WORKING WITH UNIVERSITY AFFILIATES

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AGENDA

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  - Checking for an Existing PID
  - Affiliate ePAR vs. Affiliate Request System
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INTRODUCTION

Who is an Affiliate?

An Affiliate is any person who requires University resources to work in conjunction with UNC-Chapel Hill. Affiliates must have a UNC-CH sponsor. There are more than 20 types of Affiliates, which include:

- Visiting Scholars
- Unpaid Volunteers
- Unpaid Interns
- Independent Contractors*

* Independent Contractors (IC) are handled by Finance. If you have questions concerning an IC, please contact your Accounting Technician or Budget Analyst.

Who is NOT an Affiliate?

- Anyone paid by University Payroll
- Anyone teaching for UNC-Chapel Hill, for-credit courses
- Anyone enrolled in classes
- UNC Health Care employees

AFFILIATE TYPES

The most common Affiliates that our HR Specialists encounter are:

- Visiting Scholars
- Unpaid Interns
- Unpaid Volunteers
- Research Collaborators

Retirees and Emeritus Faculty must go through Ruth Holt (ruth_holt@unc.edu) in HR Benefits.

Affiliate Type	Affiliate Description	Preferred Time Limits
AHEC Affiliate	AHEC professionals who need access to the AHEC system housed at the University	5 year max
Campus Ministries/Hillel	Ministers and staff of Campus Ministries, Campus Crusades, and NC Hillel	1-2 years max
Carolina Club Employee	Employees of the Carolina Club	5 year max
Carolina Dining Employee	Employees of Carolina Dining Services	1-2 years max
Committee/Board Member	A person who is serving on a Committee or Board (not Board of Trustees)	5 years max
EHS Associate	Affiliates who need to take Environmental, Health & Safety training and are not coming through a University department.	5 years max
Emergency Official	External Emergency Officials who need access to the Campus Alert System.	5 years max
Emeritus Faculty	Retired employees who retired from a paid faculty position in the department.	10 year max
External Employee	Employees whose department's budget does not fall under payroll, but have a close affiliation.	5 year max
Fellow – Unpaid	Affiliates who receive funding from an external fellowship and are working with the University	5 year max
Friday Center Staff	Instructors working for the Friday Center who are not paid by the University or associated with the University, except through work with the Friday Center. This means instructors from other universities that are teaching through the Friday Center and giving credit through those other universities.	5 year max
Independent Contractor	A person not working for a company, but independently under contract with the University.	2 year max
Intern	Individuals who meet one of the following circumstances: 1. Are currently enrolled at UNC-Chapel Hill or other accredited colleges, universities, community colleges, or high schools and are engaged in experiential learning in the workplace in return for academic or course credit; 2. Are obtaining work experience that is required for professional licensure or certification under the supervision of a licensed or certified professional (e.g., Social Workers, Engineers, Nurses, and Accountants) for a period not to exceed 18 months in duration; 3. Are engaging in experiential learning in a profession under the supervision of an appropriate University supervisor or manager for a period not to exceed 18 months in duration.	TBD by OHR
Other Affiliate	A person who does not fit into any of the other categories.	1 year max
Other Contractor/Consultant	Employed or paid by an external company or source.	1-2 years max
Preceptor	A practicing professional who gives personal instruction, training, and supervision to a student or young professional.	1-2 years max
Research Collaborator	An individual who is collaborating on UNC department or UNC faculty driven research.	5 year max
Retiree	Retired from a paid position in the department.	10 year max
Summer Group	A group that is only on campus for part or all of the summer, but are not students of the University.	1 year max
UNC Trustee	A UNC Board of Trustee member.	TBD by the Office of the Chancellor. 5 year max
US Environmental Protection Agency	Employee of the US Environmental Protection Agency working on campus or require access for IRB studies.	5 year max
University Temporary Services Employee	A temporary employee through University Targeted Staffing.	1 year max
Visiting Scholar	Individuals who hold appointments at other academic or research institutions, is visiting to work with a particular faculty member or principal investigator on a research project, and does not hold a paid appointment at UNC-Chapel Hill.	5 year max
Volunteer	Individuals who offer their services without cost to the University for civic reasons and which are not typically performed by permanent university employees.	2 year max

AFFILIATE ACCESS

- Every Affiliate, except volunteers, AHEC (Area Health Education Center), and EHS (Environmental Health & Safety) associates receives the following access:
  - Onyen
  - Library access
  - Email
- Volunteers do not receive library access
- EHS associates only receive a PID

AFFILIATE ACCESS

- Affiliates are eligible to obtain a UNC OneCard after their application has been approved and/or their Affiliate ePAR has executed. The Affiliate will need to visit the UNC OneCard Office and will need:
  - Valid driver's license, State ID, Military ID, or passport for identification purposes
  - Their PID number
  - A form of payment for the $5 OneCard fee. If the department would like to pay the fee, please contact the OneCard Office at 919-962-8024

APPROVAL AND FORMS

AFFILIATE APPROVAL

Advanced approval of sponsoring department and OHR is required for Unpaid Volunteers, Interns, and Visiting Scholars. These Affiliates cannot begin providing services until the department receives approval from the Employment Consultant in OHR.

Independent Contractors must be approved by Disbursement Services prior to making any employment commitment or preparing payment vouchers.

AFFILIATE FORMS

Unpaid volunteers, unpaid interns, and visiting scholars require the following forms to be completed:

- Background Check Request
  - Results are sent to Employment Consultant in OHR
- Unpaid Volunteer, Intern, or Visiting Scholar Request Form
  - Submitted to the Employment Consultant in OHR for approval
- Release of Liability Form
  - Retained by the Department, unless the individual is a minor.

The Affiliate Application Form is not required, but it is extremely helpful

AFFILIATE FORMS

Independent Contractors require the following forms to be completed:

- Background Check Request
- Employee/Independent Contractor Determination Checklist (EICDC)
- Individual's IRS W-9 Form
- Additional forms are required if the total payment in a 12-month period is more than $10,000:
  - Independent Contractor Services Agreement
  - Statement of Work
  - Waiver of Competition
  - Sole Source Letter of Justification

BACKGROUND CHECK REQUEST FORM

- Completed for unpaid volunteers, interns, visiting scholars if the individual:
  - will volunteer for more than seven calendar days
  - is 18 years of age or older
  - will have unsupervised access to sensitive populations or sensitive facilities
- Completed for independent contractors if:
  - the assignment lasts in excess of 10 calendar days
  - the assignment involves a continuous relationship and/or access to sensitive populations or sensitive facilities/data

Sensitive populations: individuals less than 18 years of age, patients receiving care in any clinical setting, or other individuals deemed to require enhanced supervision or protection based on University practice or State or Federal law

Sensitive facilities: University facilities that require special clearance or background checks for access as well as confidential or protected records

CAS - Department Background Check Request Form

The following form is completed by a Departmental Representative to initiate a background check. Submit completed form for all background check requests to your HR Specialist in the CAS Business Center.

* -- Required Information

* Date:

I. Candidate Information

Legal name First: Middle

* Email Address:

Last: Maiden

Existing Empl ID (if applicable):

Department: Department

II. Appointment Type:

* Affiliation Type *(select one)*: Select Affiliation type:

If a UNC-CH Independent Contractor or Other Affiliate, please describe the tasks that are expected to be performed:

Contractor/Affiliate:

III. Other Reasons for Background Check:

Choose one of the following special categories, if applicable:

☐ *Not applicable*
☐ CDC Select Agent
☐ Contact with Minors
☐ Credentials Check Only (post appointment)
☐ Driving Check Only (post appointment)

*Is the applicant a UNC student who will have contact with minors or sensitive populations?
☐ Yes ☐ No

*Motor Vehicle History *(choose Yes only if driving is required for the position)*
☐ Yes ☐ No

*Professional License Verification *(choose Yes if professional license is required for the position)*
☐ Yes ☐ No

*US Degree Verification *(choose Yes if a degree is required for the position)*
☐ Yes ☐ No

(Note: Departments are responsible for verifying all foreign degrees.)
Does the applicant hold a foreign degree?
☐ Yes ☐ No

IV. Department Information:

Chartfield:

* Fund:	* Source:	* Account: 558914	Program:	Cost:	Project ID:
(*For fund codes 25XXX)			(if applicable)	(if applicable)	

UNPAID VOLUNTEER, INTERN, AND VISITING SCHOLAR REQUEST FORM

This form is completed by the department and sent to the HR Specialist in the Business Center or to the Employment Consultant in OHR

- Be sure to describe the research in detail under Describe Activities and Specify Environment Setting section.
- Be sure to include the Home Institution
- The Human Resources Representative signature can be either the Department Manager or HR Specialist

UNC HUMAN RESOURCES

The University of North Carolina at Chapel Hill
Office of Human Resources – Employment and Staffing

UNPAID VOLUNTEER, INTERN AND VISITING SCHOLAR REQUEST FORM

Approval by OHR required prior to start of activities
For UNC-CH Students and SPA permanent employees, or for unpaid activity that will be of short duration, this form may not be applicable; see DEFINITIONS AND ADDITIONAL INFORMATION on Page 2 for details.

