Caltech

1099-Convey System Responsibilities Access Request

ADD ☐   CHANGE ☐   DELETE ☐

Employee☐   Temporary☐   Student☐   Consultant☐ _____ Other_____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
                              Ending date: ____/____/____   OR   check if regular staff ☐

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____   FAX_____

Department_____

Department Supervisor _____ Phone Ext._____

JPL Responsibilities   YES   NO

Responsibility	YES	NO
JPL FA (Full Access - Read / Write)	☐	☐
JPL RO (Read Only)	☐	☐
1099_FA (Full Access)	☐	☐
1099_RO (Read Only)	☐	☐
BASE_USER	☐	☐
CUSTOMER SERVICE	☐	☐
POWER USER	☐	☐

CALTECH Responsibilities   YES   NO

Responsibility	YES	NO
SECURITY ADMIN	☐	☐
SYSTEM ADMIN	☐	☐
BASE_USER	☐	☐
CALTECH FA (Full Access - Read / Write)	☐	☐
CALTECH RO (Read Only)	☐	☐
CIT BASE ADV	☐	☐
CIT IMPORT ONLY	☐	☐
CIT PRINT	☐	☐

CALTECH & JPL Responsibilities   YES   NO

Responsibility	YES	NO
W2-FA (Full Access - Read / Write)	☐	☐
W2-RO (Read Only)	☐	☐

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REQUESTED BY: _____ Phone ext._____
          (please print name)

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APPROVED BY: Ron Kong

signed:_____ dated:_____

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