

HUMAN RESOURCES REPORT REQUEST FORM

Request Information			
Requestor Name:		Banner ID:	
Request Date:		Due Date:	
Type of Request:	<input type="checkbox"/> New report request <input type="checkbox"/> Modification of an existing report <input type="checkbox"/> Other _____		
Purpose for the Data Requested			
Report Title:			
Report Description:	<i>Detail description of the report including data source, and how the report will be used</i>		
Target Population: <i>Check all or specific employee groups</i>	<input type="checkbox"/> All Full Time Continuing		<input type="checkbox"/> All Limited Term
	<input type="checkbox"/> All Non-Academic	<input type="checkbox"/> All Academic	<input type="checkbox"/> All Non-Academic
	<input type="checkbox"/> Senior VP's and Executives <input type="checkbox"/> Directors and AVPS <input type="checkbox"/> Level 10 and Above <input type="checkbox"/> Level 9 and Below	<input type="checkbox"/> Senior Executives <input type="checkbox"/> Deans <input type="checkbox"/> Associate Deans/Out of BU <input type="checkbox"/> Tenure/Tenure Track <input type="checkbox"/> Faculty <input type="checkbox"/> Teaching Faculty	<input type="checkbox"/> 10 and Above Hourly <input type="checkbox"/> 10 and above Salary <input type="checkbox"/> 9 and Below Hourly <input type="checkbox"/> 9 and Below Salary <input type="checkbox"/> Coaches <input type="checkbox"/> Casuals <input type="checkbox"/> Work Study
	<input type="checkbox"/> Post-Doctoral Fellows <input type="checkbox"/> Sessional Lecturers <input type="checkbox"/> Teaching Assistants <input type="checkbox"/> Research Assistants <input type="checkbox"/> Research Associates Hourly <input type="checkbox"/> Research Associates Salary <input type="checkbox"/> Academic Associates		
Employee Status: <i>Check all that applies</i>	<input type="checkbox"/> Current ("active") <input type="checkbox"/> Leaves <input type="checkbox"/> Separated <input type="checkbox"/> Retired <input type="checkbox"/> Other: _____		
Jobs:	<input type="checkbox"/> Primary Job <input type="checkbox"/> Non-Primary Jobs <input type="checkbox"/> All Jobs <input type="checkbox"/> Other: _____		
Data as of Date:	<input type="checkbox"/> Current Point in Time <input type="checkbox"/> Current Academic Year <input type="checkbox"/> Last Pay Period <input type="checkbox"/> Date Range: From: _____ To: _____ <input type="checkbox"/> Other: _____		
Fields to be Included: <i>List of all data fields to include in the report (e.g., Name, Address, Title, etc.). Attach/forward a sample format output if appropriate.</i>			
Prompts to be included:			
Frequency: <i>How often will the report be processed?</i>	_____ Start Date: _____ End Date: _____		
Notes/Comments:			