

AdHoc Report Requests

Step	Action
1	Submit the AdHoc Report request via the Call Center, HR Solutions or Data Analytics Email: [QA.DataAnalytics@state.nm.us]
2	Upon receipt, QA and Data Analytics' staff will be assigned request and acknowledgment receipt will be sent to requestor within one (1) business day
3	Upon completion, report will be sent to requestor
4	Request completed