



Employee Service Centre

Workforce Analytics - Report Request Form

This form is to be used for requesting new or enhancements to existing **Business Objects** Reports.

Please fully complete all sections below, including as much detail as possible. Please email your request form to itrentreporting@northlan.gov.uk

Report Requested by <i>This person should be an authorised signatory</i>	
Name	
Department	
Date Requested	
Is this an existing report? Yes/No <i>If yes, then please provide name and folder details</i>	
When will this report first be used	

What is the information being used for?

We only ask this to have a clearer understanding of what you are trying to achieve as there may be a better solution that we can recommend or a clearer way to display your data.

Description of data required

Please include a full description of the report your need including all fields you need to see on your report
e.g. Service, employee number, full name, FTE, counts or calculations.

Which date(s) will drive the report?

Period to be reported on – i.e. point in time or between a range of dates

A Specific Date

Date Range

Date Prompts

What Service (Level 3), Department (Level 4), Team (Level 5) do you need in the report?

List all criteria to exclude or include in the report e.g. a specific faculty, service, staff group etc.

Additional comments/requirements?

To completed by Workforce Analytics Team

Date Received	
Date Reviewed	