

DATA REQUEST FORM

To be completed for all Human Resource data requests.

Name _____

Phone _____

Department _____

Email _____

What is the purpose of this report?

What information do you require? Please specify each individual field or data element to the best of your ability (ex: address would be "street address", "city", "state" and "zip").

What criteria do you wish to filter this data? (ex: bargaining unit, years of service, status)

What sorting or grouping do you need? (ex: group by department, sort by last name)

In what format do you want the output? (ex: electronic, print - some reports only available in print)

By what date will you need this information? _____

<i>OFFICE USE ONLY</i>	Date of Request: _____
AVP-HR Approval: _____	Approval Date: _____
Date of Completion: _____	
Notes: _____	