PROPOSED ACTIVITY			
Dept. is Requesting (Check One):	☐ Volunteer ☐ Unpaid Intern ☐ Unpaid Visiting Scholar		
Dept. Name		Dept. Number	
Dept. Contact		Telephone Number	
Describe Activities and Specify Environment Setting			
Describe any risks in the setting in which this assignment will occur	(For example, exposures such as: thermal, chemical, or electrical hazards, lab animals, etc.)		
Involves Unsupervised Activities with Either of the Following: *(if either are involved, include specifics in description below)*			
Sensitive populations	☐ Yes ☐ No	Sensitive facilities	☐ Yes ☐ No
Description of Sensitive Populations/Facilities (if applicable)	(Example: students, patients, study participants, biosafety level 3 facilities (BSL-3) etc.)		

DURATION AND SUPERVISION			
Beginning Date		Ending Date	☐ or Ongoing (volunteers only)
Supervisor Name		Phone Number	

INDIVIDUAL TO PERFORM ACTIVITY			
Name		Birth Date	
Appointing/Supervising University Official is "Closely Related" (per Nepotism Policy):	☐ Yes ☐ No	If Yes, explain:	
Student or Educational Professional Status	Student ☐ UNC-CH Student ☐ Other Student	Home Institution (non-UNC)	

Please attach a Background Check Authorization form and submit to:
Employment and Staffing, Office of Human Resources, 104 Airport Drive, CB#1045

APPROVAL CERTIFICATION

Name and Title of Authorized Department Official

Name of Human Resources Representative

Signature of Authorized Department Official

Signature of Human Resources Representative

Date

Date

OFFICE OF HUMAN RESOURCES USE ONLY					
Date Received		Date Approved		Employment Consultant	
Approved as	☐ Volunteer ☐ Intern ☐ Visiting Scholar			Approved as Exception	☐ (include in justification below)
Comments				Background Check Received	☐ Yes ☐ NA
Background check Submitted by OHR		Date		Result	

RELEASE OF LIABILITY FORM

Completed by the department and signed by Affiliate and Affiliate's supervisor

This form is kept in the department files unless the Affiliate is a minor, in which case a copy of the form is sent to the Employment Consultant in OHR.

The University of North Carolina at Chapel Hill
Office of Human Resources – Employment and Staffing Department

RELEASE OF LIABILITY FOR UNPAID VOLUNTEERS AND UNPAID INTERNS

THIS SECTION: APPOINTING DEPARTMENT USE ONLY

Volunteer/Intern Name		**Proposed Activity:** ☐ **Volunteer** ☐ **Unpaid Intern**	
Department Name			
Department Number		**Is Volunteer/Intern under the age of 18?** *(If yes, parent or guardian must sign below.)*	☐ YES ☐ NO
Description of Volunteer's/ Intern's Activity or Service	(THIS DESCRIPTION MUST MATCH THAT ON THE VOLUNTEER REQUEST FORM)		

THIS SECTION: VOLUNTEER/UNPAID INTERN USE ONLY

INSTRUCTIONS: *UNC-CH's mission involves a variety of teaching, research, and public service activities. As an unpaid volunteer or unpaid intern, you play an important role in supporting our mission while at the same time gaining experience which will be personally rewarding. For insurance and risk management purposes, UNC-CH requires that you carefully read and agree to the following terms. The term "UNC-CH" means The University of North Carolina at Chapel Hill (along with its directors, officers, employees and agents acting within the course and scope of their duties). "I", "Volunteer/Intern" or "me" means you, the intended unpaid volunteer or unpaid intern. We appreciate your interest in serving The University of North Carolina at Chapel Hill and welcome you as a member of our community!*

I, Volunteer/Intern, hereby freely, voluntarily and without duress, execute this Release of Liability under the following terms:

1. I am providing service to UNC-CH voluntarily, without pressure of coercion, for educational, civic, charitable or humanitarian reasons and without expectation of payment, reimbursement, or future paid employment of any kind.
2. I understand that UNC-CH will not cover me by any insurance including, but not limited to, medical, property, health, liability insurance or workers' compensation benefits, nor will any financial or other assistance be provided in the event of injury or illness.
3. I agree that my service may be terminated at any time and for any reason by UNC-CH or by me.
4. In consideration of the opportunity to provide unpaid service to UNC-CH, I do hereby release and forever discharge and hold harmless UNC-CH from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my service. I understand that this Release discharges UNC-CH from any liability or claim that I may have against it with respect to any bodily injury, personal injury, illness, death, property loss or property damage that may result from my service.
5. I understand and acknowledge that potential risks to my health and personal property may be associated with my service to UNC-CH and I voluntarily assume those risks. I release and forever discharge UNC-CH from any claim whatsoever that arises or may hereafter arise on account of any first aid, treatment or service I receive in connection with my service to UNC-CH.
6. I have consulted with my health care provider regarding my pre-existing health conditions (such as insect, food or medication allergies) and will provide myself with any appropriate medication to treat these health problems. I hereby release and forever discharge UNC-CH from any claim whatsoever arising from any complication or exacerbation of any such health condition.
7. I agree to comply with all UNC-CH policies (*e.g.*, the Patent and Invention, Copyright and Acceptable Use Policies) while using UNC-CH facilities or resources, and I acknowledge that all UNC-CH policies apply to my activities at and service to UNC-CH. Copies of these policies can be located here: http://policies.unc.edu/policy-category/university/.
8. This Release of Liability shall be binding and enforceable against me and my successors, assignees, heirs, guardians and legal representatives. I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina and that this Release shall be governed by and interpreted in accordance with the laws of the State of North Carolina. I agree that, in the event that any clause or provision of this Release shall be held to be invalid, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

I have carefully read this Release. I understand that in signing this document, I am giving up significant legal rights in exchange for being able to serve UNC-CH as an Unpaid Volunteer or Unpaid Intern.

Name of Volunteer/Intern	Signature of Volunteer/Intern	Date
Name of Parent or Guardian (*If Volunteer/Intern is under age of 18*)	Signature of Parent or Guardian (*If Volunteer/Intern is under age of 18*)	Date
Name of Volunteer's/Intern's Supervisor	Signature of Volunteer's/Intern's Supervisor	Date

** DEPARTMENTS MUST MAINTAIN THIS RELEASE ON FILE FOR THREE (3) YEARS FOLLOWING COMPLETION OF UNPAID ASSIGNMENTS **

AFFILIATE APPLICATION FORM

This form is not required, but is extremely helpful for the HR Specialists in the Business Center

If you choose to complete this form, do not include the individual's SSN

The University of North Carolina - Chapel Hill
APPLICATION FOR REGISTRATION AS UNC AFFILIATE

Affiliate's Bio-Demo Information: PID: _____ If already have one

Legal Name: First Middle –not just initial Last

Suffix: Former last name(s) If previously affiliated with the University under that name Birth Date:

Gender: ☐ Male ☐ Female SSN* DO NOT submit SSN via Infoporte/Email

Home Address:

Business/Campus Address:

Telephone Number: Home Business

Email Address:

Affiliation Information:

Dept. No. UNC – CH Host Department/ School:

Affiliate Type:

- ☐ Campus Ministries / Hillel
- ☐ Carolina Club Employee
- ☐ Carolina Dining Employee
- ☐ EHS Associate
- ☐ External Employee
- ☐ Fellow – Unpaid
- ☐ US EPA
- ☐ Research Collaborator
- ☐ UNC Trustee
- ☐ University Temp Svcs Employee
- ☐ Other Contractor/Consultant
- ☐ Summer Group
- ☐ Friday Center Staff
- ☐ Committee/Board Member
- ☐ Emergency Official
- ☐ AHEC Affiliate
- ☐ Student - Grants PI
- ☐ Hospital Associate
- ☐ Emeritus Faculty
- ☐ Retiree
- ☐ Other Affiliate

OHR APPROVAL REQUIRED

- ☐ Visiting Scholar
- ☐ Volunteer
- ☐ Intern
- ☐ Independent Contractor

Approved by OHR ☐ Yes ☐ No

Dates Registered: Start Date: End Date:

On Campus ☐ Yes ☐ No One Card Needed ☐ Yes ☐ No ☐ Full Time ☐ Part Time

Affiliate Title:

Sponsors PID Sponsors Name

Sponsors Email Sponsors Phone

Reason for Request: Reason must include details on what the person will be doing.

