

ROGER WILLIAMS UNIVERSITY

Office of Human Resources

Fax #: 3370

REQUEST FOR REPORT REQUEST FOR SPECIAL PROJECT

REQUEST FOR LABELS [] Home Address
[] Campus Department

Date of Request: _____ Date Needed: _____

Requested by: _____ Department: _____

Purpose: _____

Approved by: _____ Date _____

(Associate VP of HR)

Include: University Employees Law School Employees

Please specify employee group(s) to be included: (i.e. classification, status, department, etc.)

EXAMPLE OF REPORT: Use the space below to provide details specific to your request (i.e. field names to display, sort order, specify period of time).

<i>Last Name</i>	<i>First Name</i>	<i>DOB</i>	<i>DOH</i>	<i>Status</i>	<i>Position Title</i>	<i>Department</i>
Doe	Jane	4/12/42	7/1/86	full-time reg.	Assoc. Dean	School of Education

SPECIAL PROJECT: Describe in detail the nature of special project.

COMPLETED BY:

DATE: