


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:004	Supersedes Policy Number: 99:004
Date: February 15, 2000	Dated: April 18, 1988
Subject: Request for Lists/Labels	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  2/15/00 President	

Regular employees of the University may obtain lists or labels with employee names and home addresses or Austin Peay State University post office box numbers if the information is to be used for University purposes.

Departments requesting lists and/or labels for regular employees with University post office box numbers or home addresses can generate requests through the Human Resources System Extension (HRS EXT). If the department does not have access to this program, a HRS Extract Security Authorization Form should be sent to the Office of Human Resources. The person initiating the request will be notified by the Office of Human Resources once access to the program is complete.

Persons generating lists and/or labels through HRS EXT should pick requests up in the Office of Computer Services.