CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution** Systems & **Cognos Data Warehouse LD View**
Physics, Mathematics and Astronomy 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.

Department	Section	Faculty				Non-Acad. Faculty				Staff				Students			
		Labor Scheduling VIEW or	UPDATE		Labor Adjusting	Labor Scheduling VIEW or	UPDATE		Labor Adjusting	Labor Scheduling VIEW or	UPDATE		Labor Adjusting	Labor Scheduling VIEW or	UPDATE		Labor Adjusting
PMA Administration		☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Basic and Applied Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Caltech Submillimeter Obs. - CSO	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	High Energy Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Theoretical Astrophysics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Kellogg Radiation Laboratory	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Gravitational Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Condensed Matter Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Low Temp Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Nuclear Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Nuclear Spectroscopy	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Observational Cosmology	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Mathematical Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Physics Shop	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Molecular Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Space Astrophysics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Atomic Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Space Radiation Laboratory	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Theoretical High Energy Physics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐
	Quantum Optics	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐	☐or	☐		☐

		Faculty			Non-Acad. Faculty			Staff			Students		
		Labor Scheduling VIEW or	U 'DATE	Labor Adjusting	Labor Scheduling VIEW or	U 'DATE	Labor Adjusting	Labor Scheduling VIEW or	U 'DATE	Labor Adjusting	Labor Scheduling VIEW or	U 'DATE	Labor Adjusting
Department	***Section***	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	PMA Math Astro Ed TV	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Center for Data-Driven Discovery		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Mathematics Administration		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Astronomy Administration		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	Infrared Astronomy	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	Radio Astronomy	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	Solar Astronomy	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	Submillimeter Astronomy	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Owens Valley Radio Obs.		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Palomar Observatory		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	Palomar Observatory – Campus	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
Big Bear Solar Observatory		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
IPAC		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
LIGO – Caltech		☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	LIGO _ LA	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐
	LIGO - WA	☐or☐		☐	☐or☐		☐	☐or☐		☐	☐or☐		☐

☐ Cognos Data Warehouse LD View Reports only

6. REQUESTED BY: (print name)_____Phone ext._____

7. APPROVED BY: (NOTE: All approvals are required)

signed:_____dated:_____

  Shruthi Aradhya

signed:_____dated:_____

  Rosa Robles

AISO-11pma Revised: 09/23/2020