

Home Reporting Research



Welcome to AAR

AAR is designed to provide lin

All available applications are a each section to reveal addition resources.

The "Help Request or Feedbac issues regarding the administ Systems related questions, su 491-1375 or email at is suppo

You may access the AAR page campus, use this page.
When accessing the AAR web menu item.

Start at the
Administration
Applications and
Resources
homepage and click
HR System

tion Systems Department.

nu). Click the pointer next to access to additional

e questions, suggestions or on to any general Information O Mon-Fri by phone at 970-

ookmark) for access no on

ate.edu and select the AAR

▼ Application Systems

Admin Tools

Applications Manager

ARIES Administrative Pages

ARIESweb

Conflict of Interest (COI)

Data Access Request (ODS Access)

Effort Reporting (ecrt)

Electronic Forms

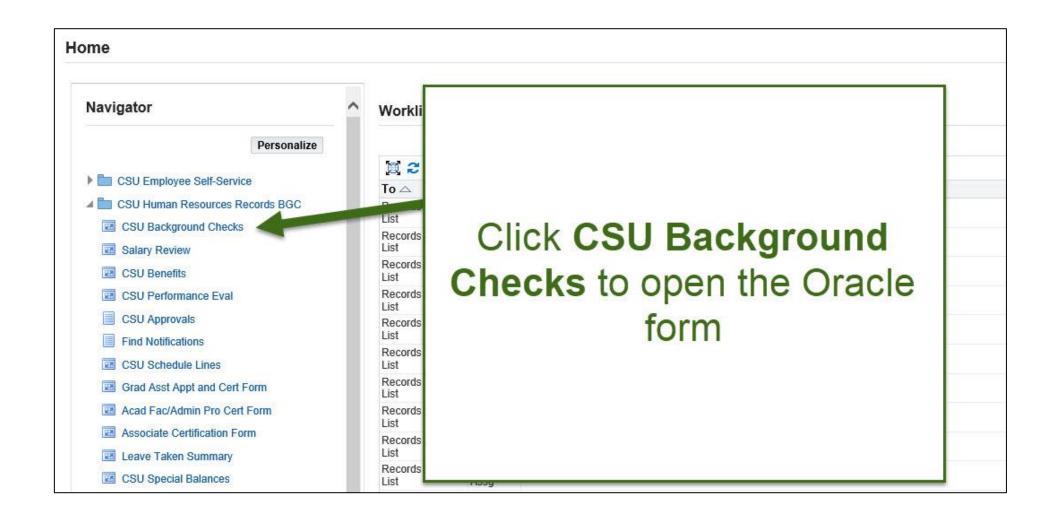
FAMIS Self-Service

HR System

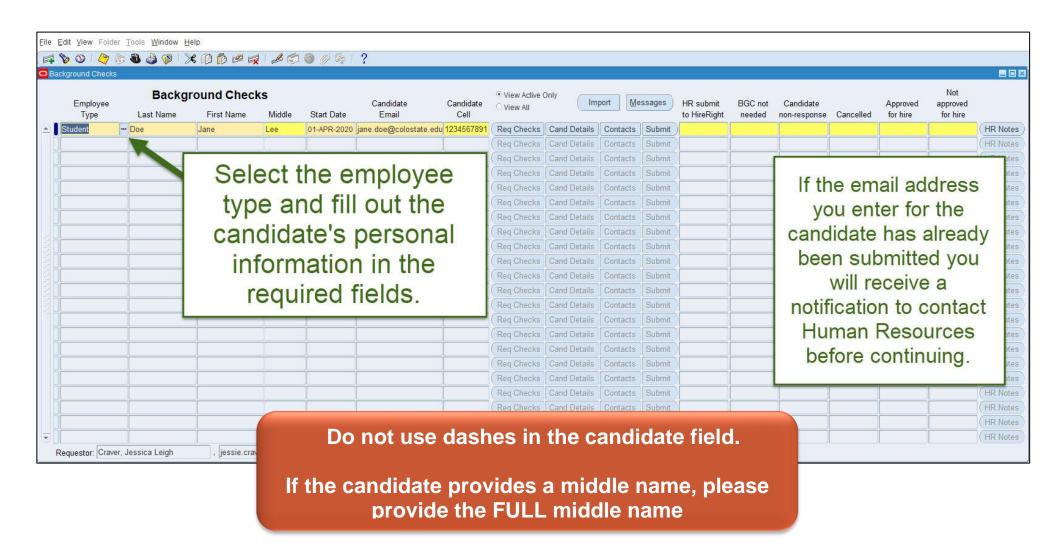
I-9 System

Kuali Financial System (KFS)

