The Graduate School & University Center  
Office of Human Resources  
Data Report Request Form

Please complete all applicable sections.

<table>
<thead>
<tr>
<th>Request Date:</th>
</tr>
</thead>
</table>

### SECTION I - REQUESTOR'S INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION II - REPORT INFORMATION

**Type of Request:**
- [ ] Initial/First Time Request
- [ ] Modification of an Existing Request
- [ ] Repeat of an Existing Request
- [ ] Data Analysis
- [ ] Other: _________________________

**Report Title:**

**Report Description:**

(Detail description of the report including data source, why it's being requested and how the information will be used.)

**Business Unit:**
- [ ] The Graduate Center
- [ ] School of Journalism
- [ ] School of Professional Studies

**Departments:**
- [ ] All
- [ ] Other: _________________________

**Employee Group:**
- [ ] Adjuncts
- [ ] Civil Service White Collar
- [ ] Civil Service Blue Collar
- [ ] Classified Managerial
- [ ] College Assistants
- [ ] ECP Titles
- [ ] Faculty
- [ ] Graduate Assistants
- [ ] Non-Teaching Instructional (HEOs, CLTs, Librarians)
- [ ] Other: _________________________

**Employee Status:**
- [ ] Current (“Active”)
- [ ] LOA
- [ ] Separated
- [ ] Retired
- [ ] Other: _________________________

**Status:**
- [ ] Full Time
- [ ] Part Time
- [ ] Person of Interest (POI)

**Data as of Date:**
- [ ] Current Point in Time
- [ ] Current Academic Year
- [ ] Current Fiscal Year
- [ ] Effective Date Range: From: ________ to: ________

**Data to be Included:**

___ Name ___ Department ___ Title ___ Job Effective Date
___ Salary ___ Employee ID ___ Email ___ Expected End Date
Other: _________________________

**Format of Output:**
- [ ] PDF
- [ ] Word
- [ ] Excel
- [ ] Other: _________________________

### SECTION III - NOTES & COMMENTS


### SECTION IV - CONFIDENTIALITY STATEMENT

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 hr@gc.cuny.edu.

<table>
<thead>
<tr>
<th>Requestor's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Supervisor’s Signature:</th>
</tr>
</thead>
</table>