

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for E-PAN Access

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 UID# _____
 Phone Ext. _____ FAX _____
 Department _____
 Department Supervisor _____ Phone Ext. _____

5.

<i>Person Type</i>	<i>Salary Forms Group</i>	<i>Non-Salary Forms Group</i>
Academic Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Academic Non-Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>
Student-Employee	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>

6.

<i>Transaction Log for Initiator:</i>	
Self	<input checked="" type="checkbox"/>
For other initiators (list names):	
	<input type="checkbox"/>
	<input type="checkbox"/>

7.

<i>Department</i>	<i>Section</i>	<i>HR Org Code</i>	
Student Records		STUD	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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

9. APPROVED BY:

signed: _____ dated: _____
see <http://www.atc.caltech.edu/documentation/forms/orglist.html>
 signed: _____ dated: _____
 Sandy Karhu