HRIS QUERY/REPORT REQUEST FORM

Requester Name: _____

Department: _____

Date Requested: _____

Date Required: _____

Please describe purpose of request:	

Please complete all selections below to indicate the criteria for the request:

Employee Status:	**Employee Type:**	**Employee Class:**	**Report's Effective Date:**
Active On Leave Work Break Suspended Terminated Retired Deceased	Hourly Student Employees Faculty Staff Task	Regular Non-Employees	As of: From to Other specific date(s):

Organization(s):	**List Departments Required:**
UNT-Dallas UNT-Denton System	All UNT-Dallas All UNT-Denton All UNT-System Specific Department(s)_____

Please indicate the information to be displayed:

Please indicate any special formatting needs and/or the sort order of the request:

Approved by: _____

Date: _____

Requester's Priority

High   (due in 3 working days)
Medium (due in 5 working days)
Low   (due in 10 working days