

DAS - HRD/Office of Payroll Administration

Customer Information Request

CIR# _____

Send Original Form to:

Attention: Dan R. Parks
Department of Administrative Services
Human Resources Division – Payroll Administration
30 East Broad Street - 29th Floor
Columbus, OH 43215-0405

Or FAX to:

Dan R. Parks at (614) 387-6058

Requester Information

ITSD Billing Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone #:	_____
Requester/Contact:	_____	Fax#:	_____
Authorized Signature:	_____	E-mail:	_____
Agency/Division/Section:	_____	Date:	_____
Address of Requester:	_____	Date Needed:	_____
City / State / Zip:	_____		(Please allow a minimum of one week)

Utilizing the instructions on the back of this form, please provide a detailed description of your request in the space provided below. Please make a copy for your reference.

DESCRIPTION OF REQUEST:

Payroll Administration (To be completed by Payroll Administration)		
Date Approved: _____	Approved by: _____	Est. Due Date: _____
Date Assigned: _____	Assigned by: _____	Est. Hours: _____
	Assigned To: _____	Date Complete: _____
Memo Description: _____		Actual hours: _____

CIRForm.doc 02/18/2005

Assigned To: _____

INSTRUCTIONS

1. **ITSD Billing Number** is the six-digit Ohio Data Network billing number. If you do not know what number to use, please contact your agency's Fiscal Officer.
2. **Date Needed** is your deadline date.
3. **Authorized Signature** is the person who is responsible for approving the request and the costs incurred.

**DO NOT WRITE ANYTHING WITHIN THE GRAYED BOX ON THE FORM
LABELED PAYROLL ADMINISTRATION.**

4. **Description of Request** - Please print or type as much information as possible, if necessary continue the description on a separate page and attach it to the form.

Examples of types of information needed in the description are:

- a. Type of output-Computer tape file (reel or cartridge), computer disc file (mainframe or PC), and microfiche, paper report or labels (Cheshire or self-adhesive).
 - b. Sequence of output- (e.g.-name in alpha order, within payroll).
 - c. Content (fields, information) needed on a detail basis (each record or print line).
 - d. Any summarization (total counts, averages, etc. for a specific group). This would include group totals, agency totals and/or state totals.
 - e. Period of time - (e.g. FY01 Earnings, most current payroll period, etc.)
5. For CICS access to Payroll/Personnel files via computer terminal, please complete a Human Resources - 2000 (HR2K) User Security Access Request Form, that is available on the DAS/HRD/Web Site:

- <http://www.state.oh.us/das/dhr/pdf/usarf.pdf>