

**Human Resources**

# CHRIS Report Request Form

**Requested by:** **Tel:**

**Service Area** **Unit:**

## Work Location:

**Reason for Request:**

**Report Title:**

**Report Format:** *(please mark with an X)*

   Excel   Paper Other (please specify)

**Groups to be included:**

(e.g. All Social Policy Staff, All Teachers with over 2 years service, All temp Joiners in Building Services etc)

**Items to be reported on:** *(e.g. name, job title, start date, status, salary etc)*

**Any Other Details Required:**

**Sort Order:** *(e.g. alphabetical by name, by Service Area etc)*