

CALIFORNIA INSTITUTE OF TECHNOLOGY

WindStar System Responsibilities Access Request

ADD <input type="checkbox"/>	CHANGE <input type="checkbox"/>	DELETE <input type="checkbox"/>			
Employee <input type="checkbox"/>	Temporary <input type="checkbox"/>	Student <input type="checkbox"/>	Consultant <input type="checkbox"/>	_____	Other _____
(company name)					
TO BE EFFECTIVE:	Beginning date: ___/___/___	Ending date: ___/___/___	OR	check if regular staff <input type="checkbox"/>	
User Information:					
Name: Last _____	First _____	Middle _____			
Mail Code: _____	E-Mail: _____	CALTECH ID# _____			
Phone Ext. _____	FAX _____				
Department _____					
Department Supervisor _____			Phone Ext. _____		

SELECT FROM THE FOLLOWING :

- Update User Information
- Perform Substantial Presence Tests
- Perform Treaty Analyses
- Run Interfaces
- Set Interfaces Options & File Defaults
- Archive & Restore Records
- Run New Hires
- Update Payroll Information
- View Payroll Information
- Update Scholarship Information
- View Scholarship Information
- Update Account Payables Information
- View Account Payables Information
- Update Prizes Information
- View Prizes Information
- Update Royalties Information
- View Royalties Information

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

APPROVED BY:

signed: _____ dated: _____
Nicole Sanders