

University of Houston Clear Lake

Request for Information from HRMS

Name of Person Requesting the Information: _____

Contact Information: Phone: _____ E-mail: _____

Department Requesting the Information: _____

Specify the information that is requested in detail:

State the purpose for the request and how the information will be used:

Date information needed (deadline): _____

For Human Resources Use only:

Date request received: _____ By: _____

Query details required to fulfill request:

HRIS Signature: _____

Approval: _____

Executive Director of Human Resources/AA

Date: _____

Date information sent to requester: _____