** This is for positions NOT paid by UNC Payroll only. Please make sure that UNPAID is listed in Affiliate Remarks when submitted by HR.**

By signing below, you authorize the individual named above to obtain a PID number for official Campus business. The signer, also, acknowledges responsibility for this individual's actions while utilizing Campus Services.

Sponsor's Signature: Date:

Note: Affiliates are defined as any person who is not paid by or is not attending the University of North Carolina at Chapel Hill and requires University Resources to work in conjunction with UNC-Chapel Hill. Affiliates must have a UNC-Chapel Hill sponsor. Please be aware that PID processing can take up to ***two business days***. Please give this form to your departmental HR Representative for processing.

If needing a One Card: After approval in the Affiliate System by the PID Office go to the One Card office with a drivers' license, passport or military ID for identification purposes and the $5 card fee. If the department would like to pay the fee, please contact the One Card Office 919-962-8024.

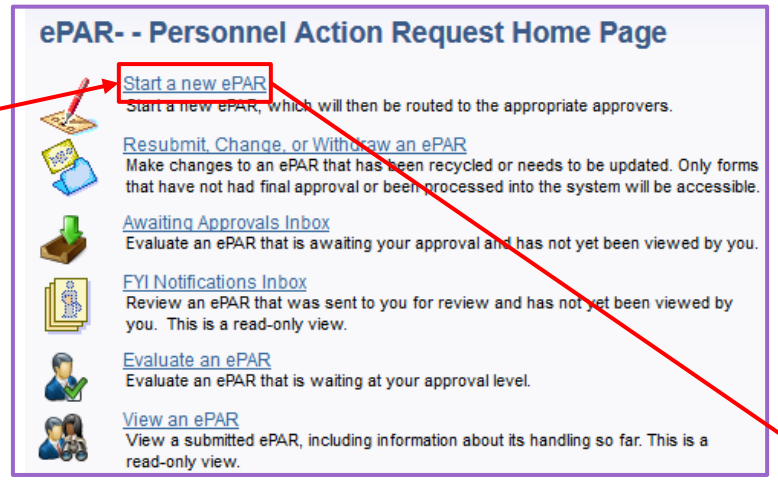
* The Social Security Number is requested by the institution solely for administrative convenience and record keeping accuracy, and is requested only to provide a personal identifier for the internal records of the institution.

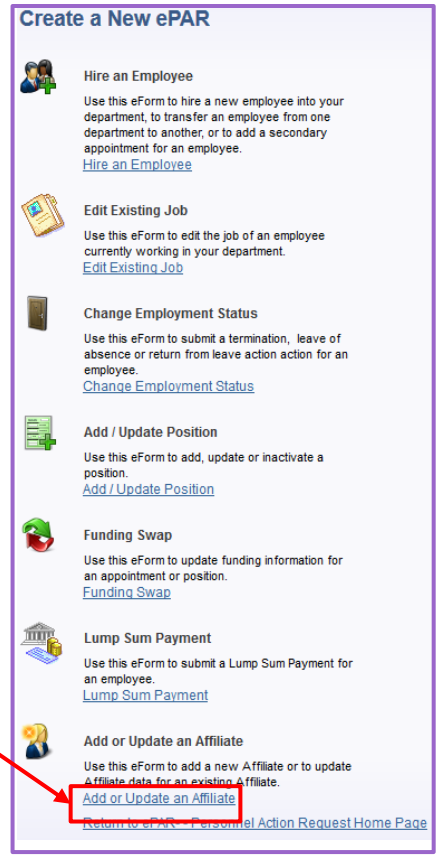
SETTING UP AFFILIATES

WHO CAN SET UP AFFILIATES?

Basic HR Originators can perform actions in ConnectCarolina for Affiliates. This includes both Student and Complex Originators.

Therefore, departments have the ability to complete their own Affiliate requests.

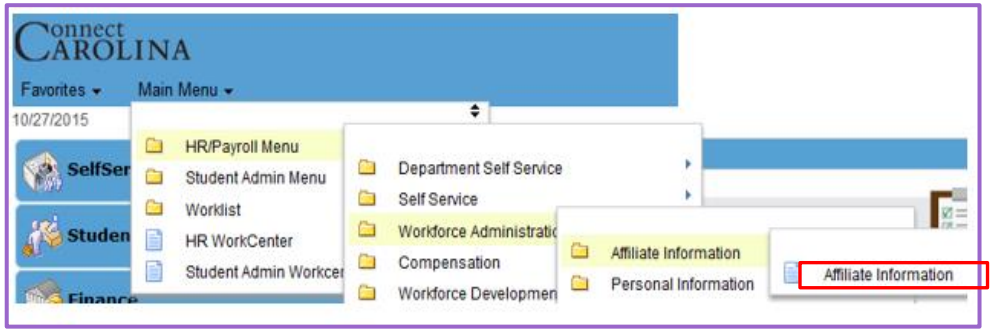




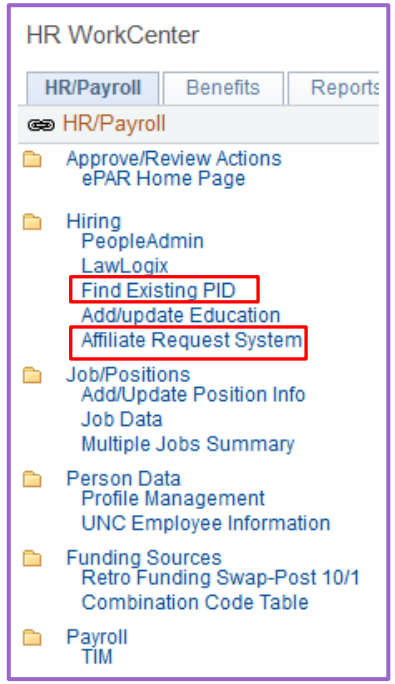
CHECKING FOR AN EXISTING PID

Always check to see if a PID already exists for an Affiliate. The Affiliate may have had a previous relationship with the University and the creation of a PID may not be necessary. There are three ways to check for a PID:

- Affiliate Information link

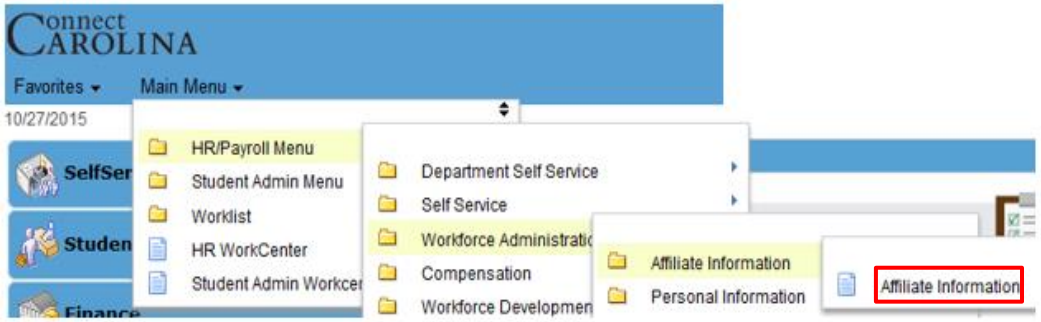


- Find Existing PID
- Affiliate Request System

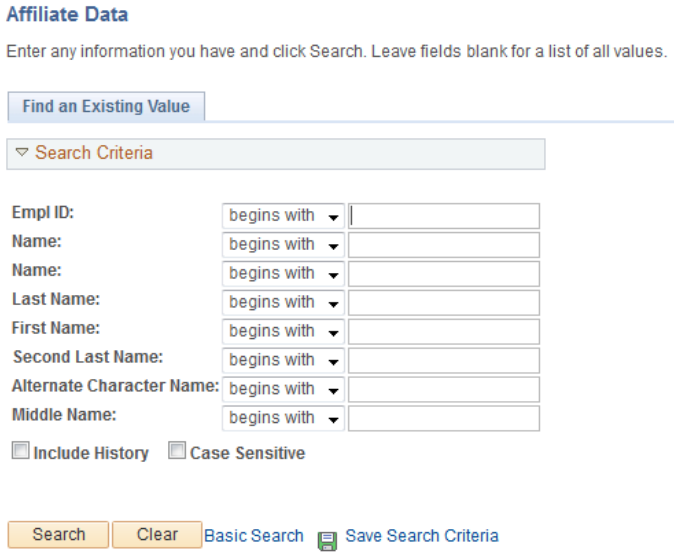


Affiliate Information

- CC Main Menu – HR/Payroll Menu – WorkForce Administration – Affiliate Information – Affiliate Information again

