

Rider University Human Resources Information Systems Request for Personnel Lists and Labels

Please allow a minimum of three days to process your request. Forward request to HRIS, LIB105.

DATE: _____ REQUESTED BY: _____ BLDG/ROOM _____

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

Please submit one request sheet for each dataset requested - you can request lists and labels on the same request sheet, as long as you want the same data for both.

LIST

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

LABELS

Home Address

Number Of Copies: _____

OR Campus Address

SORTED BY

(select one)

NAME

CAMPUS

DEPARTMENT

DIVISION

ZIP CODE

OTHER

SELECT GROUP(S) DESIRED

LAWRENCEVILLE CAMPUS

WESTMINSTER CAMPUS

FULL TIME

PART-TIME

ADMINISTRATORS (A,S)

AAUP ADJUNCT/OVERLOAD (K)

HOURLY (PT) PROFESSIONAL (3,5)

CHAIRPERSONS (Q)

AFSCME CLERICAL (C,6)

ALL AAUP MEMBERS (B,H,R,Y)

NON-BARG CLERICAL (E,6)

AAUP TEACHING FACULTY ONLY (B)

MAINTENANCE (2)

AAUP LIBRARIANS ONLY (H,Y)

TEMPORARIES (5)

AAUP ATHLETIC STAFF ONLY (R)

REGULAR RETIREES (N)

WCC CONSERVATORY (HRLY) TEACHERS (T)

ERI RETIREES (J)

WCC CONSERVATORY (FT) TEACHERS (V)

SECURITY (O)

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

HR office use only:

request name:

run name:

date: