CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution** Systems & **Cognos Data Warehouse LD View**
Humanities and Social Sciences Division

1. ADD ☐   CHANGE ☐   DELETE ☐

2. Employee☐   Temporary☐   Student☐   Consultant☐_____Other_____
(company name)

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.

Department	Section	Faculty				Non-Acad. Faculty				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	
Humanities & Social Science Administration		☐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:_____

    Susan Davis

signed:_____dated:_____

    Rosa Robles

_____