HUMAN RESOURCES
VIRGINIA TECH

North End Center, Suite 2300
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Blacksburg, Virginia 24061

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hrservicecenter@vt.edu ▪ hr.vt.edu

NON-PAID AFFILIATION APPOINTMENT

Upon completion and departmental approval, this form should be forwarded to the Division of Human Resources. The departmental representative should retain this form in the departmental files.

Information to be completed by person needing affiliation

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home phone number: _____

☐ I **do not** wish to have my **home address** listed in the campus directory.

☐ I **do not** wish to have my **home phone number** listed in the campus directory.

Date of birth: _____

US citizen: ◯ Yes ◯ No

If Non-US citizen (check one): ◯ Non-resident alien ◯ Resident alien ◯ Non-citizen national

Gender: ◯ Male ◯ Female

Ethnicity: ◯ Hispanic or Latino ◯ Not Hispanic or Latino

Race (check all that apply):

☐ **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **Black** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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Information to be completed by department

Virginia Tech assigned number: _____

Type of action (Select One): ◯ Add Start Date: _____ Dept Orgn: _____

◯ Remove Termination Date: _____

Name of department contact: _____

Contact phone: _____

Approve the appointment and information provided above

Department head/designee: _____

Date: _____

Human Resources representative: _____

Date: _____

Note: If requesting principal investigator (PI) status, complete the Principal Investigator Status Request Form on the Office of Sponsored Programs (OSP) site and submit the form to OSP for further consideration.

Electronic Access for Campus Guests

This chart provides guidance for departments on the type of electronic access available for university guests and visitors, and for whom the department needs to provide one or more university services.

Method of establishing a guest	Purpose	Duration	Examples	Eligibility for services
Sponsored PID: The sponsor is a university department through the authority of the department head.	To provide individual affiliated persons with access to particular online services for a defined period.	Short-term. Maximum time is one year; renewals are permitted.	• Attendees of summer programs (e.g., K-12 development programs) • Faculty members visiting from other institutions	May request e-mail access when the account is established; other services must be negotiated by the sponsor with the service provider.
Non-Paid Affiliation (P86): Individuals who work on behalf of the university but who are not paid through the university payroll.	To extend university recognition and services to individuals whose compensation comes from an alternative source.	Intended as a relatively long-term relationship in the same way as salaried employment is intended as long-term.	• Virginia Tech Foundation employee • ROTC faculty • Contractors	These individuals have the privileges and responsibilities of regular university employees, including the ability to obtain: • Hokie Passport • Parking permit • Access to library • Access to gym • PID and online services available to VT active members
System-Specific	Useful when only one service is needed and that service can provide its own credential. No central system of identity management exists.	Short-term	• Guest wireless access	Only the service with the specific credential.

Requesting Access for Campus Guests

Type	Method	Contact
Sponsored PID	1. Visit onecampus.vt.edu. 2. Search for Request a Sponsored PID. 3. Follow the instructions to complete Sponsored PID request. **Note:** Person must have a VT ID number to request a Sponsored PID. See instructions below to generate VT ID number if needed.	4-help.vt.edu (540) 231-4357
Non-Paid Affiliation	1. Visit the Human Resources Forms Library at https://forms.apps.hr.vt.edu	hrservicecenter@vt.edu

	2. Search for Non-Paid Affiliation P86 form. 3. Follow instructions below to complete request and use the Submit Documents to Human Resources button at https://hr.vt.edu	(540) 231-9331
System-Specific	Contact department for more information	

Instructions for Generating VT ID number

1. HR Banner departmental enterer searches for name in Employee Biographic Information Form (PWAEBIO) in Banner. If the person does not exist, generate a VT ID number and create the biographical record.
2. Department may use first page of Non-Paid Affiliation – P86 form to gather biographical information.
3. When creating the biographical record for a sponsored PID **do not** enter the following fields in PWAEBIO:
    a. Social Security Number
    b. Email Address
    c. Mail Code

Instructions for completing Non-Paid Affiliation Request

1. Person needing non-paid affiliation completes page 1 of the Non-Paid Affiliation – P86 form.
2. HR Banner departmental enterer searches for name in Employee Biographic Information Form (PWAEBIO) in Banner.
3. If the person does not exist, generate a VT ID number and create the biographical record. When creating the biographical record for a non-paid affiliate **do not** enter the following fields in PWAEBIO:
    a. Social Security Number
    b. Email Address
    c. Mail Code
4. Department completes page 2 and signs Non-Paid Affiliation – P86 form.
5. Send the form to:
    Division of Human Resources
    North End Center, Suite 2300
    300 Turner Street NW
    Blacksburg, VA 24061