

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. \_\_\_\_\_

**Non-Acad.**

5. Faculty Faculty 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	
		<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"/>
Humanities & Social Science 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"/>

**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