

HRS Forms Instructions and Help

The HR web site links to CSM's HRS Forms (see list below), which are customized Excel spreadsheets. The traditional paper forms are no longer available and should not be used any more.

- There are five customized forms for faculty (academic, administrative, research, adjunct, and summer appointments), and one form for classified staff. It is important that you pick the proper form for the personnel action you are submitting. The customized form is easier to complete than the paper form.

- FACULTY:

[Academic Faculty HRS Form](#)
[Administrative Faculty HRS Form](#)
[Research Faculty HRS Form](#)
[Adjunct Faculty HRS Form](#)
[Academic Summer Faculty HRS Form](#)

- CLASSIFIED:

[Classified HRS Change Form](#)

- TERMINATION/SEPARATION:

[Separation Form](#)

- Access the HRS Form (template) from the web and perform a "file save as" action, renaming the form and saving the form in your personal files
- Then complete the form with the required information (account #s, position #s, assignment dates, etc.)
- Calculations are built into each form, so that you can see the pay the person will receive based on the data you enter (does not apply for classified)
- Several entry fields on the forms have a red triangle in the upper right hand corner. By placing your cursor on this triangle, you will activate a pull-down list of useful information for that entry field (does not apply for classified)
- Each form has a Comment Box. Please use this when you feel it would be helpful to explain something about the particular payroll action the form is requesting
- When it is completed, submit it via e-mail (see below)

How to submit HRS forms:

- Use the on-line forms each time. This assures that you are using the most current version.
- Submit the form electronically via e-mail. After you gain the required approvals in your department, type in the names and dates for each approval on the form before e-mailing it (***Please see the important notice below regarding the procedure and legal significance of typed approval signatures.*** Submit forms to hrsforms@mines.edu. This will deliver the form to the offices involved in processing HRS forms (VPAA, Human Resources, ORS, Budget and Payroll)
- You may print out hard copies of the forms and obtain original signatures for your files
- You will receive an e-mail copy of the completed HRS form after payroll runs, at the end of the month

Please submit HRS forms **by the tenth working day of the month** and earlier if possible. The CSM payroll runs more than a week ahead of the actual payday (last day of the month) to meet state reporting requirements. Several CSM offices must review and approve each HRS form before it is entered into the payroll process. Getting forms timely allows for dealing with questions and issues that need to be resolved and helps assure that pay will be correct.

Help: The following individuals are experienced with the use of the e-forms and willing to help. Call them at the extensions listed or click on a name to e-mail your question.

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| Diana Combs – X 3520 Human Resources | Anna Aguirre - X 3257 Budget Office |
| Barbara Pratt Johnson - X 3830 Physics | _____ |

IMPORTANT NOTICE REGARDING THE PROCEDURE AND LEGAL SIGNIFICANCE OF TYPED APPROVAL SIGNATURES:

*Use of the electronic versions of the HRS forms accessible from this page necessitates that the required approvals for each requested payroll action be expressed by typing in the name of the approving party and the date of the approval. The CSM administration regards these “typed approval signatures” to have the same legal effect as the hand-written signatures previously required on paper HRS forms. **Do not type in the printed approval signature of another person without clear directions from that person that: (1) he/she has approved the action reflected in the HRS form, and (2) the individual submitting the HRS form is authorized to affix a typed approval signature on behalf of the other person.***

The department/unit submitting an HRS form shall be responsible for the consequences thereof. Accordingly, each CSM department/unit is strongly encouraged to establish internal administrative procedures designed to assure that the individual submitting the e-form on behalf of the department or unit has gained the indicated approvals prior to submitting the form.