiring Portal Overview and Candidate Review VIDEO 	<p>Avature Portal Access:</p> <ul style="list-style-type: none"> Search Committee Portal (Faculty & Research Faculty) Avature Updates <p>Avature “How To” and Portal Walk-thru:</p> <ul style="list-style-type: none"> 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 style="list-style-type: none"> • Create, Revise, or Fill a Staff Position • Job Codes 	<ul style="list-style-type: none"> • Faculty (Fulltime, Part-time, Admin, Dual Career) Recruitment • Recruitment Authorization Form (RAF) form • Research Faculty Position Checklist • Job Codes 	<ul style="list-style-type: none"> • Recruitment Authorization Form (RAF) form • Student Hourly Assistant Spreadsheet • Graduate Student Faculty Spreadsheet • Job Codes
Posting and the Search Process	<p>Posting Requirements:</p> <ul style="list-style-type: none"> • CU Boulder Job Posting Requirements (all employees) • Campus Internal Job Board (Can also access via MyCUInfo.) <p>Search Waivers:</p> <ul style="list-style-type: none"> • Information <p>Diversity Search & Hiring Resources</p> <p>Background Checks:</p> <ul style="list-style-type: none"> • Policy • Steps 	<p>Posting Requirements:</p> <ul style="list-style-type: none"> • CU Boulder Job Posting Requirements (all employees) • Job Posting Guidance for Academic Appointments • Campus Internal Job Board (Can also access via MyCUInfo.) <p>Search Waivers:</p> <ul style="list-style-type: none"> • Information • Faculty & Research Faculty Form <p>Hiring Responsibilities for International Students & Scholars</p> <p>Diversity Search & Hiring Resources</p> <p>Background Checks:</p> <ul style="list-style-type: none"> • Policy • Steps 	<p>Posting Requirements:</p> <ul style="list-style-type: none"> • CU Boulder Job Posting Requirements (all employees) • Job Posting Guidance for Academic Appointments • Campus Internal Job Board (Can also access via MyCUInfo.) • Handshake (Student Jobs Board) <p>Search Waivers:</p> <ul style="list-style-type: none"> • Information <p>Hiring Responsibilities for International Students & Scholars</p> <p>Diversity Search & Hiring Resources</p> <p>Background Checks:</p> <ul style="list-style-type: none"> • Policy • Steps

HRL Resources: Hire

	Staff	Faculty	Student Employees
Total Compensation and Offer Letters	<p>Compensation:</p> <ul style="list-style-type: none"> • Compensation Main Page • Compensation Strategy • Compensation Calculator • EPEWA Requirements <p>Offer Letter Templates:</p> <ul style="list-style-type: none"> • Staff: (<i>Reach out to HRSC@colorado.edu for Offer Letter assistance.</i>) 	<p>Compensation:</p> <ul style="list-style-type: none"> • Compensation Main Page • Compensation for Faculty • Compensation Strategy • Compensation Calculator • EPEWA Requirements <p>Offer Letter Templates:</p> <ul style="list-style-type: none"> • Regular Faculty ((T/TT, Non-Tenure-Track, Administrative Appointments) • Research Faculty • Addendum Template • Visiting Researcher • Temporary Researcher • Research Affiliate – Job Code 1315 Agreement 	<p>Compensation:</p> <ul style="list-style-type: none"> • Compensation Main Page • Compensation Strategy • Compensation Calculator • EPEWA Requirements <p>Offer Letter Templates:</p> <ul style="list-style-type: none"> • Student Hourly/Work Study (<i>Optional: reach out to the Student Employment office for more information</i>) • Graduate Student Faculty <p>Personal Information Form (Student New Hires)</p>

HRL Resources: Hire – Onboarding

	Staff	Faculty	Student Employees
<p><i>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.</i></p>			
Training	<ul style="list-style-type: none"> • QuickStart • New Employee Website • Supervisor/HRL Website for Onboarding • Mandatory Training: Discrimination and Sexual Harassment • Mandatory Training: CU Information Security Awareness 		
New Employee Set-Up Actions	<ul style="list-style-type: none"> • Identikey Activation • I-9 Verification • Access CU Email • Direct Deposit • Paychecks • Buff OneCard 		
Additional Resources	<ul style="list-style-type: none"> • New Employee Toolkit <i>(Goes out to all new hires.)</i> • New Employee Welcome Experience • CU Discover • Temporary Employee Checklist 		

