



The Foundation for  
California State University, San Bernardino

# Did You Know???

Brought to you by The Foundation Human Resources Department

## The Foundation Human Resources Department is going a little green?

- Beginning in January 2009, we will be attempting to reduce paper usage and cut costs where possible.
- While most of our reductions will not affect you or your department directly, you should be aware that in the new year, we will no longer automatically return copies of Personal Transaction Request forms (PTR's) to you for your records.
- Of course, should you need a copy, we will be happy to scan and email one to you upon your written request.
- Additionally, since required information changes regularly in human resources, we will attempt to reduce waste by having less forms, packets, etc. readily available. So if you know you will be hiring 5 or more people, let us know in advance so we can be sure to have enough packets ready.
- Our other attempts at being more environmentally responsible include:
  - Eliminating NCR/duplicative forms where possible;
  - Eliminating a majority of the printed information provided in New Hire Orientation;
  - Adding more forms to our website;
  - Combining forms where appropriate;
  - Eliminating obsolete documentation and forms altogether, and
  - Frequent recycling.
- It's difficult to "go green" in Human Resources as we are required to maintain many original documents. However, we will continually search for ways to be more environmentally friendly.

Questions? Please call Foundation Human Resources at extension 77589.

**We are here to help!**