

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/>
- Independent Contractor Predetermination Process: <https://financepolicy.unc.edu/policy-procedure/708-independent-contractor/708-1-independent-contractor-predetermination-process/>
- PID Office (Click the [Affiliates](#) tab): <https://enterprises.unc.edu/pid/>
- Basic Originators 3: Adding or Updating Affiliates CBT: <https://its.cloudapps.unc.edu/cccbt/>
- Requesting Vendors and Independent Contractors: <https://ccinfo.unc.edu/files/2016/10/Requesting-Vendors-ICs-Oct-2016.pdf>