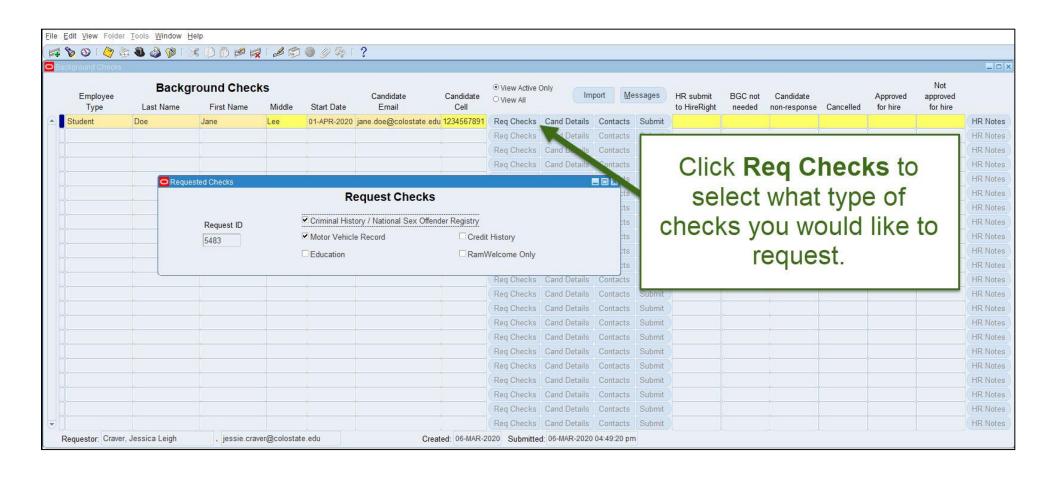




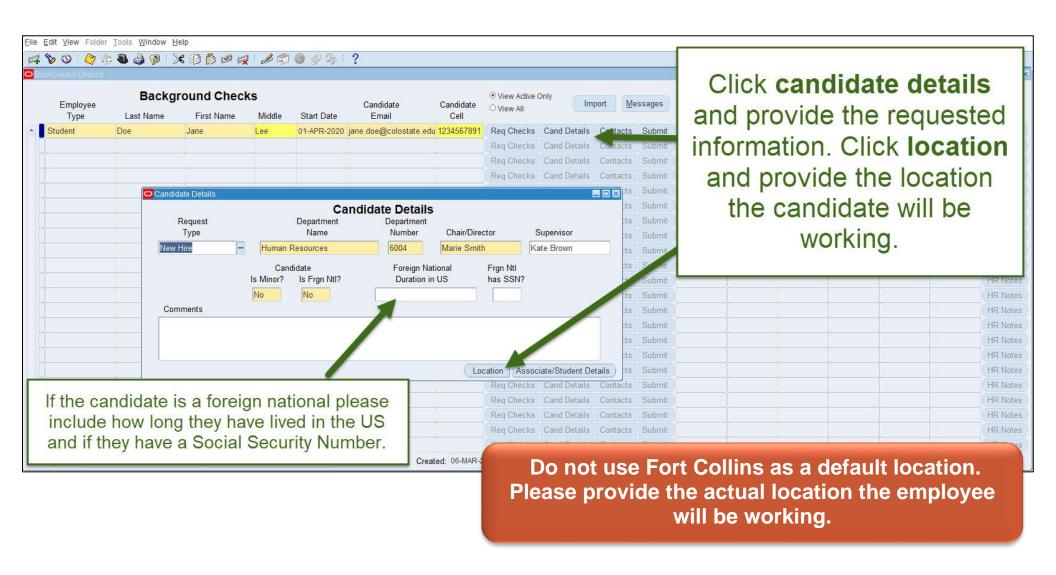




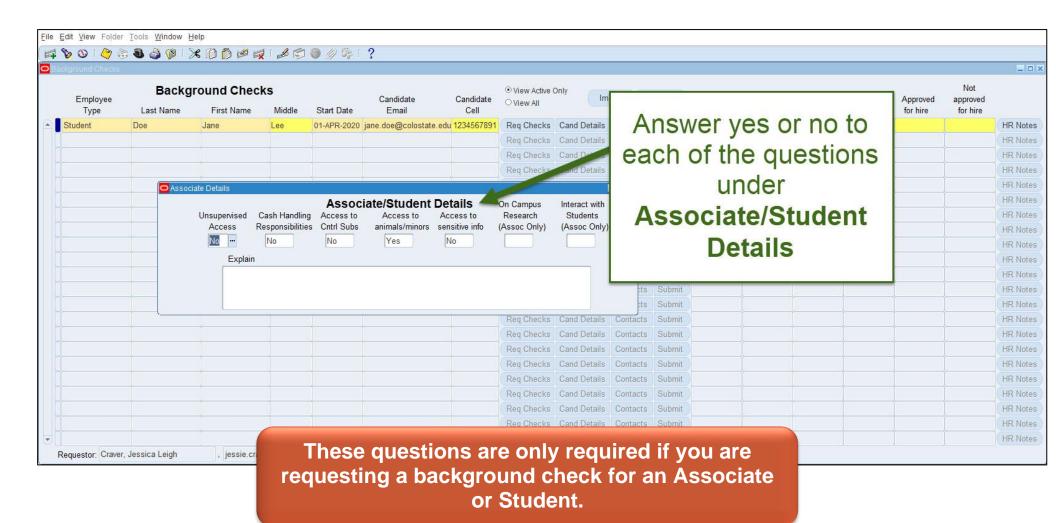




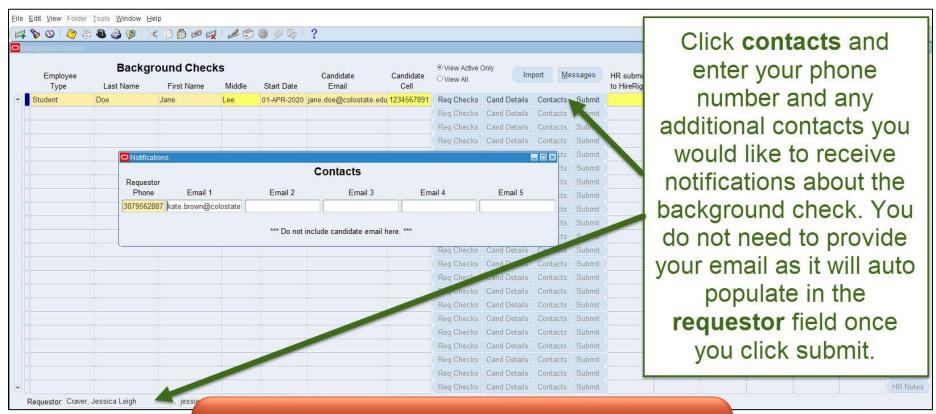






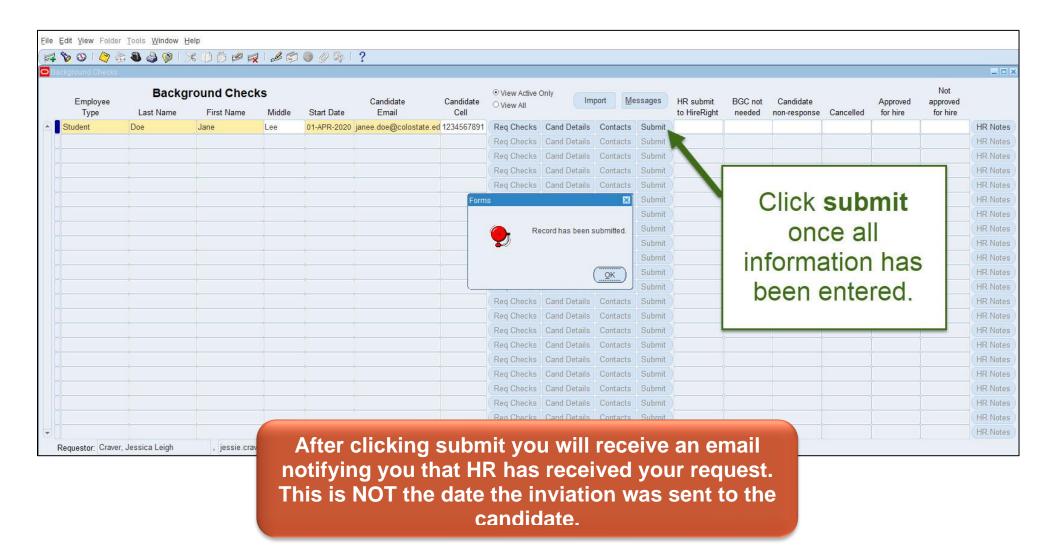






You can save a request if you are not ready to submit, but please be aware that HR will not receive the request until the submit button is clicked.







Helpful information

- The invitation is sent from the Board of Governors and includes the candidate's user ID and password
 - Candidates often skip over this so please instruct the candidate to be actively checking their email (and spam folder) for the invitation
- The candidate's full legal name must be entered
 - Do not submit nick names (ex: Jessie instead of Jessica)
 - Include the full middle name if it's available
 - Verify with the candidate you have the correct spelling of their name
- Include both the candidate's email address and cell phone number when submitting a request
 - o Verify with the candidate that you have the correct spelling of their email
 - Do not pull their email from the CSU directory as this may not be the email they check regularly
- Only request a motor vehicle record check for positions that
 - o Require a valid driver's license (or commercial driver's license)
 - Must be a U.S. driver's license
 - Require the employee to drive a motor vehicle as a regular part of their job responsibilities
 - Require use of a state-owned vehicle for the purpose of conducting university business
 - Education verifications are billed to the department

Background Check Policy: http://policylibrary.colostate.edu/policy.aspx?id=461