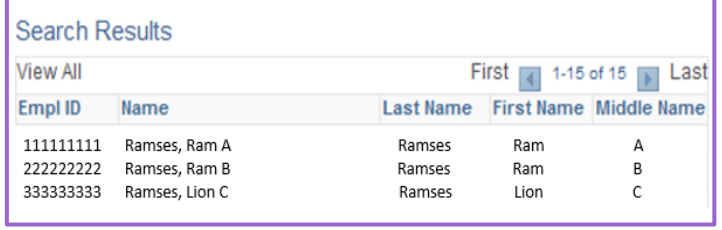


Once the Affiliate Data screen appears, enter the name in the name block or enter the first/last name in separate boxes.



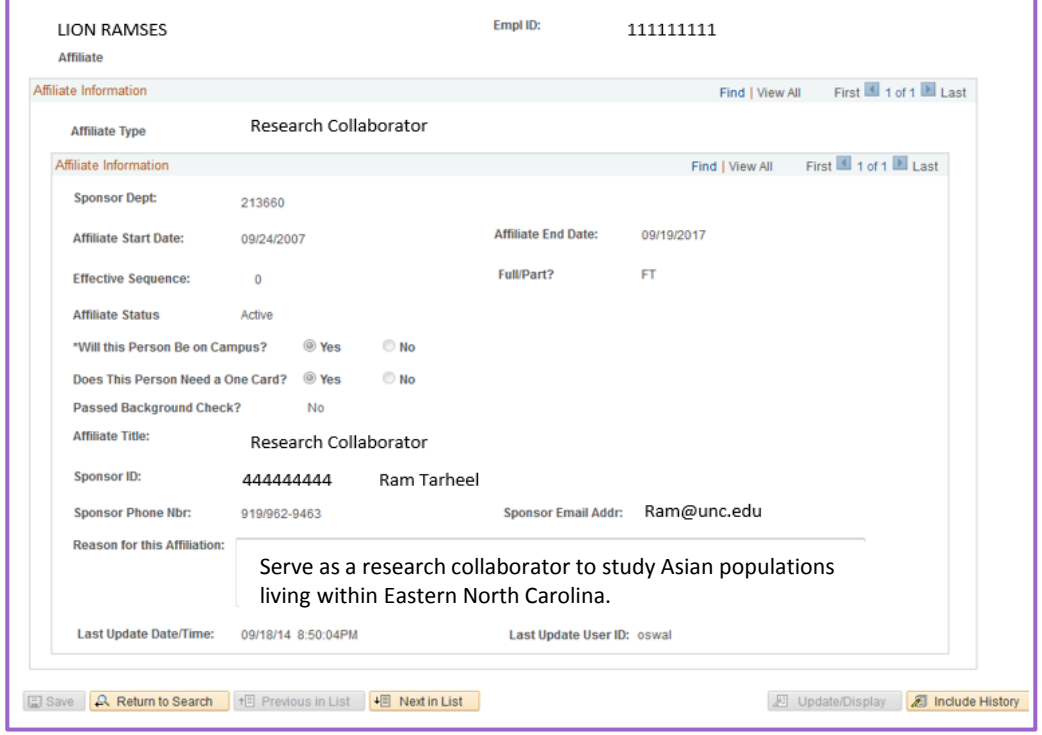
If there is no Affiliate, the message "no matching values were found" will appear.

If there is an Affiliate already in the system, search results will appear. Click on a name to view further details, to check if it is the person you are searching for.



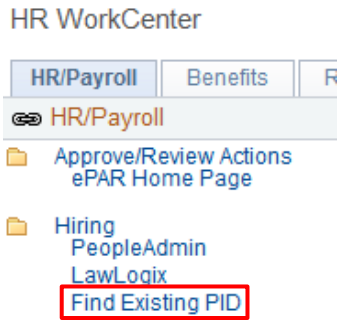
Empl ID	Name	Last Name	First Name	Middle Name
111111111	Ramses, Ram A	Ramses	Ram	A
222222222	Ramses, Ram B	Ramses	Ram	B
333333333	Ramses, Lion C	Ramses	Lion	C

The detail screen will appear and give you the name, PID, Affiliate Type, and other information.

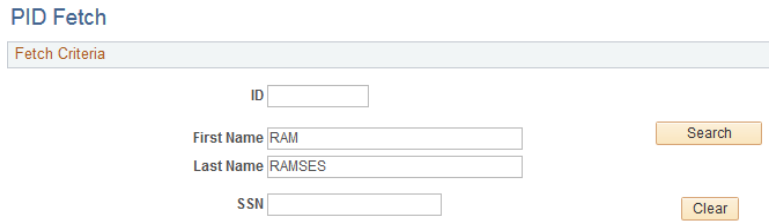


Find Existing PID

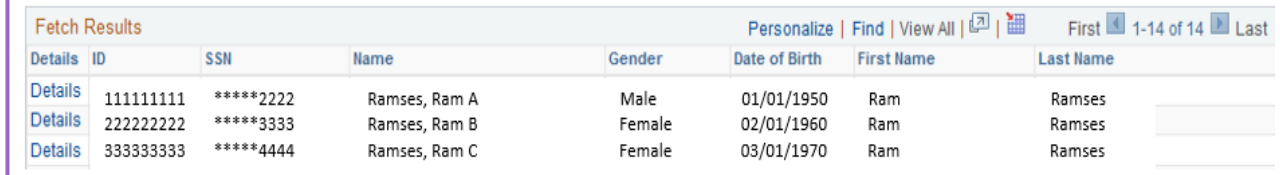
- HR WorkCenter – Find Existing PID



When the PID Fetch screen appears, enter First and Last name of the Affiliate and click search.

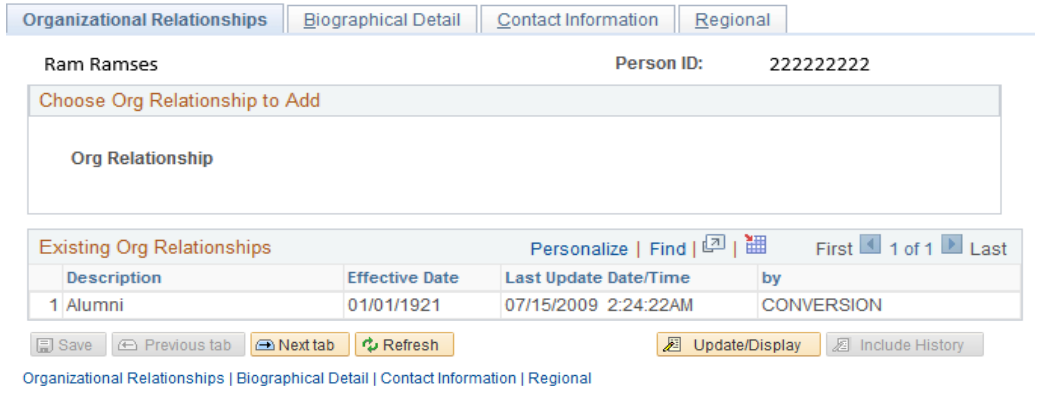


If the search does not yield any names, the message "no rows found" will appear.
If the search does yield names, a list will appear under Fetch Results. Click on the "Details" link to view a person's information.



