Affiliates require appropriate approvals prior to the individual starting in their role. Please ensure you have obtained approval from the following entity prior to submitting this form to Human Resources for processing:

- Review the Criminal Background Check Policy to determine if CBC is required https://www.uidaho.edu/human-resources/managers/recruitment/background-checks

- For Associate Faculty visit: https://www.uidaho.edu/provost/faculty/appointment

☐ **This request is for V# creation for a housing application**

☐ **This request is to gain employee access prior to their start date (Please explain below)**

_____

☐ **Other (Please explain below)**

_____

After approval has been granted, you can complete this form and submit it to Human Resources for processing. This form is only required if the individual needs access privileges such as, but not limited to: MyUI, BBLearn, building access via VandalCard, or has supervisor duties.

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**Classification** (Circle one below)          ☐ Background Check Completed

Volunteer / Affiliate * *see affiliate instructions on back*

**Department:** _____

**Supervisor:** _____

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**Affiliate Information – PLEASE PRINT CLEARLY.** This information is used to ensure a valid Banner record is created (or discovered if already exists).

| Last Name | First Name | Middle Name | | Date of Birth (MM/DD/YYY) |
|---|---|---|---|---|

| Home Address | City | State | Zip | Telephone |
|---|---|---|---|---|

| Social Security Number or Vandal Number | Country of Citizenship | Marital Status | Gender |
|---|---|---|---|

| Previous Names | | Email | |
|---|---|---|---|

_____          _____
Signature                                    Date

*Please return this form to Human Resources by fax: 208-885-3602          **Do Not Email**

University *of* Idaho
Human Resources

## AFFILIATE MEMBER EPAF INSTRUCTIONS:

1. Supervisor to complete Classification Information. Please include any parties to be notified of affiliate set up under "Supervisor"

2. Supervisor to select Affiliate type below

3. Affiliate member to complete personal information on form & sign

4. Fax form to 208-885-3602 **\*\*DO NOT EMAIL\*\***

5. HR will email V# after affiliate set up is completed

6. Department will apply an Affiliate EPAF:

| MFOSUP | Affiliate Member Appointment |
|--------|------------------------------|
| MFAAPT | Reappointing Previous Affiliates |
| MFTRMS | Term Affiliate Member |

7. Vandal Card can be requested by the Department after EPAF is completed 8. ITS can be contacted to set up an email account after EPAF is completed

Affiliate Types (Indicate Below) *are not paid by the University of Idaho*

**A1 = Nonpaid instructional staff.** Affiliates or volunteers that are instructing/teaching/overseeing a course/activity.

• High school teachers teaching dual credit courses

• Professional development instructors paid by another agency

• Individuals that are coaching or tutoring

• Other collaborators of this nature not approved for associated faculty status: International (J1) non-paid visiting professors

**A2 = Nonpaid non-instructional staff.** Affiliates not involved with instructing/teaching/overseeing courses or activities

• Van driver only for activity or program

• Helpers with health clinic functions

• Staff of collaborating programs, organizations or institutions (e.g. ROTC program); (J1) non-paid visiting scholars/researchers

**A3 = Nonpaid associated faculty – 1565.** Used for faculty appointments as affiliates or adjunct) See FSH 1565F. University Associated Faculty) approved by the Provost and Executive Vice President, not paid by the University of Idaho.

**A4 = Nonpaid Doctoral-Level with Significant Research**

• Holds a Ph.D. or other research doctoral degree

• Is significantly engaged in research at or with University of Idaho (presence in UI facilities, work with UI personnel and students, or use of UI equipment, facilities, or other resources)