

# Agency Query Request Form

Please complete the form below and email to [queryhelp@osc.state.ny.us](mailto:queryhelp@osc.state.ny.us) .

## Preliminary Information:

Section 1: Requestor			
Last Name		First Name	
Title			
Work Phone		E-Mail Address	
Agency Code		Agency name	

Section 2: **Work Area:** Check all that apply

Budget     Human Resources     Payroll     Other (Specify) \_\_\_\_\_

Section 3: **Experience with Query:** Check all that apply

Experience Creating Queries     Experience Updating Queries     No Experience with Queries

Section 4: **Creation of Query:** Did you attempt to create the query? Check all that apply

No     Yes    If yes provide, Query Name: \_\_\_\_\_  
 Private     Public

Section 5: **Locked Query:** Have you verified that a locked query does not exist that meets your needs?

Yes     No

Section 6: **How often will the Query be run:**

One time     Every Pay Period     Monthly     Quarterly     Annually  
 Other (specify) \_\_\_\_\_

Section 7: **How long will the query be needed for:**

One week     One month     Three months     Six months     One year  
 More than one year, explain why \_\_\_\_\_

Section 8: **Time Frame:** Please provide a reasonable time frame when the information is needed.

One week     Within two weeks     By a certain date (provide date): \_\_\_\_\_

Section 9: **Issues with query:** Please explain the last time the query ran properly and if there are prompts, what data was entered in the prompts.

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## Query Requirements:

Section 1: **Please provide a brief explanation of the purpose for this Query.** Include information that relates to legislation, policy, bulletins, etc.

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Section 2: **PayServ path:** To ensure the proper information is extracted from the payroll system, please provide the PayServ path to the screen where the information is located.

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Section 3: **Query Criteria:** Please provide the criteria needed to assist in the building of this query.

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Section 4: **Examples:**

Please provide at least two examples (including emplids) that you expect to show up in the results:

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Please provide at least two examples (including emplids) that you do not expect to show up in the results:

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Section 5: **Query Fields:** Please provide a list of fields you want in your output.

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Section 6: **Query Updates:** Please explain reasons why you might update the query prior to running it.

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Section 7: **Query Prompts:** Please list any desired prompts.

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