Working with University Affiliates

I. Introduction
   a. Who is an Affiliate?
      i. Any person who requires University resources to work in conjunction with UNC-CH
      ii. Affiliates must have a UNC-CH sponsor who is a permanent employee
   b. Who is NOT an Affiliate?
      i. Anyone paid by University Payroll
      ii. Anyone teaching for UNC-CH, for-credit courses
      iii. Anyone enrolled in classes
      iv. UNC Health Care employees
   c. Affiliate Types
      i. Most common types: Visiting Scholars, Unpaid Interns, Unpaid Volunteers, Research Collaborators, Independent Contractors
         1. Research Collaborators vs. Visiting Scholars – A research collaborator is an individual who is collaborating on UNC department or UNC faculty driven research. A visiting scholar is an individual who holds an appointment at another academic or research institution and is visiting to work with a particular faculty member/PI on a research project
      ii. Retirees and Emeritus Faculty must go through Ruth Holt in Benefits (send email to Ruth)
   d. Affiliate Access
      i. Every affiliate, except volunteers, AHEC, and EHS Associates receive an Onyen, library access, and email access
         1. Volunteers do not receive library access
         2. EHS Associates only receive a PID
      ii. Affiliates are eligible to obtain a OneCard after their application has been approved and/or their affiliate ePAR has executed.
         1. Affiliate will need a valid driver’s license, State ID, Military ID, or passport; their PID number; $5 fee
            a. Departments can pay the fee by contacting the OneCard office

II. Affiliate Approval and Forms
   a. Affiliate Approval
      i. Advanced approval is required for Unpaid Volunteers, Unpaid Interns, and Visiting Scholars
         1. These affiliates cannot begin providing services until the department receives approval from the Employment Consultant in OHR
      ii. Independent Contractors must be approved by Disbursement Services prior to making any employment commitment or preparing payment vouchers. Visit the Finance website for more info.
   b. Affiliate Forms
      i. Unpaid Volunteers, Interns, and Visiting Scholars
         1. Background Check Request Form
         2. Unpaid Volunteer, Intern, or Visiting Scholar Request Form
            a. Submitted to OHR for approval; mention that the background check was submitted
            b. Describe the activities/research in detail in the Describe Activities and Specify Environment Setting section
            c. Be sure to include the Home Institution of the affiliate
         3. Release of Liability Form for Unpaid Volunteers and Interns OR Release of Liability Form for Unpaid Visiting Scholars
            a. Retained by the department, unless the individual is a minor
         4. Affiliate Application Form – not required, but extremely helpful
      ii. Independent Contractors
1. Employee/Independent Contractor Determination Checklist (EICDC)
2. Background Check Request form
   a. For exclusions, visit the Finance website
3. Individual's IRS W-9 Form
4. Additional documents needed if total payment in a 12 month period will be more than $10,000
   a. Independent Contractor Services Agreement
   b. Statement of Work
   c. Waiver of Competition
   d. Sole Source Letter of Justification
5. See Completing the New Independent Contractor Predetermination Process

III. Setting up Affiliates
   a. Who can set up an Affiliate?
      i. Basic HR Originators can perform actions in ConnectCarolina for Affiliates. This includes both student and complex originators.
      ii. Therefore, departments have the ability to complete their own Affiliate requests.
   b. Checking for an Existing PID
      i. Affiliate Information link (CC Main Menu), Find Existing PID link (CC HR WorkCenter), or Affiliate Request System link (CC HR WorkCenter)
   c. Affiliate ePAR
      i. Use if a background check is required and a PID exists for the affiliate, or if you are updating a current affiliate
      ii. Start date must be on or after the return date listed on the background check results page
      iii. If Independent Contractors need an onyen and email account, then an affiliate action must be submitted
   d. Affiliate Request System
      i. Use if a background check is not required and a PID does not exist for the affiliate
      ii. Ensure the Status is set to “Pending” to be able to submit the request; you will need to enter the affiliate’s gender, date of birth, phone number, local work address, and local home address
      iii. The PID Office will create a PID and set the person up with an affiliate relationship, in addition to completing the Affiliate ePAR

IV. Updating Affiliates
   a. There are two ways you can update an affiliate record:
      i. Update the information for an existing department and affiliate type combination (for example, changing the dates for a current affiliate position)
      ii. Add a new entry for an existing department and affiliate type combination (which does not affect the current affiliate activity)
   b. If you need to extend the affiliate and it is beyond five years of the initial start date, then you need to add a new entry.
   c. Updates do not allow you to update the start date, only the end date.

Helpful Links
- OHR Website: https://hr.unc.edu/employees/policies/other/unpaid-volunteers-interns-visiting-scholars/
- Independent Contractor: https://financepolicy.unc.edu/policy-procedure/708-independent-contractor/
- PID Office (Click the Affiliates tab): https://enterprises.unc.edu/pid/
- Basic Originators 3: Adding or Updating Affiliates CBT: https://its.clouddapps.unc.edu/cccbt/