



INSTRUCTIONS: ACCESS TO CAMPUS PRIVILEGES SETUP REQUEST FORM

The purpose of the **Access to Campus Privileges Setup Request Form** is to provide Payroll with the necessary information and required approvals to create a record in Banner for contractors, affiliates, visiting scholars and other individual who need access to certain campus privileges, but are not affiliated with UA as an employee or student.

Once the record is created in Banner, the individual will be included in the interface files sent to various areas across campus responsible for managing certain access. Please note, additional requests to these areas may be required for certain access.

WHO SHOULD USE THIS FORM?

This form is intended for individuals who are **NOT** employed by the University of Alabama or enrolled in classes, but need access to campus privileges based on their role with certain organizations considered part of the campus community.

Below are the most common examples:

- Individuals with UA Contractors (Hoar Construction, Bama Dining, etc.)
- Individuals with the Reserve Officers' Training Corps (ROTC)
- Individuals with the National Oceanic and Atmospheric Administration (NOAA)
- Individuals with the Work Based Learning Experience (WBLE)
- Individuals with the University of Alabama System Office (UAS)
- Visiting Scholars
- Hospitalists
- Graduate Fellows

For individuals who **will be** employed and paid by the University, this form is **NOT** needed. The PageUp hiring process is used to capture this information and generate the Banner record and Campuswide Identification Number (CWID). For these individuals, all access is granted (and continued) through policies established by OIT based on employment status after the ePA has been submitted and processed.

HOW SHOULD THIS FORM BE COMPLETED?

The Access to Campus Privileges Setup Request Form can be initiated and approved through DocuSign by using the link on the [Payroll Guidelines and Forms](#) page. The completed form will be returned to the individuals in the routing once the form has been approved and the record has been created.

AFFILIATE (or Department Representative)

This is the individual for which the record is being requested. The Affiliate initiates the form through DocuSign and routes it to the department point of contact and approver point of contact provided to them by their department.

OR A representative from the department hosting the affiliate may complete the form on their behalf.

If the Department Requestor initiates the form on behalf of the Affiliate, they will sign in both the Affiliate and Department Requestor section.

DEPARTMENT REQUESTOR

This is the point of contact within the hosting department who is responsible for supporting the Affiliate with the access setup process and any other UA processes that may be required once access is granted (i.e.: compliance training, department specific paperwork and training, etc.) The Department Requestor signs the form acknowledging they are aware of the affiliate's Request for Access and will support with any subsequent processes required.

If the Department Requestor initiates the form on behalf of the Affiliate, they will sign in both the Affiliate and Department Requestor section.

DEPARTMENT APPROVER

This is the Dean, Director, or Department Head within the hosting department who is responsible for approving the setup of the Affiliate Records. **All faculty type forms must be submitted to Academic Affairs for approval.**

Academic Affairs Point of Contact: Karla Nicholson (knichols@ua.edu)

PAYROLL

Once approved, the form will automatically route to Payroll for processing. Once processed by Payroll, the completed form will be emailed to all individuals listed in the routing. Departments can review the bottom of the completed form for the assigned CWID, if applicable, and Access End Date if different from the date initially requested.