

HRIS REPORT REQUEST FORM



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form is intended for specific staff data reports not readily available through HRonline or Corporate reporting systems. All fields on this form must be completed to ensure that the data supplied meets the requirements.

Report requests are reviewed and prioritised by HRIS staff within 2 working days of receipt. To help us meet your deadline, please ensure there is plenty of time between your submission and the date you require your information.

Report Type

Report Frequency

Date of Request

Date report required by

Requestor's Name

Phone Number

College / Division

School / Unit

Email Address

Please describe the information required:

If this request is related to an earlier request for information, please provide details of the report requested, the timeframe and who completed the report.

What will the information be used for?

Who will use the information? Internal/External/Compliance

Authorised by

Position Title

Date Authorised

Please note that all report requests are subject to the University of Newcastle [Privacy and Information Access policy](#).

Email completed
form for approval

Return approved form to
hris@newcastle.edu.au