

LABEL REQUEST FORM

Please use this form to request labels for staff and faculty. All label requests will be emailed as an Excel spreadsheet attachment. Please remember to include contact's email address.

Contact Name: _____

Department Name: _____

Campus Extension: _____

E-mail Address: _____

Today's Date (mm/dd/yy): _____

Date Spreadsheet is Needed (mm/dd/yy): _____

Labels Needed For: (check all boxes that apply)

Administrators

Staff

Faculty

Retirees

Regular with benefits employees

Temporary employees, no benefits

Type of Address (select only one)

Campus Address

Home Address

Sort By (select only one)

Name

Department

Reason for Request:

Please contact Human Resources with any questions at x7185