CALIFORNIA INSTITUTE OF TECHNOLOGY

1099-Convey System Responsibilities Access Request

ADD ☐ CHANGE ☐ DELETE ☐

Employee☐ Temporary☐ Student☐ Consultant☐ _____ Other_____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
Ending date: ____/____/____ OR check if regular staff ☐

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____ FAX_____

Department_____

Department Supervisor _____ Phone Ext._____

JPL Responsibilities	YES	NO
JPL FA (Full Access - Read / Write)	☐	☐
JPL RO (Read Only)	☐	☐
1099_FA (Full Access)	☐	☐
1099_RO (Read Only)	☐	☐
BASE_USER	☐	☐
CUSTOMER SERVICE	☐	☐
POWER USER	☐	☐

CALTECH Responsibilities	YES	NO
SECURITY ADMIN	☐	☐
SYSTEM ADMIN	☐	☐
BASE_USER	☐	☐
CALTECH FA (Full Access - Read / Write)	☐	☐
CALTECH RO (Read Only)	☐	☐
CIT BASE ADV	☐	☐
CIT IMPORT ONLY	☐	☐
CIT PRINT	☐	☐

CALTECH & JPL Responsibilities	YES	NO
W2-FA (Full Access - Read / Write)	☐	☐
W2-RO (Read Only)	☐	☐

REQUESTED BY: _____ Phone ext._____
(please print name)

APPROVED BY: Beverly Allen

signed:_____ dated:_____