

**NORTHWESTERN UNIVERSITY
LABEL REQUEST FORM**

To request address labels from the Human Resources Information System, complete this form and fax it to the HRIS Department at (847) 491-3887 or mail it to 1800 Sherman, 6th Floor Evanston Campus.

Please Note: The address that will be used for University mailing is the University Mailing Location. Most likely the University Mailing location will be their on campus location, however, the employee may indicate an off-campus location if they choose. The cost for this service is 3 cents a label or/and 20 dollars a spreadsheet.

Name _____ Department _____

CUFS Account Number (include Object Code) _____

Purpose for which labels will be used _____

Date needed (allow one week) _____ Number of label sets needed _____

Send labels by campus mail to: _____

Or Call _____ at _____ for pick up labels at 2020 Ridge

Address: Work Location or Home (ONLY IF AUTHORIZED BY EMPLOYEE FOR DIRECTORY)

STANDARD SELECTION

All Paid Faculty and Staff (both Campuses)

All Faculty (paid & unpaid) and Staff (Both Campuses)

All University Paid Faculty

All University Staff

Deans, Directors, Chairs, and Administrators

LABELS/SPREADSHEET

Pressure Sensitive (Peel Off) Labels

Excel Spreadsheet

SPECIFIC SELECTION CRITERIA

Campus: Evanston Chicago

Pay Type: Monthly Bi-Weekly

Employee Type: Faculty (Paid) Staff (all non-faculty) Volunteer (unpaid) Faculty

Other Selection Criteria (be as specific as possible): _____
