

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution Systems & Cognos Data Warehouse LD View** Biology and Biological Engineering 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	
BBE Administration		☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐
	BBE Administration	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐
	BBE Faculty	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐
	BBE Graduate Students	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐
	BBE Postdocs and Visitors	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐	☐ or ☐	☐
	BBE Research Staff	☐ or ☐	☐	☐ or ☐	☐	☐ 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: _____
Joan Sullivan

signed: _____ dated: _____
Rosa Robles