

CALIFORNIA INSTITUTE OF TECHNOLOGY

**Request for Labor Distribution Systems &
Cognos Data Warehouse LD View
Beckman Institute**

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. **Non-Faculty**
Faculty **Academic** **Staff** **Students**

| <i>Department</i> | <i>Section</i> | 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 |
|------------------------------|----------------|--|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|
| | | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> |
| Beckman Institute Department | | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> or <input type="checkbox"/> | <input type="checkbox"/> |

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