

# Human Resources Information Request

A label or report request may be submitted to HR by completing the information below and fax to 824-6908 or mail to SKH 102.

**Request Date:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_ (allow 2-5 working days)

**Name:** \_\_\_\_\_ **Department/Division:** \_\_\_\_\_

**Work Phone#:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Purpose for the request or information will be used for:** \_\_\_\_\_

*I accept responsibility for the security of the information provide in this request.*

**Type/Print Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature (Authorized By)

\_\_\_\_\_  
Date

**Type:**  Excel (Spreadsheet)  Report  Other \_\_\_\_\_

Label (Forward to Copy Center) -Mail Merge (Job#) J\_\_\_\_\_ (Job # required)

**Sorted:**  Ascending  Descending  Other \_\_\_\_\_

## Specify Information Needed

**Classification:**

Administrators (includes executives, administrative, technical managers, deans and chairs)

Faculty (includes Academic, Calendar, Faculty Rank and Tenure Status)

Staff

All (Administrators, Faculty and Staff)

Other (specify)

**Employment Status:**

All  Regular  Temporary  Full Time  Part Time

**Overtime Status:**

Exempt  Non-Exempt  All: Exempt and Non-Exempt

**Print Fields:** Please list fields to be displayed in report/label. (i.e., Name, Campus Address, Department, Banner ID, Orgn Code, etc.)