

**REQUEST FOR
MANGEMENT INFORMATION**

HUMAN RESOURCES

PURPOSE/DESCRIPTION: (This section must be completed to ensure the release of data does not contravene the University's Data Protection Policy)

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Type of Report (please tick as appropriate):

Listing of Staff	<input checked="" type="checkbox"/>	Numbers:	<input type="checkbox"/>
		FTE	<input type="checkbox"/>
		Headcount	<input type="checkbox"/>

Output Required (please tick as appropriate):

Personal Data	Appointment Data
Title:	Faculty:
Initials:	Department:
Surname:	Job Title:
Age:	Status (Fixed-Term/Indefinite):
Disability:	Current contract end date:
Gender:	Termination date:
Ethnicity:	Salary:
Retirement Date	Spinal Point
Start date of continuous service:	FTE
Other:	Other:

Criteria (please tick as appropriate):

Staff Type:	All <input type="checkbox"/>	Substantive <input type="checkbox"/>	Sessional <input type="checkbox"/>	Unpaid <input type="checkbox"/>
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Staff Group (only applicable for substantive & sessional staff)	Academic (inc. lecturer/senior lecturer/reader/professor)	<input type="checkbox"/>
	Research	<input type="checkbox"/>
	Teaching only (inc demonstrators (sessional only))	<input type="checkbox"/>
	Professional (inc administrative)	<input type="checkbox"/>
	Clerical/secretarial & related (inc nursery/library/sports centre staff)	<input type="checkbox"/>
	Manual (inc cleaners/grounds/security)	<input type="checkbox"/>
	Technical	<input type="checkbox"/>

Contract Type:	Indefinite <input type="checkbox"/>	Fixed-Term/Temporary <input type="checkbox"/>
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Faculty/Division:	All <input type="checkbox"/>	State those required:
Department:	All <input type="checkbox"/>	State those required:

Period of Report:	Staff in post as at (state date):
	Start date: _____ End Date: _____

Contact Name	Deadline date (please allow at least 5 working days):
Contact Email	

Email this request to Matt Jamison, Human Resources by clicking the "Submit Form" button below.

Date Report Produced:	Report Filename:
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