

Information Request for iTrent Data Report

Date of Request:

Required by (date):

Requested by (Name):

Contact Details:

Department:

Date of report: *(date detail)*

(i.e. snapshot from today, dates from and to)

Departments required:

How often will the report be required?

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	Four Weekly																								
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	All																								
Job Families:	Administrative (AD) Management and Specialist (MA) Operational Services (OP) Other Academic Related (OT) Research (RE) Research and Teaching (RT) Teaching and Scholarship (TS) Technical Services (TE) Technical Services 6 (TE6) All	Academic Visitor Claims Claims University Teacher (BiTs) Dean and Associate Dean Head of Department Honorary Other Give extra detail if required:																							
Data Columns Required:	School/Professional Service Department Sub unit Title Preferred Name Surname	Position Name Position Start Date Contractual Hours Cost code Grade Salary																							
Any other columns required, or data not available on this form:																									

Objective reasoning for needing this data:

Give some information on why the report is necessary and what it will be used for

How would you gain this data currently?

Give an indication on the time and resource required to get the data currently

Please note that report writers are bound to protect the data of staff and others at Loughborough University and its affiliates, and reserve the right to query the suitability of your request. Thank you in advance for your co-operation in this matter.

To submit this form, click the button below

If you have any queries, please email itrentadmin@lboro.ac.uk

Section for Office use only:

Report Number:

Proposed Report Name:

Report Repository Folder:

Time taken to produce report:

Extra notes:

Approved?

Date: