

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution Systems & Cognos Data Warehouse LD View**  
Chemistry 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. **Non-Faculty**  
**Faculty** **Academic** **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"/>
Chemical Engineering Admin		<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"/>
	Chemical Engrng Senior Admin	<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"/>
	Chemical Engrng Section Admin	<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"/>
Chemistry 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"/>
	Chemistry Senior Admin	<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"/>
	Chemistry Section Admin	<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"/>
	JCAP Energy Innovation Hub	<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"/>
	Chemistry Goddard	<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: \_\_\_\_\_  
Elizabeth Callihan

signed: \_\_\_\_\_ dated: \_\_\_\_\_  
Rosa Robles