



# Hyperion Extracts Request Form

Version 3.0 | Updated December 1, 2017

## I. Directions

- Make sure your HCM is correct. Check your Departments, Department Budget Table, Positions, and Employee data carefully. For more information, please refer to the PeopleSoft Hyperion Announcement posted on 2/16/17 titled [HCM auditing prior to pulling extracts](#) or the CRC Website > Resources > PeopleSoft Resources > Guides and Job Aids > Hyperion.
  - Complete this request form (Part II).
  - Create a HEAT ticket and attach this form to the ticket.
  - Once the extracts have been created and are ready to load into your application, you will receive a notification from the CRC that your application is in maintenance mode.
  - Please notify your staff that your application will be unavailable while the extracts are loaded.
- NOTE: Once your data is loaded, your Hyperion is a production environment and is no longer a practice (Sandbox) environment.*

## II. Request Form

Contact Information		
1. Organization Name		2. Date Form Submitted on HEAT Ticket
3a. Contact Name	3b. Phone #/Extension	3c. Email Address
Extract Request Options		
4a. Current Year	4b. Budget Year	
5a. Finance Extracts Date To Be Run <i>This must be a future date.</i>	5b. Finance Business Unit #	5c. Fiscal Year
5d. Identify any other object codes outside of the Object range 1000000-3999999 that are being used as a salary object. Example: Object 52#####		
6a. HCM Extracts Date To Be Run <i>This must be a future date.</i>	6b. HCM Company #	6c. Step Advance File? (Y/N) Y = File desired N = Not desired
7. Additional Comments		

**Important:** It takes approximately 5-7 business days from the time your extracts are created, to the time your Application is refreshed and ready in production.

## III. MITI/CRC Use Only