**Guidelines for Completing the Non-Employee Access Form**

The Non-Employee Access Form is used to request access for an individual that is not an employee of Wichita State University (i.e. a visiting individual that needs access and is not completing work for the University, etc.). When completed, send this form via secure Drop Box to your Human Resources Business Partner (do **NOT** E-Mail it).

Access is granted through Banner for all persons who have a social security number. The HR Operations team enters the appropriate information after the proper approvals are obtained. For those who do not have a social security number, access is granted through the partner system. Entry into the partner system is facilitated by ITS.

**Types of Non-Employee Access:**

* **Project with Other Organizations** – at times WSU departments work with outside agencies on projects which necessitate the non-employee having access to WSU systems. For example, a WSU department might work with a non-profit on a project to help the community. A member of the other organization needs to sign into a WSU system to develop the project and facilitate classes.
* **Concurrent Instructor –** primarily teachers who teach courses where high school students receive both high school and college credit for their work. The teacher needs to be able to enter grades in Blackboard.
* **Volunteer** – periodically a volunteer may need limited access to WSU systems. (This is uncommon.) May need to complete a [Volunteer Event Form](https://www.wichita.edu/services/humanresources/Business_Partners/docs/Volunteer_Packet_Fillable.pdf) – See Policy 3.63 / Volunteer Policy.
* **J-1 Exchange Visitor (Research Scholar)** – a person partnering with a WSU faculty member or department to conduct research or complete an internship. These positions may be paid or unpaid and require a [DS-2019 Request Form](https://www.wichita.edu/admissions/international/documents/DS-2019_Request_Form_2023.pdf) to document their role at the University. This must be approved by export controls ([exportcontrols@wichita.edu](mailto:exportcontrols@wichita.edu)) before access is given.
* **Contractual Agreement** (copy of agreement must be included) – an agreement between a Contractor/ Consultant and the University which has been approved by the Office of General Counsel.
* **Other**: There may be other situations where a person who is not a WSU employee needs access to WSU systems.

**How to Fill out the Form:**

1. Complete the **prepared by** information with your name, campus phone extension and the date the paperwork is prepared. This will allow us to know who to reach out to for questions and to notify if/when access is granted.
2. For the **request type** indicate if the access is for a new request, to be re-activated, or to be terminated.
3. The **five** **questions** are to provide additional information to the approvers related to the request. Specific access will need to be requested through TeamDynamix ticketing (Help Desk). The information provided on this form will serve solely for the approvers to be aware of the access that will be requested once this form is fully approved.
4. The **non-employee information** section must include the full legal name of the non-employee, *myWSU* ID# (if known), social security number, date of birth, non-WSU e-mail address, citizenship status, legal sex, ethnicity (can select not indicated), and marital status. These pieces are necessary to avoid duplication of state records.
5. The **department information** section must include the organization’ information, the non- employee’s Supervisor or Liaison information, and the start and stop date for access (stop date should be no longer than a year from start date; access can be renewed at the end of each year if necessary).
6. The Supervisor or Liaison, Budget Officer of the organization, and Vice President over the organization are to sign and date the form approving access for the non-employee. These signatures indicate approval for the named non-employee to have access associated with the Organization listed.
7. The organization should make and retain a copy if they desire, then send the completed and approved form to Human Resources via secure Drop Box to your Human Resources Business Partner.

The Human Resources Office will respond to the ‘Prepared by’ contact information with a WSU ID if it is not already known. Additional system and door access must be requested through ITS. The Department should submit a Team Dynamix ticket with the specific access needed, including e-mail access if necessary. Contact the ITS Help Desk at (316) 978-4357 for assistance.