

Rider University Human Resources Information Systems Request for Personnel Lists

Please allow a minimum of three days to process your request. Forward request to HRIS, LIB108.

DATE: _____ REQUESTED BY: _____ BLDG/ROOM _____

DEPT: _____ CAMPUS PHONE #: _____ DATE DESIRED: _____

Please submit one request sheet for each dataset requested - you can request lists in different formats on the same request sheet, as long as you want the same data.

PRINTED LIST DESIRED INFORMATION AND FORMAT: *(name, dept., hire date, etc.)*

EMAIL FILE EXCEL FORMAT _____ TEXT FILE _____ OTHER _____

EXCEL LIST Home Address *Use the Excel file to produce any needed labels via mail merge.*
 OR Campus Address

SORTED BY

(select one)

NAME CAMPUS DEPARTMENT DIVISION ZIP CODE OTHER

SELECT GROUP(S) DESIRED

LARGE GROUPS	<input type="checkbox"/> LAWRENCEVILLE CAMPUS	<input type="checkbox"/> WESTMINSTER CAMPUS
	<input type="checkbox"/> ALL FULL TIME	<input type="checkbox"/> ALL PART-TIME

OR SELECT ONE OR MORE CONSTITUENCIES:

ADMIN/PROFESSIONAL <input type="checkbox"/> FT _(MF) <input type="checkbox"/> PT _(MP)	CHAIRPERSONS <input type="checkbox"/> (CH,CL)
AFSCME CLERICAL <input type="checkbox"/> FT _(FF) <input type="checkbox"/> PT _(FP)	ALL FULL-TIME AAUP MEMBERS <input type="checkbox"/> (AF,RF,LF,C0,C2)
NON-BARG. SUPPORT <input type="checkbox"/> FT _(NF) <input type="checkbox"/> PT _(NP)	AAUP FT TEACHING FACULTY ONLY <input type="checkbox"/> (AF)
MAINTENANCE <input type="checkbox"/> (FA)	LIBRARIANS ONLY <input type="checkbox"/> FT _(LF) <input type="checkbox"/> PT _(LP)
SECURITY <input type="checkbox"/> FT _(SF) <input type="checkbox"/> PT _(SP)	ATHLETIC STAFF ONLY <input type="checkbox"/> FT _(C0,C2) <input type="checkbox"/> PT _(CP)
TEMPORARIES <input type="checkbox"/> (TM)	AAUP ADJUNCT/OVERLOAD <input type="checkbox"/> (AJ, AO, AP,RP)
RETIREES <input type="checkbox"/> (RE,ER)	WCC CONSERVATORY TEACHERS <input type="checkbox"/> FT _(VF) <input type="checkbox"/> PT _(VT)

OTHER SELECTION CRITERIA (*only CBA, or all those over 50, those in a certain building, etc.*):

HR office use only:

query name: _____

output name: _____

date: _____