

PeopleSoft Query Request Form

The approximate turnaround time for a report is generally 3-5 business days, dependent upon complexity.

All reports will be supplied to the requestor electronically in excel format

Requestor (all fields are required)									
Name:							Request Date: / /		
Title:				Department:					
Email:							Phone:		
Query Profile									
Query Name:						Due Date: / /			
Query Purpose:									
Previous Request: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, (Name of Query)									
Query Frequency: <input type="checkbox"/> One-time Use <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual									
Query Criteria									
<input type="checkbox"/> All Employee Classes	<input type="checkbox"/> Class 1 Regular	<input type="checkbox"/> Class 2 Tradespeople	<input type="checkbox"/> Class 3 Temporary	<input type="checkbox"/> Class 4 Casual	<input type="checkbox"/> Class 5 Students	<input type="checkbox"/> Class 6 TA / GA	<input type="checkbox"/> Class 7 PTL	<input type="checkbox"/> Class 8 Coadjutant	<input type="checkbox"/> Class 9 Fellow
<input type="checkbox"/> Multiple Jobs			<input type="checkbox"/> Primary Job Only			<input type="checkbox"/> Secondary Job Only			
<input type="checkbox"/> Both (Faculty & Staff)			<input type="checkbox"/> Staff Only			<input type="checkbox"/> Faculty Only			
<input type="checkbox"/> Current Data Only			<input type="checkbox"/> Historical Data (From Date): / / (To Date): / /						
Department(s):					School(s):				
Query Details									
<input type="checkbox"/> Employee ID	<input type="checkbox"/> Name			<input type="checkbox"/> Job Title			<input type="checkbox"/> Department		
<input type="checkbox"/> Annual Salary	<input type="checkbox"/> Employee Class			<input type="checkbox"/> Hire Date			<input type="checkbox"/> Termination Date		
<input type="checkbox"/> FTE	<input type="checkbox"/> Campus			<input type="checkbox"/> Primary Job Indicator			<input type="checkbox"/> Pay Group		
<input type="checkbox"/> Salary Plan	<input type="checkbox"/> Salary Grade			<input type="checkbox"/> Salary Step			<input type="checkbox"/> Union Code		
<input type="checkbox"/> Position Entry Date	<input type="checkbox"/> Expected End Date			<input type="checkbox"/> FLSA Status			<input type="checkbox"/> Academic Rank		
<input type="checkbox"/> Other Fields:									
Additional Requirements									
Please specify any additional data requirements									