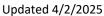
AFFILIATE DATA FORM





Classification (Circle one below)

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/humanresources/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

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 will need access privileges such as, but not limited to: VandalWeb, BBLearn, building access via VandalCard, or has supervisor duties.

Classification (Circle one below)		[☐ Background Check Completed		
Volunteer / Affiliate** see	affiliate instructions on back	ate instructions on back			
Department:					
Supervisor:					
Affiliate Information – created (or discovered if alrea		RLY. This informa	tion is used to ensure a v	valid Banner record is	
Last Name	First Name		Middle Int.	Date of Birth	
Home Address	City	State	Zip	Telephone	
Social Security Number	Country of Citize	nship	Marital Status	Gender	
Previous Names Used			Email		
Signature			Date		

DO NOT EMAIL!

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 E-MAIL**
- 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 Department after EPAF is completed
- 8. ITS can be contacted to set up email account after EPAF is completed

Affiliate Types (Indicate Below) all 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 o
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