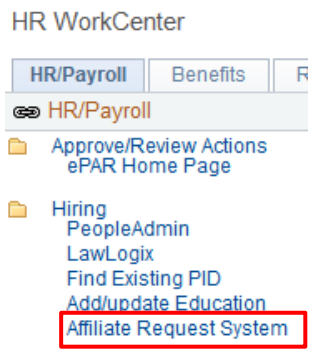
Details	ID	SSN	Name	Gender	Date of Birth	First Name	Last Name
Details	111111111	*****2222	Ramses, Ram A	Male	01/01/1950	Ram	Ramses
Details	222222222	*****3333	Ramses, Ram B	Female	02/01/1960	Ram	Ramses
Details	333333333	*****4444	Ramses, Ram C	Female	03/01/1970	Ram	Ramses

With the details screen you can view the person's organizational relationship (also called POI – Person of Interest), biographical, and contact information. This information will help determine if this is the Affiliate for which a request has been received.

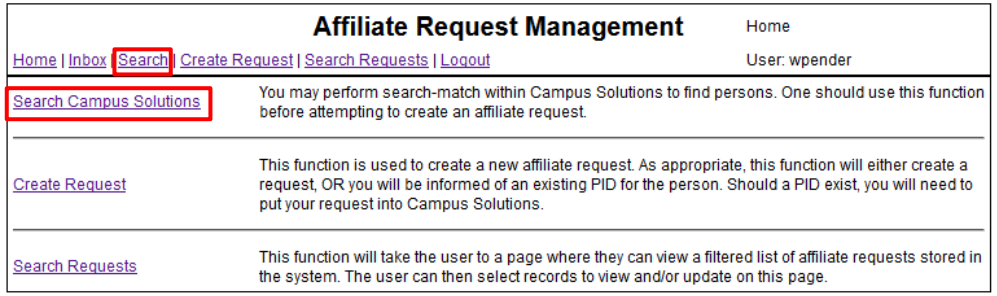


Affiliate Request System

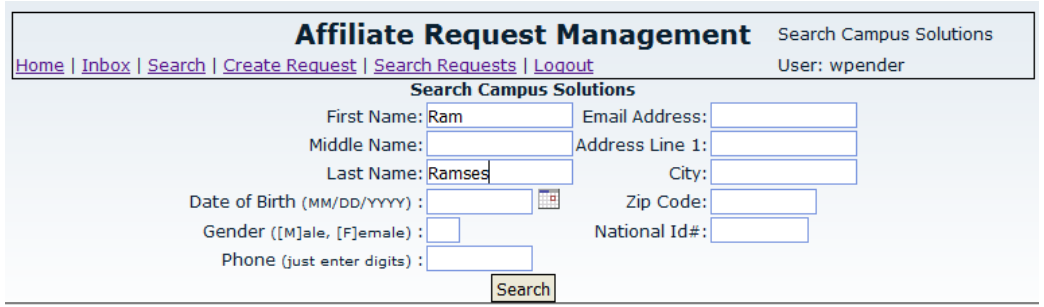
- HR WorkCenter – Affiliate Request System



Click the login link. Login, if prompted. Otherwise, click on "Search" or "Search Campus Solutions".



On the search page, enter search parameters and click search.



If no results are found, "no matches found" will appear. If results are found, they will be listed. Then use the PID shown to verify the person in CC by using the Affiliate Information Search or Find Existing PID search.

PID	Name	SSN	DoB	DoD	G	SubPop
111111111	Ramses, Ram A	XXX-XX-2222	01/01/1950		M	SIS
222222222	Ramses, Ram B	XXX-XX-3333	02/01/1960		F	ADIS
333333333	Ramses, Ram C	XXX-XX-4444	03/01/1970		F	ADIS

CHECKING FOR AN EXISTING PID

If you find an existing PID for an Affiliate, also verify their organizational relationship or POI (Person of Interest).

The PID Office can correct or add missing POIs.

There are several types of POIs. In the Affiliate system, this is also listed as SubPop, as seen below.

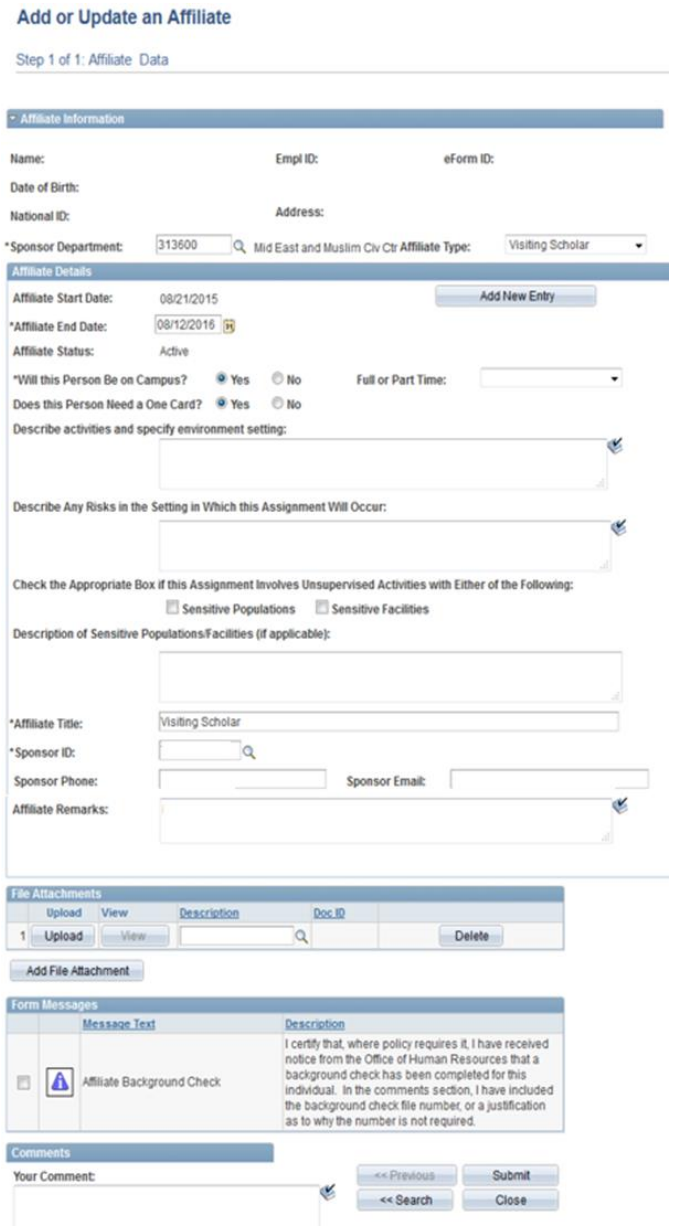
SubPop	POI #	POI Description in CC
SIS	00009	Campus Solutions Person
HRIS	00012	Employee
HOSP	00016	Hospital
ADIS	00014	Alumni
AFFL	00100	Affiliate
DOR	00015	DOR
PROXY	00018	Proxy
PPLOAN	00019	Parents of Plus Loan Students
ADPRO	00017	Admissions Pros
SEVIS	00020	SEVIS Dependents

AFFILIATE EPAR

Use the Affiliate ePAR if:

- a background check is required and a PID exists for the affiliate
  - The start date must be on or after the return date listed on the background check results page
- if you are updating a current affiliate
- if an independent contractor needs an onyen and email account

NOTE: If the Affiliate has a PID, but you receive an error message when creating the Affiliate ePAR, contact the PID Office because the message means there is no home address on record and/or the POI type is not correct.

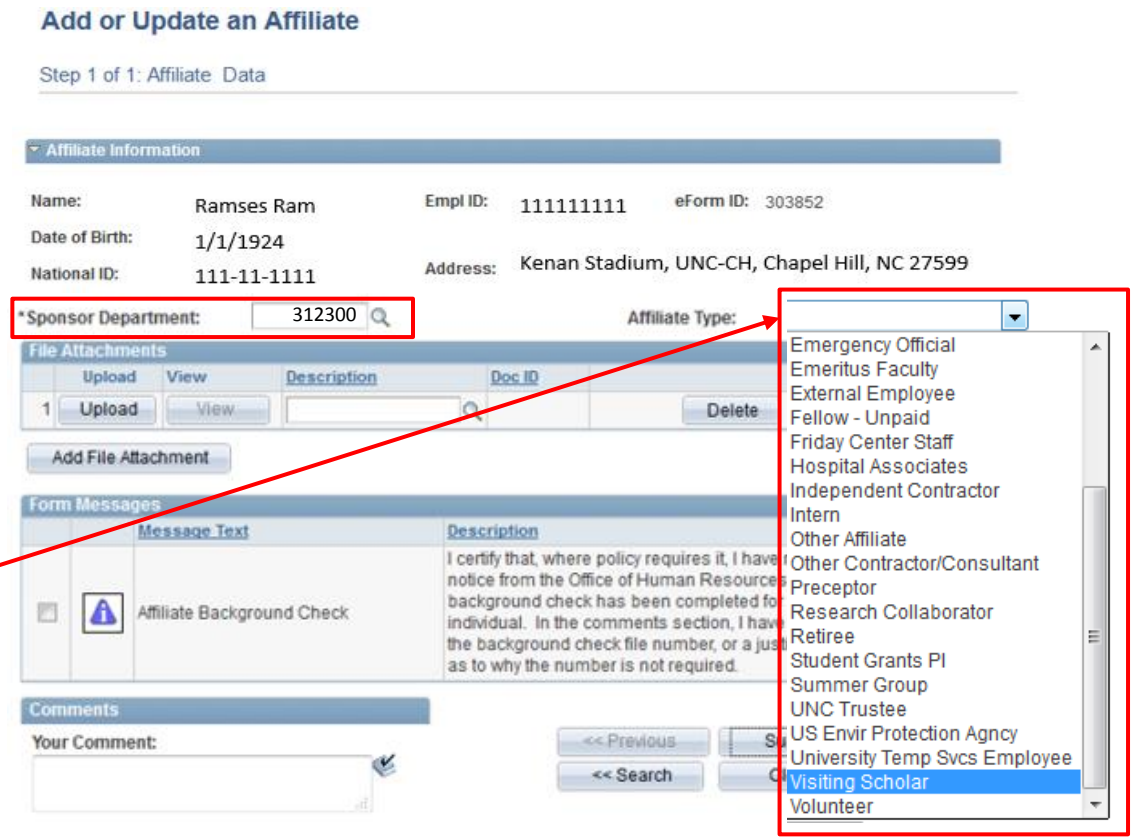


AFFILIATE EPAR

Affiliate ePar will appear if there are no error messages. The screen will auto-populate with the Affiliate's information.

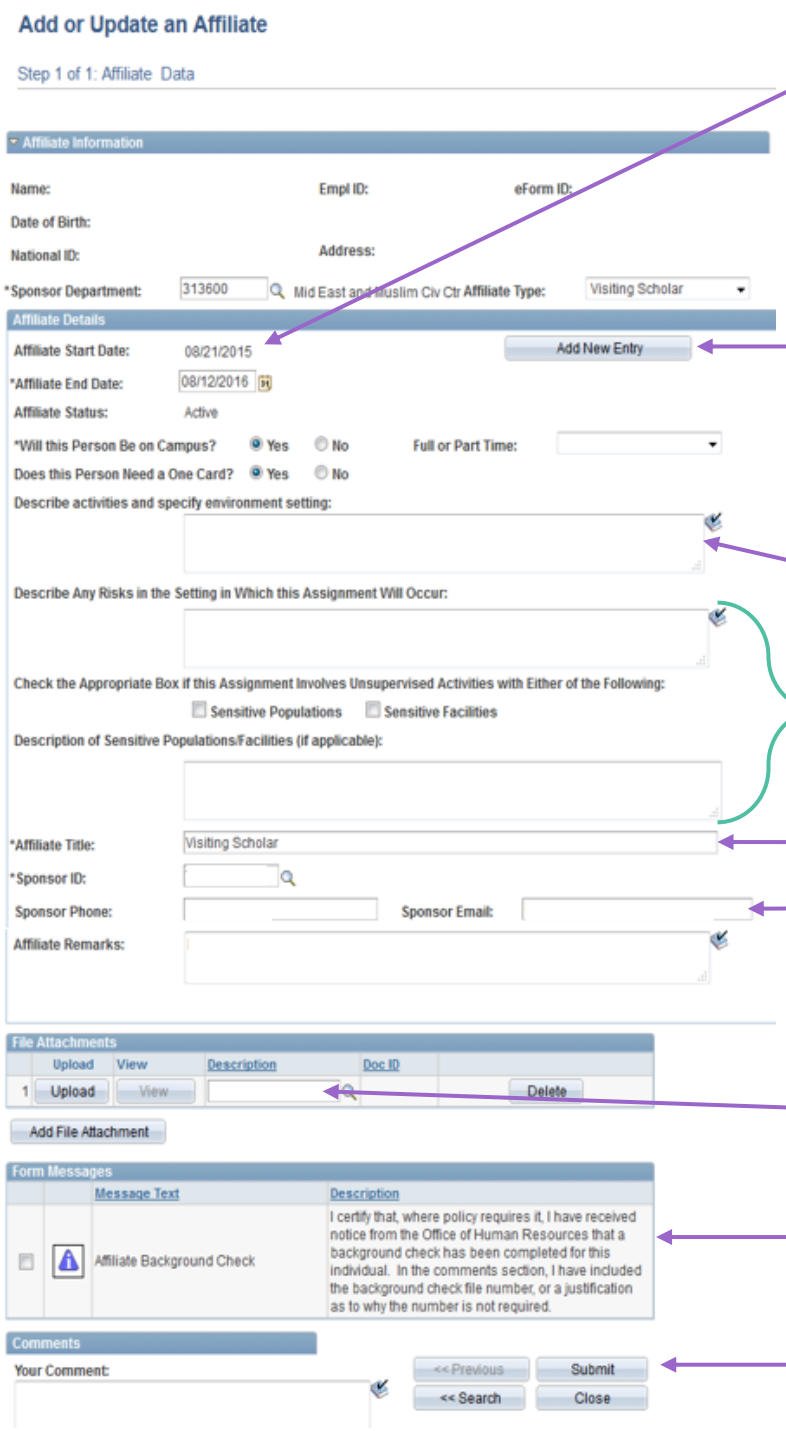
Enter the Sponsor Department #

Use the drop down menu to choose Affiliate Type – the screen will then auto-populate with specific data entry areas for the Affiliate Type chosen.



AFFILIATE EPAR

The ePAR will route to the PID Office for approval



The start date must be on or after the return date listed on the Background Check results page. *If you do not receive a copy of the results page, you can email the Employment Consultant or the Background Office for the date or use the date of the approval email.

Only click Add New Entry when submitting a secondary affiliate status for the same person within the same department – see Updating an Affiliate (slide 35)

Enter the details concerning the activities to be performed.

Enter this information as it applies

Enter the Affiliate Title

Enter Sponsor's PID. The Sponsor's phone # & email are not required. However, be sure to include it, as the PID Office has recycled ePARs that do not include this information.

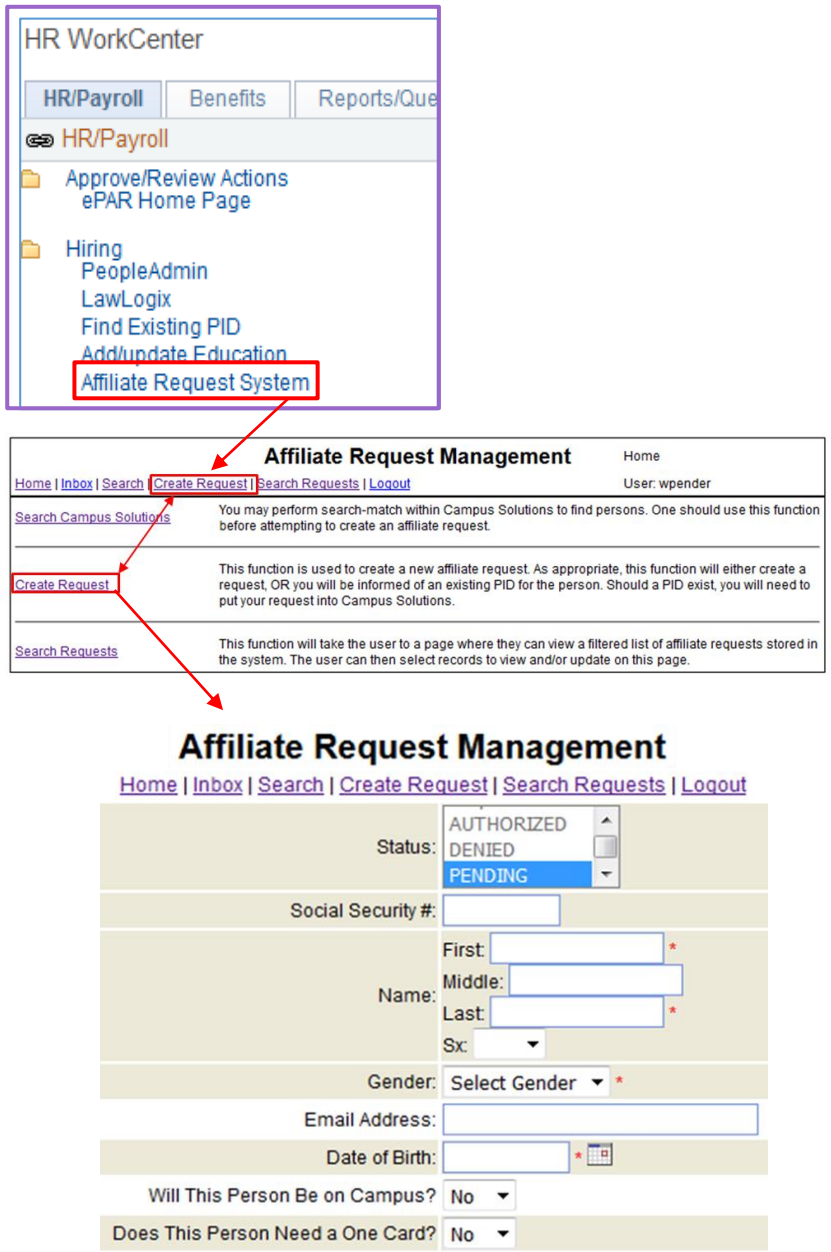
No documents are required to be uploaded for Affiliates.

Always click Affiliate Background Check box, even if one is not required.

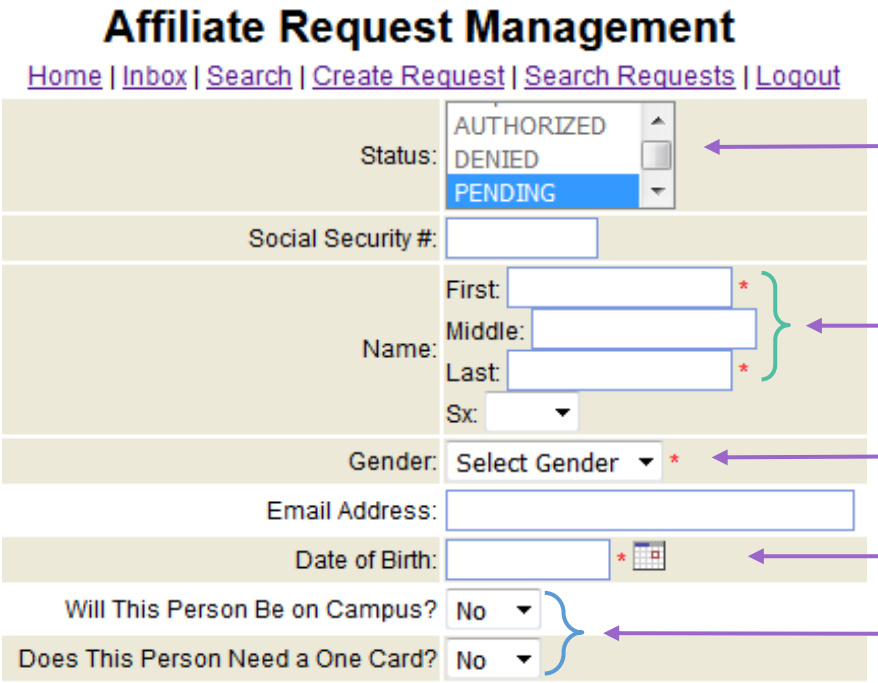
Enter comments, initials, and click submit.

AFFILIATE REQUEST SYSTEM

- Use if a background check is <u>not</u> required and a PID does <u>not</u> exist for the affiliate
- Ensure the status is set to “Pending” in order 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
- The PID Office will create a PID and set the individual up with an affiliate relationship, in addition to completing the Affiliate ePAR



AFFILIATE REQUEST SYSTEM



Status: set to pending to be able to submit request

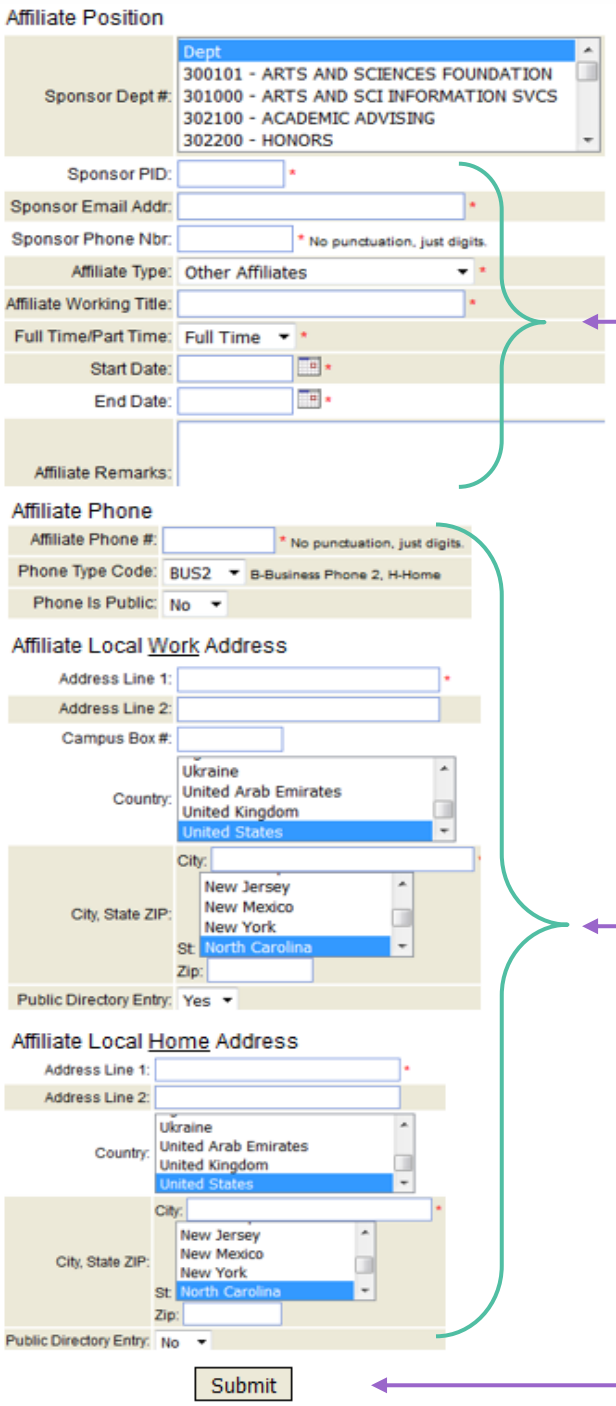
Enter First & Last Name

Select Gender

Enter DOB

These are required

AFFILIATE REQUEST SYSTEM



Choose Sponsor Dept #

Enter Sponsor PID, email, & phone number
Choose Affiliate type & enter working title
Choose Full Time/Part Time
Enter start/end date
Affiliate Remarks – what will the affiliate be doing while at UNC-CH

Enter Phone number

Enter work address

Enter home address

Click submit to send application to the PID Office

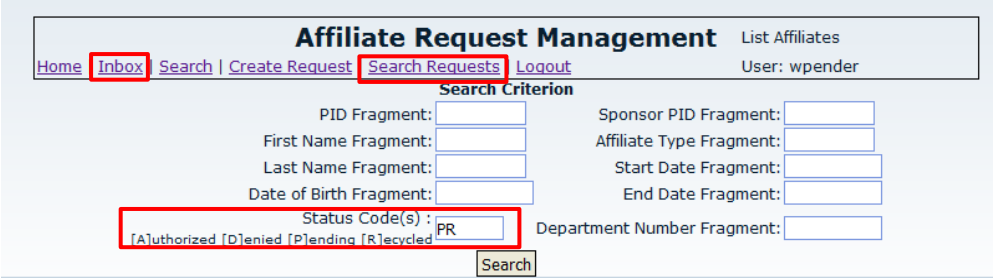
AFFILIATE REQUEST SYSTEM

- If the PID Office finds a PID for the person, the application will be denied. Denied applications cannot be edited and an Affiliate ePar would need to be submitted.
- Recycled applications can be resubmitted. However, after necessary changes are made, the initiator will need to set the status back to Pending before resubmitting the Application.
- Approved applications result in PID creation & Affiliation in ConnectCarolina.
- Be sure to check the status of your Affiliate applications, until approved.

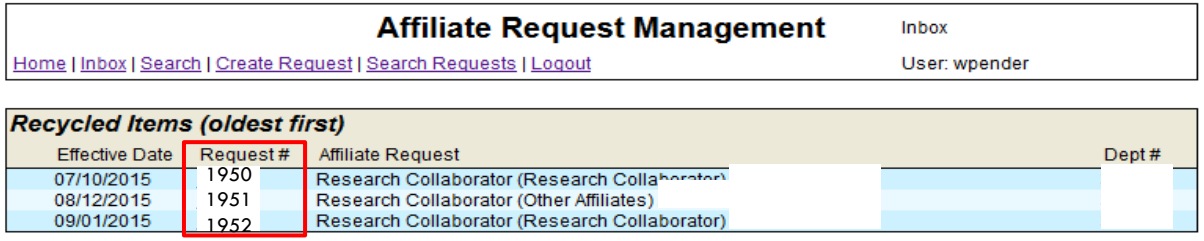
AFFILIATE REQUEST SYSTEM

Check the status of the Affiliate applications by following these steps:

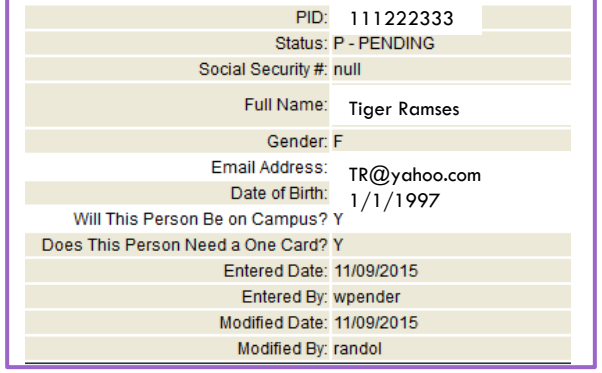
To locate an application you have submitted, click on the "Inbox" link or "Search Requests" link. You can set the Status Code to narrow your results.



You will see a list of both Recycled and Requested Items. Click on the request number to view Application and it's status.



The application will show a PID, if created, and the current status.

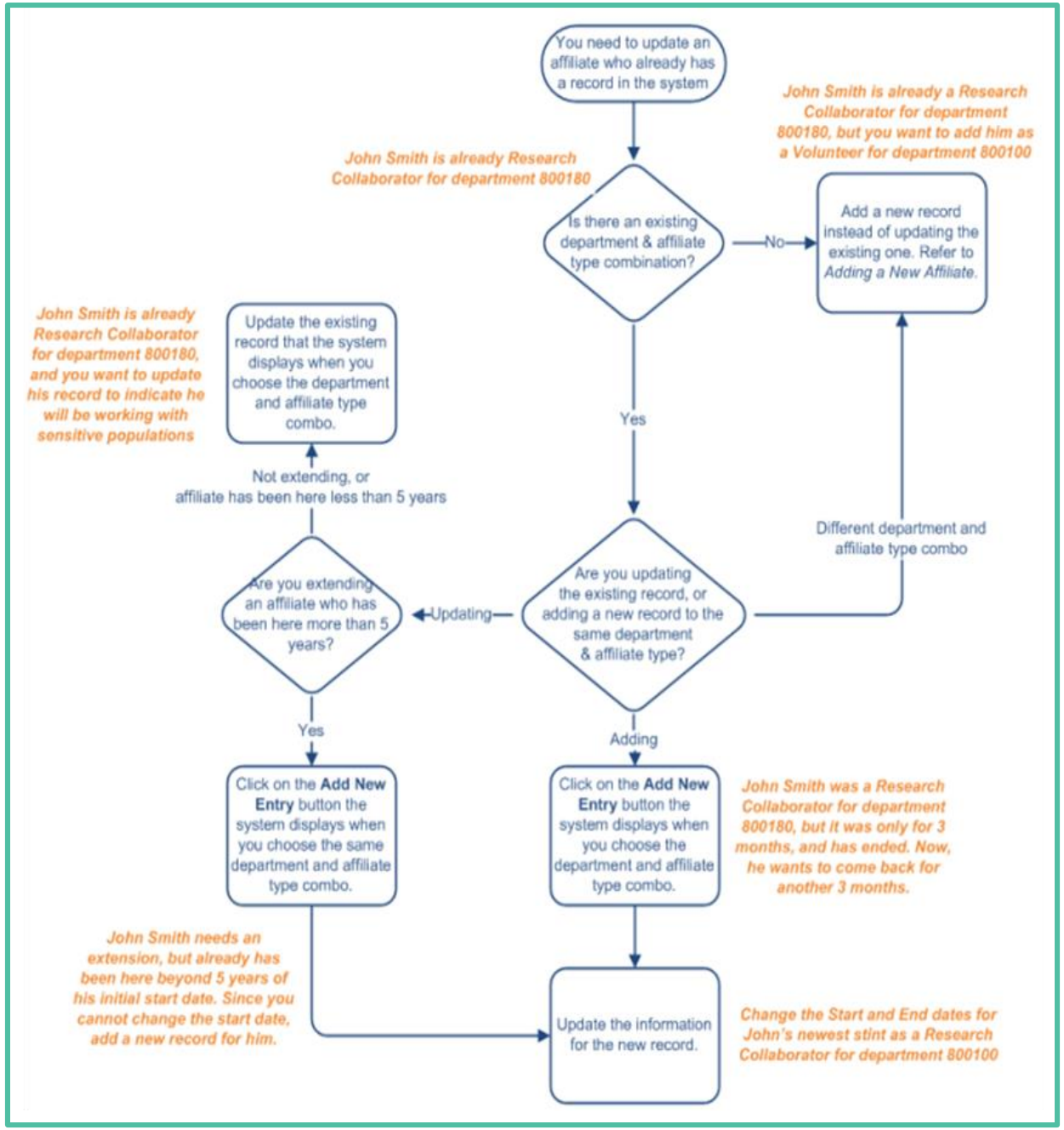


HELPFUL RESOURCES

UPDATING AFFILIATES

This flow chart helps to explain the different options for updating Affiliates

Find step-by-step instructions for updating existing affiliates here: http://its2.unc.edu/cc/ConnectCarolina_WebHelp/Content/HR/Using%20ePARs/Affiliate%20Form/Updating%20an%20Existing%20Affiliate/Updating%20an%20Existing%20Affiliate.htm



CONTACTS

- Ruth Holt (ruth_holt@unc.edu) – Retirees and Emeritus Faculty; 919-962-3055
- PID Office (pid@unc.edu); 919-962-6568, 919-962-5014, 919-962-9344
- Don Jones (don_jones@unc.edu) – OHR Employment Consultant; 919-843-0501
- Background Check Office (backgroundcheck@unc.edu); 919-843-4413, 919-962-9768, 919-962-0368

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/
- Affiliates Report: https://ccinfo.unc.edu/files/2017/02/Affiliates-Report-2.pdf

HELPFUL LINKS

- Using the Affiliate Request System: http://its2.unc.edu/cc/ConnectCarolina_WebHelp/Content/HR/Using%20ePARs/Affiliate%20Form/Affiliate%20Request%20System/Using%20Affiliate%20Request%20System.htm
- About the Affiliate ePAR Form: http://its2.unc.edu/cc/ConnectCarolina_WebHelp/Content/HR/Using%20ePARs/Affiliate%20Form/Using%20the%20Affiliate%20Form.htm

QUESTIONS?

THANK YOU FOR ATTENDING!