HRL Resources: **Maintain**

	Staff	Faculty	Student Employees
Payroll	<p>Pay Correction</p> <p>Staff Compensation Processes: e.g., <i>Pay Change, Annual Pay Increases, Temporary, & Premium Pay, Job Reclassification, Promotion, Demotion, Transfer</i></p> <ul style="list-style-type: none"> • Information • Position Management Portal: <i>Staff compensation or other personnel action changes are initiated in the PMP.</i> <p>Classified Staff Step Pay:</p> <ul style="list-style-type: none"> • Information • Step Pay Estimator 	<p>Pay Correction</p> <p>Research Faculty Promotion Request Form</p> <p>Faculty Contract Proration Calculator</p>	<p>Pay Correction</p>
Leave	<p>Leave Change or Audit:</p> <ul style="list-style-type: none"> • HR Leave Website • Leave Audit Guide • Leave Audit Calculator 	<p>Leave Change or Audit:</p> <ul style="list-style-type: none"> • HR Leave Website • Leave Audit Guide • Leave Audit Calculator 	--

HRL Resources: **Maintain**

	Staff	Faculty	Student Employees
Position Management	<p><u>Addendum Requests/Templates:</u> <i>Each of the following requests for staff is processed through the Position Management Portal:</i></p> <ul style="list-style-type: none"> • 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 (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) <p><u>University Staff - Additional Teaching Job Request (OFA)</u> <u>Classified Conversions</u></p>	--	--
Verification	<u>Employment Verification</u>		

HRL Resources: Maintain – Performance Management

	Staff	Faculty	Student Employees
Tools and Resources	<ul style="list-style-type: none"> • Cornerstone for Performance Management Supervisor and Employee User Guide: Classified and University Staff • Performance Management Information • University Staff Performance Evaluation Tools • Classified Staff Performance Management Program • Diversity Learning & Development • Supervisor Training • Interpersonal Communication Skills • Leadership and Management Training 	<ul style="list-style-type: none"> • Performance Management Information • Diversity Learning & Development • Supervisor Training • Interpersonal Communication Skills • Leadership and Management Training 	<ul style="list-style-type: none"> • Performance Management Information • Diversity Learning & Development • Interpersonal Communication Skills

HRL Resources: **Separate**

	Staff	Faculty	Student Employees
Retirement	<ul style="list-style-type: none"> • Preparing to Retire • Retirement Benefits • Retiree Application (to be hired as a retiree) 	<ul style="list-style-type: none"> • Faculty Retirement • Preparing to Retire • Retirement Benefits • Retiree Application (to be hired as a retiree) 	--
Resignation	<ul style="list-style-type: none"> • Acceptance of Resignation Template – Classified Staff • Acceptance of Resignation Template – University Staff 	<ul style="list-style-type: none"> • Faculty Resignation Form 	--
Termination / End of Appointment	<ul style="list-style-type: none"> • Permanent Staff and Research Faculty Termination Process, My Leave • Permanent Staff and Research Faculty Termination Process, Third-Party Timekeeping System • Leave Adjustment/Termination Request Form <p>Termination Letter Template:</p> <ul style="list-style-type: none"> • At-Will Termination Letter 	<ul style="list-style-type: none"> • Permanent Staff and Research Faculty Termination Process, My Leave • Permanent Staff and Research Faculty Termination Process, Third-Party Timekeeping System • Leave Adjustment/Termination Request Form <p>Termination Letter Template:</p> <ul style="list-style-type: none"> • At-Will Termination Letter 	--

HRL Resources: **Separate**

	Staff	Faculty	Student Employees
Other Separation Resources	<ul style="list-style-type: none">• Leaving CU• Exiting Employee Checklist• Guide to Managing Layoffs• Outplacement Services and Resources• Additional External Services Guide• Benefit Eligibility Matrix• Final Pay		<ul style="list-style-type: none">• Final Pay