



University of Missouri System

HR Data/Interface Request Form

All use of sensitive, restrictive, or highly restrictive HR data must be approved by the Human Resources Data Security committee. It is the responsibility of the requestor to ensure the data only be used for the purposes approved on this form. The information may not be shared or used for other purposes than specified below. For information on restrictive data classification and policy provisions, visit the [UM System Infosec website](#) and [HR Rules and Regulations](#).

Once the form is complete, please email to HRIS for review at umpshrsupport@umsystem.edu.

All vendors must complete the [Information Security Requirements](#) questionnaire. Please provide the latest copy with the HR Data/Interface Request form.

Name of Requestor:				
Employee ID:				
Date Needed:				
Source (RPT or Other):				
Business Units:	COLUM UMSYS	HOSPT KCITY	S&T STLOU	Retirees

List all HR fields needed for request

Include all field names and any selection criteria, such as business unit, or employee type.

Business Reason for requesting HR Data

Please be specific and list a justification for each HR field listed in the first previous box.

List all vendors/software will access the data, and how long the data will be stored



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Additional information

- All requests for HR restrictive data require approval from the HR Data Security committee
- Information may not be distributed for purposes otherwise indicated on the request
- Data cannot be used for non-business reasons
- All data must be transmitted in a secure manner
- Any unauthorized use of data, violations to policy or approved requests, may result in disciplinary actions

Commonly requested fields that **require** prior approval are listed below. This is a **sample**, and not an all-inclusive list. If you have questions, please complete the request form and submit for review/approval.

- Date of Birth, Age, or Age Range
- Gender
- Ethnicity/Race
- Home Address/Phone
- Veteran Status
- Marital Status

Important Note

All information security incidents, or suspected incidents, including unauthorized use/access to data, must be immediately reported to the appropriate information security office. For more information, and a list of contacts, please see the [Mandatory Reporting Requirements](#) site.