K-State Kansas State University

Division of Human Resources

RESET

COMPUTER OPERATIONS
Report/Labels Request

HR-Computer Operations Use Only

Label Count _____

Billing Info:
External: ☐ Internal: ☐

Report/Label Name _____

Purpose for Request _____

_____

_____

Date Requested _____ Date Needed _____

Requested By _____ Phone # _____

Department/Section Name _____

Have you received this type of output before: ❑ YES ❑ NO

If YES, Report/Query Name _____

Type of OUTPUT needed, please check: ❑ Report ❑ Labels ❑ BOTH

CHECK APPROPRIATE BOX:

- ❑ State of Kansas employees only
- ❑ All Local Agencies
- ❑ Students
- ❑ Graduate Students
- ❑ Place of work Riley County
- ❑ Classified
- ❑ Federal
- ❑ Unclassified
- ❑ Active
- ❑ Terminated
- ❑ 9 Month Employees
- ❑ 12 Month Employees
- ❑ Benefit Eligible

Other _____

_____

_____

CHECK ONE:

❑ Male	❑ Female	❑ Both
❑ Regular	❑ Temporary	❑ Both
❑ Full-Time	❑ Part-Time	❑ Both

HOW MANY SETS OF LABELS

❑ ONE ❑ TWO ❑ THREE

SORT FOR REPORT

- ❑ Alpha by Last Name
- ❑ Alpha by Last Name within Dept.
- ❑ Alpha by Last Name within Classified or Unclassified
- ❑ Alpha by Dept. ID
- ❑ Alpha by Job Code
- ❑ Alpha by Zip Code

SORT FOR LABELS

- ❑ Alpha by Last Name
- ❑ Alpha by Last Name within Dept.
- ❑ Alpha by Last Name within Classified or Unclassified
- ❑ Alpha by Dept. ID
- ❑ Alpha by Job Code
- ❑ Alpha by Zip Code

LABEL TYPE

- ❑ Postal Address Mailing Label
- ❑ Work Address Mailing Label