

Good morning! The Business and Human Resource Solutions (BaHRS) team has worked over the past 6 months to create a simplified process for tasks to be funneled through the BaHRS team. Effective Monday, September 6, all transactions should be submitted in the CEHD Request Form located at My CEHD.

CEHD Request Form

Name *

Email *

Phone Number

Submission Type *

There are six options on this form.

Credit Card Receipt – used to submit receipts if you checked out a credit card from the BaHRS team. To request a card, you may submit a Team Dynamix ticket.

Contracts – used to submit a contract for review and signature. *Please remember that only six individuals across the college may sign a contract.*

Scholarship/Fellowship payment requests – used to request a posting of a scholarship or to process a voucher at the foundation.

Purchasing by BaHRS – attach invoice or link for item(s) needing to be purchased by the BaHRS team. **To finalize BaHRS team processing the order, approval should be attached to the CEHD Request Form with the following information:**

Account number/name:

Dollar amount (can be estimate):

Vendor

Delivery address – mail stop and physical address

HR – for your convenience, this information will create a Team Dynamix ticket

Payroll – for your convenience, this information will create a Team Dynamix ticket

Please advise if you have any questions or concerns about how to submit your requests.

Best Regards,
BaHRS Team,
Jill, Adriana, Tracy, and Bryan