

HRIS Report Request Form

OVERVIEW

This form is to be used for all query and report requests using HR data. Please note that there may be approvals required to release the data.



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INSTRUCTIONS

Complete all sections and click **Submit by Email** when finished. When prompted where to send from, select the first option to send from your Outlook Account.

Below are descriptions of some key fields:

- **Purpose of Report:** Describes the business purpose for the query or report and how the data will be utilized.
- **Additional Selection Criteria:** List extra filtering of the data that was not captured under Population or Full/Part Time. (e.g. 403b eligible)
- **Data Elements Needed:** Please provide any data fields that you require for the report. (e.g., name, address, full/part time status.) If requesting sensitive information, data will not be sent through email.

If you have any questions, please email HRIS@depaul.edu.

Requestor Information

Date:

*Full Name:

*Job Title:

*Email Address:

*Extension:

*Department:

*Supervisor:

*Supervisor ext:

*Supervisor Email:

*Population

- Full-time Staff Full-time Faculty Part-time Staff
- Part-time Faculty Full-time Public Safety Part-time Public Safety
- Trades Janitors Retirees
- Student Employees

Additional Selection Criteria:

Request Information

*Purpose of Report:

*Frequency:

*Date Needed By:

*Who will view the data:

*Data Elements Needed:

HRIS Use Only		Date Last Modified: <input type="text"/>
HRIS Approved: <input type="radio"/> Yes <input type="radio"/> No		
Business Areas: <input type="text"/>	Business Area Approved: <input type="radio"/> Yes <input type="radio"/> No	
Received By: <input type="text"/>	Date Received: <input type="text"/>	
Completed By: <input type="text"/>	Date Completed: <input type="text"/>	
Name of Report: <input type="text"/>	Name of Query/SQL: <input type="text"/>	
Comments: <input type="text"/>		