



AFFILIATE ACCESS REQUEST FORM INSTRUCTIONS

Guidance on requesting access for non-UND personnel

The UND Affiliate Request form is now electronic and can be found at <https://campus.und.edu/human-resources/a-z-forms.html#A>. All submissions must be via electronic process.

An affiliate of UND is an individual brought to the campus at the request of a UND sponsoring department. The sponsoring department is required to fill out the UND Affiliate Request Form and obtain the appropriate signatures to ensure the affiliate is able to access the proper services. The sponsoring department must inform Human Resources if any changes/updates should be made to the affiliate's record.

Note: If you are requesting Affiliate Status related to a Faculty Emeritus request or a Courtesy Appointment, this form is no longer required. Please contact Academic Affairs at 701.777.4138 for more information.

Terminating Affiliate Status:

It is the responsibility of the sponsoring department to inform Human Resources when an affiliate status should be inactivated or if any changes/updates are required. It is the obligation of the UND sponsoring department to ensure the affiliate's status is terminated once their work on campus is complete. This is accomplished notifying Human Resources that the affiliate can be inactivated.

Section 1:

Reason for request:

If applicable, clearly state the purpose for affiliate to be on campus. Ex. "Servicing HVAC for Johnson."

Starting Date:

Beginning date is the first date the affiliate will be on campus and will need access to services.

Services Affiliate will be Utilizing:

Select only those for which the affiliate truly requires access. Some services require the affiliate to have a U Card, for which the affiliate will be charged for the card. Campus Libraries, a Dining Center Meal Plan, & a Wellness Center Membership will require a U Card. Further, some services are only available by purchasing them:

- U Card
- Parking Permit: permit application: <http://und.edu/student-life/parking/purchase-permit.cfm>
- Dining Center Meal Plan
- Wellness Center Membership: Contact Wellness Center at 7-WELL for arrangements.
- Building Keys: Key request form: <http://www.und.edu/dept/facilities/forms/forms.html>



Criminal History Background Check

A Criminal History Background Check (CHBC) is required if the employee is doing any of the following: access to confidential or proprietary info; need master keys; work with students; access cash, credit card, debit card, other financial transactions; working with dangerous/controlled substances; provide childcare or supervise minor children.

[If a CHBC is needed](#), the department is responsible for completing the background check and indicating the date it is completed on the form before it is submitted for Vice President approval. The [CHBC request form](#) must be completed prior to the affiliate access form being submitted.

Is the affiliate a minor?

If the affiliate is a minor, you must review the UND Policy "[Protection of Minors in University-Sponsored Programs or Programs Held in Campus Facilities](#)" prior to filling out the form. This policy can be found at <https://und.policystat.com>

Contact Information

Name of departmental contact sponsoring the affiliate, department name, department #, signature, phone # and date. This should be the name of the person to be contacted if there are questions or additional information is needed. This person will be also listed as the affiliate's supervisor within PeopleSoft HCM.

Section 2:

If completing on behalf of the person for whom access is being requested, please put their name in section 2, but your email, to ensure the DocuSign routes appropriately. Be sure to verify the correct, legal spelling of the affiliate's last, first, and middle names. In addition, and when appropriate, be sure to identify any other names by which the affiliate may have been known.

Last 4 of social security #

This is needed to identify the correct record for the individual in case they have been assigned an EmplID in other PeopleSoft systems within the NDUS system.

Employee ID (EmplID)

The EmplID is the unique identifier assigned to all those with access to any North Dakota University System (NDUS) service or institution. It is the key for an affiliate to access services. This is always a 7-digit number that often starts with a zero. If an affiliate has ever been employed by UND, an NDUS institution, or state agency or has been a student at an NDUS institution, they will already have an EmplID assigned to them. If not, a new EmplID will be created and assigned to the affiliate.

Contact Information:

The affiliate should provide their home, local, or permanent address. If the affiliate has a cell phone, it will be used for notification in case of a campus emergency. The e-mail address provided should be one the affiliate checks on a regular basis.



Section 3: Authorization/Approval

The form will not be processed unless all signatures are obtained. All affiliate access requests must be approved by the department contact and the area Vice President or Designee (chair/head) of the sponsoring department.

Human Resources will process and assign EmplidID, if required.

Human Resources will forward to the U Card Office if a U Card is required for the affiliate to access services. The Affiliate is responsible for the payment of the U Card fee at the time of issuance. The Affiliate will not be able to obtain a U Card until the U Card Office receives the completed form from Human Resources.

UPON APPROVAL AND PROCESSING

Once fully processed, all approvers and the initial requestor will receive a completed copy. The U Card Office and UIT will be notified automatically. If applicable, a notification could be sent to the following:

- Affiliate Service Contacts
- Chester Fritz Library
- Dining
- Parking
- Alumni Foundation

Sponsors may send the attached link with instructions on how to claim a user account, to your new Affiliate:

<https://und.teamdynamix.com/TDClient/2048/IT/KB/ArticleDet?ID=57869#home>

Active affiliate records will be kept in a Perceptive Content drawer. When a department notifies Human Resources to deactivate an affiliate, Human Resources will move the affiliate record from the active Perceptive Content drawer to inactive and the affiliate will be moved to inactive status within HCM.

Human Resources will review active affiliates annually and reach out to sponsoring departments to ensure accuracy of active affiliates in their department.