

# Hyperion Extracts Request Form

Version 3.3 | Updated October 16, 2018

## 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	
3a. Contact Name	3b. Phone #/Extension	3c. Email Address	
Extract Request Options			
4a. Current Year	4b. Budget Year	4c. Re-Load Pseudo spreadsheet from previous year?(Y/N)	4d. Load new Pseudo spreadsheet?(Y/N)
5a. Finance Extracts Date To Be Run <i>This must be at least 1 week from today.</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 at least 1 week from today.</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. EBS/CRC Use Only

Heat Ticket #: Date received:
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