

Payroll Report Request Form

The purpose of this form is to formally document and streamline the process of requesting payroll data, ensuring clarity, organization, and efficient handling of requests for internal purposes.

Please complete and return this form to HR at human.resources@cgu.edu to request a Workday payroll report for salaries and wages under a specific pay period. This report can be used for cost centers, grants, programs or gifts within Workday. Our team will then review your request; **please allow for up to 3 business days for your request to be processed.**

Requester's Information

Full Name

Date needed by:

First Name

Last Name

Email Address

example@example.edu

Department

Report Details

Cost Center / Grant / Program / Gift

Pay Period(s) (required)

Pay Group(s)

Specific Employees (optional)

Desired Format

Excel

PDF

Purpose of the request