

Instructions on HOW TO NAME HR FORMS!!!!

From: "ASA Human Resources Department" <asa_hr@asa.edu>
To: employees@asa.edu
Attachments: HR FORM NAMING INSTRUCTIONS.png (39 kB);

12/09/17 01:35 PM

Dear all

HR emailed thousands of emails explaining how to properly name any forms that you email to HR. HR stores these forms electronically and therefore needs you to COMPLY with PROPER FORM NAMES.

Please also **always include Employee ID in any correspondence with HR.**

HR WILL NO LONGER RESPOND TO EMAILS WITHOUT EMPLOYEE ID, NOR WILL PROCESS ANY INCORRECTLY NAMED FORMS!!!!

INSTRUCTIONS on Form NAMING:

All HR forms are accessible via HR web site, most are PDF fillable forms, are named as in the example below:

LastName,FirstName-Employee-Information-Change-Request.pdf

HR Forms have 3 part:

PART 1: LastName,FirstName - Must be REPLACED with your LAST and First Names **separated with a COMA (,)** That will enable HR to separate Last and First Names!!

PART 2: - FORM Name - the actual name of the form, explains what is that form for. **Cannot Be Changed**

PART 3: .PDE - File extension that **cannot be Changed!!!**

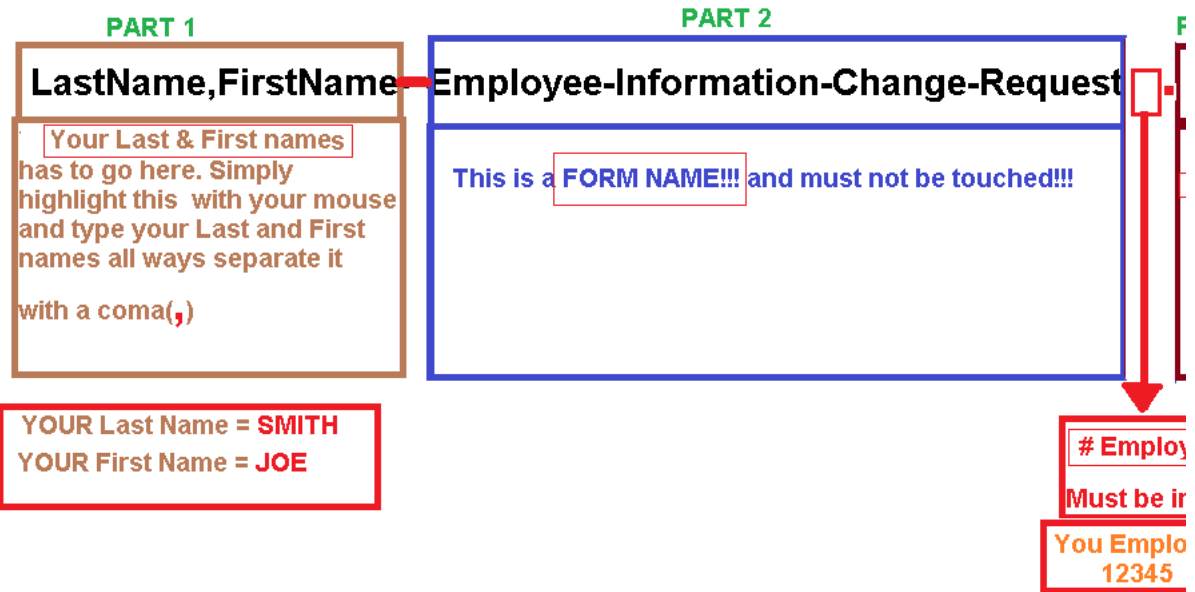
In Addition we ask our employees to **Insert #Employee Id** between Actual Form Name and File extension.

is needed to help us parse the form name for various quires that we might need to create and run. Employee Id is your **ASA's Employee ID!!!**

Your **last name:** SMITH; Your **first name:** JOE; your **ASA Employee ID:** 11223

THE NAME OF THE FORM SUBMITTED WILL BE:

SMITH,JOE - FORM NAME #11223.pdf



PROPERLY Named FORM below:

Smith,Joe - Employee-Information-Change-Request # 12345.PDF

Please refer to attached graphic explanation for form Naming!!!!

Thank you

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