



[Replace with your local's logo or letterhead]

[Sample Information Request for Obtaining EZ-Update Data from Employer]

Date: [mm/dd/yyyy]

To: [Name of HR or Payroll Manager]

From: [Name and position of union local officer making request]

Re: Periodic Bargaining Unit List Request

Dear [Name of HR or Payroll Manager],

In connection with the above matter, and to assist the Union in administering the Collective Bargaining Agreement (CBA), the Union requests that the employer provide the following information, in Excel format and in separate columns as listed below, for each member of the bargaining unit employed under the terms of the CBA at the close of the second pay period of the current and subsequent academic terms:

1. The employee identification number of each employee
2. The last name of each employee
3. The first name of each employee
4. The middle name or initial, if any, of each employee
5. The primary street address, exclusive of apartment or similar number, of the residence of each employee
6. The secondary unit designator, if any, such as apartment, building, suite or similar number, of the residence of each employee
7. The city of residence of each employee
8. The two-letter, capitalized abbreviation of the state of residence of each employee
9. The nine-digit ZIP+4 code of the residence of each employee
10. The annual or annualized contract amount of pre-tax income of each full-time employee or the quarterly pre-tax income of each part-time employee
11. The job classification name of each employee
12. The date of first hire of each employee
13. The date of birth, in mm/dd/yyyy format, of each employee
14. The home telephone number, if any, of each employee
15. The home email address, if any, of each employee

Please provide the information to the Union by the end of the third pay period of the current and subsequent academic terms. If any part of this request is denied or if any of the information is unavailable, please respond in writing, stating the reason(s) for denial or unavailability of the information, and provide the remaining information by the above date, which the Union will accept without prejudice to its position that it is entitled to all the information sought in this request. This memo of request is submitted without prejudice to the Union's right to file subsequent and periodic requests.

opeiu8/afl-cio