



- Instructions:**
1. Use this form to request Human Resources data, such as new queries, specific information, audits, updating existing reports, monthly reports correction/update, and any other Human Resources related data.
  2. To initiate the request, complete this form and submit this form to the Data & Technical Services Unit, Building UPD, 0046, or email this form to [humanresources.web.dts@sjsu.edu](mailto:humanresources.web.dts@sjsu.edu).

CONTACT INFORMATION	
Date Requested:	Requestor:
Department:	Position Title:
Telephone:	E-mail Address:
Description of Request (PS Report # if applicable):	
List of Columns Needed in Finished Table (e.g. EmplID, Name, Job Code, Dept ID, Dept Name):	
File Preference (check one or all that applies): <input type="checkbox"/> Test (csv) <input type="checkbox"/> Excel (xls) <input type="checkbox"/> Adobe (pdf)	
Priority Type(check one): <input type="checkbox"/> Medium (important but able to function) <input type="checkbox"/> High (very important – unable to function)	
Due Date:	
Date & Time Available to Meet (if necessary):	
Comments:	
Signature of Requestor	Date
For DTS Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	PS Report #
Date assigned:	Analyst Assigned:
Tool Used/Query Name:	Date Completed:
Approved by:	
Kim Aldridge, HR Lead Analyst Programmer	Date