

New Faculty/Staff Setup for Access to Campus Privileges

The purpose of the procedure outlined in this document is to make campus privileges available to new/incoming faculty and staff before the appropriate documentation has been received in Payroll to establish them as regular paid employees. The same procedure will also apply to faculty and staff that will not be paid by the Institution but need the same campus privileges. This group includes non-UA paid faculty who may teach or perform research for UA, ROTC, teachers in residence, contractors, etc. These privileges include, but may not be limited to: myBama, library, parking, security access, action card, recreation center, and Banner forms.

Departments who have faculty/staff who fall into the categories listed should submit a **New Faculty/Staff Setup-Demographic Information Form** to Payroll Input as soon as this information is available. In order to establish someone with employee privileges the following information is required:

- Full Name
- Social Security Number
- Address
- Birth Date
- Gender
- Citizenship
- Date the prospective faculty member/employee is expected to be employed
- Date the prospective faculty member/employee/non-UA paid faculty member will need access to campus services
- Date to terminate access campus services. If the person will not be placed in paid status on UA payroll, enter the date to end access to campus services.
- Identify the type “employee” the person will be:
 - New Faculty – New Faculty member who will be paid by UA
 - New Staff – New Staff member who will be paid by UA
 - Non-UA Paid Faculty-Teaching – New Teaching Faculty member who will not be paid by UA
 - Non-UA Paid Faculty-Non-Teaching – New Non-Teaching Faculty member who will not be paid by UA
 - Graduate Fellow
 - ROTC – ROTC faculty not paid by UA
 - Retiree – retiree working on campus but not receiving pay for his/her services
 - Other – any other person working on campus who needs access to any campus services and will not be paid by UA. This type of person requires additional information.
- In order to make sure we do not create a new entry for a person existing in Banner, Payroll also needs to know if the person has ever been associated with the University in any capacity or if the person has ever been reimbursed by UA Accounts Payable and therefore would already have a CWID.

The appropriate Dean, Director, or Department Head in the department in which the employee will be assigned must approve the setup of the person by signing the form. All faculty type forms must be submitted to Academic Affairs for approval. The office that has final approval to authorize the setup of the person in Banner should send the form to Payroll Input.

Upon receipt of the setup form the appropriate maintenance will be performed in Banner to establish the person as an “employee.” The employee class will identify him/her as an “unpaid” employee to insure that he/she is not paid. This will identify the person as an “employee” to the interface files that are built and sent to the library, action card, parking services, recreation center, etc. You will be notified when the setup is complete.

The person will be placed in paid status when the Personnel Action Form and other required documentation is received by Payroll Input.

When the form has been completed, submit it to Payroll Input via email: payrollinput@fa.ua.edu