

## HRSR FAQs

### **Where can I find the form?**

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The form will be located on the HR website, where the previous one was located.

### **Will you accept the old form?**

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An old form that was prepared prior to July 1<sup>st</sup>, 2023, will be accepted, but we will not accept any old forms that were prepared after July 1<sup>st</sup>, 2023.

### **Where can I find the TTS number?**

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The TTS number field can be left blank, as this information is not available for all staff to see in Galaxy. This number can be found in the budget development packet, if you have access to that.

### **Do I use this form for Student Workers?**

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No, you will continue to use the same process and forms for student workers as you currently do.

### **For a Student Worker going into a Professional Expert position, what do I put as the Position Title?**

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You will put Professional Expert in the Position Title and you can note in comments that they were a student worker.

### **Can I get a copy of the completed HRSR sent back to me?**

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Not at this time, however, the request to have the completed form sent back to the preparer is being discussed within Human Resources, if a change is made to the current process, we will let you know.

### **Who should I contact if I would like to request a change on the form?**

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Please reach out to Kristie Andersen in Human Resources via email [kandersen@msjc.edu](mailto:kandersen@msjc.edu) with your request to be considered for a future version of the form.