



# New York University HUMAN RESOURCES REPORT REQUEST FORM

Questions or Comments? Email: [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu)

**Service Link Case #:**  
(For central use only)

Request Information [Please complete this entire form]	
<b>Requestor Name:</b>	<b>Net ID:</b>
<b>Request Date:</b>	<b>Due Date:</b>
<b>Type of Request:</b>	<input type="checkbox"/> New report request <input type="checkbox"/> Modification of an existing report <input type="checkbox"/> Other _____
<b>Requestor School/Unit:</b>	
<b>Report Title:</b>	
<b>Report Description:</b> <i>(Detail description of the report including data source, why it's being requested and how the information will be used.)</i>	
<b>Target Population:</b> <i>(Check all or specific employee groups)</i>	<input type="checkbox"/> All <input type="checkbox"/> Admin/Professional <input type="checkbox"/> Academic Tenure/Tenure Track FT Faculty <input type="checkbox"/> Non Tenure Track FT Faculty Academic Administration <input type="checkbox"/> Academic Adjunct Faculty <input type="checkbox"/> Academic Student Related Positions <input type="checkbox"/> Academic Post Doctoral <input type="checkbox"/> Academic Professional Researcher <input type="checkbox"/> NYU-Union <input type="checkbox"/> Non-Exempt/Non-Union <input type="checkbox"/> Union <input type="checkbox"/> Student Work Study <input type="checkbox"/> Student Non-Work Study
<b>Employee Status:</b> <i>(Check all that applies)</i>	<input type="checkbox"/> Current ("active") <input type="checkbox"/> LOA <input type="checkbox"/> Separated <input type="checkbox"/> Retired <input type="checkbox"/> Other: _____
<b>Jobs:</b>	<input type="checkbox"/> Primary Job <input type="checkbox"/> Non-Primary Jobs <input type="checkbox"/> All Jobs <input type="checkbox"/> Other: _____
<b>Data as of Date:</b>	<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: _____
<b>Fields to be Included:</b> <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>	
<b>Prompts to be included:</b>	
<b>Format of Output:</b>	<input type="checkbox"/> Worklet <input type="checkbox"/> PeopleSync Reporting <input type="checkbox"/> Scheduled report to W drive: <i>If scheduled, frequency:</i> <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly Start Time: _____ Start Date: _____ End Date: _____
<b>Notes/Comments:</b>	

**Confidentiality Statement**

All employee data requests are legally privileged all confidential information should only be used for authorized business for which this request was explicitly approved. Any other dissemination, distribution or use of this information is prohibited. Any questions regarding this request and/or appropriate use of the data should be directed to [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu)