



**AFFILIATE/ASSOCIATE/NON-UA EMPLOYEE
DESIGNATION FORM**

Person Information		
Last Name:	First Name:	MI:
Emplid(If available):	Start Date:	Expected End Date:
DeptID:	DeptID #	PO Box #

<input type="checkbox"/> University Affiliate (Regular)	<input type="checkbox"/> University Affiliate (Part-Time)
University Affiliates are <i>select</i> individuals from UA-approved affiliate institutions, hospitals and clinics who perform services for the University. Only "Regular" Affiliates who perform UA services at a .50FTE equivalent are eligible the Qualified Tuition Reduction (QTR). Affiliate status is approved by Human Resources (main campus) or COM Faculty Affairs (AHSC). For a current list of approved affiliate institutions and detailed processes information, refer to the HR website at http://www.hr.arizona.edu/03_hire/volGuidelines.php#affil (Main Campus: Forward to Vice President, Human Resources; AHSC: Forward to COM Faculty Affairs)	
UA Title:	<input type="checkbox"/> Use "University Affiliate" Designation
Affiliate Institution:	Sponsoring UA Dept #

University Associate	
University Associates include non-salaried researchers, instructors, clinical instructors, visiting scholars and other guests approved by the Provost, who are directly engaged in the research and academic mission of the UA but are not affiliated with an approved affiliated institution. For additional information see http://www.hr.arizona.edu/03_hire/volGuidelines.php#affil (Main Campus: Forward to Vice President, Human Resources; AHSC: Forward to COM Faculty Affairs)	
<input type="checkbox"/> UA Associate, Research <input type="checkbox"/> Unpaid Visiting Scholar	<input type="checkbox"/> UA Associate, Instruction <input type="checkbox"/> Principal Investigator <input type="checkbox"/> UA Associate, Clinical <input type="checkbox"/> Other UA Title:
<input type="checkbox"/> UA Associate, Clinical	<input type="checkbox"/> UA Guest

Other Non-UA Employees (with System Roles)
<input type="checkbox"/> UA Pre-Hire: Individuals requiring access to services prior to their official start date as a UA employee. Official Start Date: ____/____/____ (NOTE: Applicant status must indicate <i>Offer Accepted</i> .) (Main Campus: Forward to HR - Employment Advising; AHSC: Forward to HR @ AHSC)
<input type="checkbox"/> Non-UA Employee Time Approver: Individuals who supervise University employees and have a non-employment relationship with the University. (Forward directly to Systems Control.)
<input type="checkbox"/> Non-UA Employee Payment Requester- Approvers of clinical doctors UPH contractual arrangements for payment within the University system. (Forward directly to Systems Control.)
<input type="checkbox"/> Non-UA Employee Time Coordinator - Individuals who review time and coordinate time for a University department and have a non-employment collaborative relationship with the University. (Forward directly to Systems Control.)

Preparer:	Phone:	Email
Preparer's DeptID:	Preparer's DeptID #	PO Box #
Department Approver:	Date	
College/COM Dean/VP:	Date	
Human Resources/COM Approver Signature:	Date:	

College/unit accepts oversight responsibility for this individual including, but not limited to, identifying start and end dates of assignments, communicating University policies and financial liability for unrecoverable library fines and costs