CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for **Labor Distribution** Systems & **Cognos Data Warehouse LD View**
Chemistry 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 __________________________

5. Department ________ Section ________

6. REQUESTED BY: (print name) ___________________________ Phone ext. __________

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

   signed: _____________________________________________ dated:
   __________________________________________________________________
   Elizabeth Callihan

   signed: _____________________________________________ dated:
   __________________________________________________________________
   Rosa Robles

☐ **Cognos Data Warehouse LD View Reports only**

AISO-11che  Revised: 09/21/16