

HRMS Data Request

Internal Use Only:
Tracking No: _____

Requested By: _____ **Job Title:** _____

Department: _____ **Division:** _____

Contact Phone Number: _____ **E-mail address:** _____

Reason for the request & when required (please refer to instructions for additional information): _____

Description of your data request, including fields (e.g., employee name, department): _____

Additional information required to complete your data request (e.g. active employees only): _____

Who will be responsible for running Query/Report: _____

For Office Use Only:

Date Requested: _____ **Date Completed (sent to requestor):** _____

HRMS Payroll: ☐ Civil ☐ Teachers ☐ Pensions ☐ Refund

Requesting: ☐ HR Data ☐ Payroll Data ☐ Absence Management Data ☐ Benefits Data ☐ Time & Labour

Priority: ☐ High ☐ Medium ☐ Low **Target Completion Date:** _____

Assigned To	Date Assigned	Ticket Number/Comments

Query/Report Name: _____

Comments: _____

HRMS Data Request (HRS-100) Instructions

This form is to be completed by Managers, Directors and Executive requesting data from the Human Resource Management System (HRMS) pertinent to their roles, duties and functions within the organization. It is critical that all sections be completed. You will be contacted for additional information/clarification, as required. Incomplete requests or requests not submitted on this form will be rejected.

Please note that there are a number of reports/queries that are available to select groups. If you meet the criteria and are requesting such information, you may be instructed to complete a security request form that will grant you the required access so you can run the reports/queries yourself, or you may be directed to an employee within your office that has the required access to do so.

Requests will be reviewed upon receipt to ensure that the release of the information complies with Part IV of the *Access to Information and Protection of Privacy Act*; therefore, it is very important that you provide sufficient detail and reasoning in the Reason for the Request Section. Your request will be directed to the appropriate person for action.

The date required will help us in prioritizing requests; however, the turnaround time will depend on a number of factors but will be actioned as soon as possible. Once it is determined that access can be granted as requested and so as to ensure that proper security/access is in place, as applicable, please identify the person responsible for running the report/query on a go forward basis.

Completed forms should be forwarded to HRMSdatarequest@gov.nl.ca.

A copy of the form can be found on the Public Service Network site <http://www.intranet.gov.nl.ca/docs/default.asp> or by contacting the HR Service Centre at 709-729-7690 or 1-888-729-7690.