# CALIFORNIA INSTITUTE OF TECHNOLOGY

## Request for **Labor Distribution** Systems & **Cognos Data Warehouse LD View**
### CACR

**1.** ADD ☐        CHANGE ☐        DELETE ☐

**2.** Employee☐    Temporary☐    Student☐    Consultant☐_____Other_____
<div align="center">(company name)</div>

**3.** TO BE EFFECTIVE:   Beginning date:____/____/____

                     Ending date:   ____/____/____        OR    check if Employee  ☐

**NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.**

**4.** User Information:

Name: Last_____ First _____ Middle_____

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

Phone Ext. _____                    FAX_____

Department_____

Department Supervisor _____   Phone Ext._____

**5.**

|  |  | Faculty | | | | Non-Faculty Academic | | | | Staff | | | | Students | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Labor Scheduling | VIEW or | UPDATE | Labor Adjusting | Labor Scheduling | VIEW or | UPDATE | Labor Adjusting | Labor Scheduling | VIEW or | UPDATE | Labor Adjusting | Labor Scheduling | VIEW or | UPDATE | Labor Adjusting |
| *Department* | *Section* | | | | | | | | | | | | | | | | |
| Center for Advanced Comp. Research Division | | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ |
| | CACR | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ | ☐or☐ | | | ☐ |

### ☐ **Cognos Data Warehouse LD View Reports only**

_____

**6.** REQUESTED BY: (print name)_____ Phone ext._____

_____

**7. APPROVED BY:**      **(NOTE: All approvals are required)**

signed: _____dated:_____

       Division or Unit Administrator   as noted in the list at http://support.caltech.edu/forms/OGM_General/orglist1.htm

signed: _____dated:__

       LD Administrator: Rosa Robles

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