Data & System Set-up Form

Updated 3/7/17



Classification (Circle one below)		☐ Background Check Completed lassified / Exempt / Volunteer / Affiliate** See affiliate instructions on back			
Temporary / Temp Faculty/	Faculty / Classified /				
Department:					
Supervisor:					
Last Name	First Name		Middle Int.	Date of Birth	
Home Address	City	State	Zip	Telephone	
Social Security Number	Country of Citiz	enship	Marital Status	Gender	
Previous Names Used			Email		
	FOR NEW/RET	TURNING EMPLOYEES	ONLY:		
Are you currently receiving PE		?	Yes N		
Are you vested in PERSI? (Vesting 5 years)			Yes N		
Previously Employed by the Sta		th the University of Id	YesN		
Include all part-time and temp information is used to compute	, , ,	•	•	•	
Dates of Employment			sed		
**Please Note: Your campu Idaho Online Directory. If y Human Resources or your so change positions at the Univ	ou would like your i upervisor. You will	information exclude	ed from the directory	y please contact	
 I have been informed and updates to my benefits, me volunteers or affiliates) I understand that my benefit por be found at my benefit por I understand that my Univerthrough my VandalWeb por 	eeting schedules and pay fit information about my rtal in VandalWeb. ersity of Idaho demograp	yroll information to my y plan choices, depende	primary e-mail account o	on file. (Not applicable to ualifying life events may	
Signature			 Date		

AFFILIATE MEMBER 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:

MFOAPT	Affiliate Member Appointment
MFOSUP	Affiliate Member Appointment / Supervisory Role
MFTERM	Term Affiliate Member / Non-Supervisory Role
MFTRMS	Term Affiliate Member / Supervisory Role

- 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

<u>A1 = N</u>	onpaid 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

 = Nonpaid non-instructional staff. Affiliates not involved with instructing/teaching/overseeing courses or
- A2 = Nonpaid non-instructional staff. Affiliates not involved with instructing/teaching/overseeing courses or 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.