

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution Systems & Cognos Data Warehouse LD View**
Biology 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. _____

Non-Acad.

5. Faculty Faculty Staff Students

| Department | Section | Labor Scheduling VIEW or UPDATE | | Labor Adjusting | | Labor Scheduling VIEW or UPDATE | | Labor Adjusting | | Labor Scheduling VIEW or UPDATE | | Labor Adjusting | |
|------------------------|----------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Biology Administration | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Biology Beckman Behavioral | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Biology Marine Labs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Biology Braun | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Biology Church | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | BioChemistry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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: _____
Michael Miranda

signed: _____ dated: _____
Rosa Robles