



# Human Resources Data/Information Request Form

All requests will be reviewed by the HRIS Data Reporting Team and may require additional communication. Please note that requests may be redirected if the information is not available via the Data Reporting Team.

Please allow up to **10 business days** from receipt. Note that some of the requests may take longer depending on the information required, but you will be notified if that is the case.

Data requests must be sent to the Human Resources Data Reporting Team (by clicking the "Email" button at the bottom of the page.

Date of Data Request (current date):

Requester (person making the request):

**Data Extract Dates:** (What dates would you like the information run/pulled for?):

Start Date:

End Date:

Who is requesting this information (only check ONE):

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| Auditor                  | Bargaining Unit          | Budget Office              |
| Employee (Self)          | Employee's Administrator | Human Resources (Internal) |
| Labor/Employee Relations | Public Records Request   | Other                      |

Who is the main audience for this information (check **ALL** that apply):

- |                      |                          |
|----------------------|--------------------------|
| Administrator        | Auditor                  |
| Bargaining Unit      | Budget Process           |
| Employee (Self)      | Labor/Employee Relations |
| Legal Office         | Public                   |
| Publication Purposes |                          |
| Other                |                          |

**Content Requested:** Please explain in detail what information you require.

**Data Fields/Columns** (*Data format*): Tell us which data fields you would like us to pull for this data request.  
(Example: Last name, First name, Job Title, Hourly Rate)

**Data Sort:** How would you like the data to be sorted?

**Reason for the Data Request:** Please explain the purpose of the data request to help us determine the type of data used/needed in order to provide you with the best information. (e.g. I'm looking for my staff's hourly/annual rates to determine my budget for the next school year.)

***Note: All data will be provided in Excel format unless otherwise specified.***