



## Appointments for Unpaid Affiliate Titles in Norman

(Updated 8/13/2021)

Sometimes departments wish to appoint a non-employee to an **unpaid** position in HR PeopleSoft. These individuals may be serving the university in a variety of ways, for example, being a volunteer, a consultant to the university, or a researcher from another institution. Appointing them in HR PeopleSoft in one of the following titles is usually done so that they receive a university network account and access to university systems.

These titles may also be used if the person is a paid OU employee at the OU Health Sciences Center and they have an additional appointment in a Norman program. REMINDER: Employees appointed on both campuses can only be paid from their home campus. Their appointment on the secondary campus must be in an unpaid title. If they are to be paid for their work on the secondary campus, then the department on the secondary campus must contact their home department to record time/pay from the second appointment.

Job Code	Title	Purpose
6666	Adjunct Affiliate	An OU employee at the OU Health Sciences Center who is teaching in a Norman program.
8888	Academic Affiliate	People serving in an unpaid academic/research function in a Norman program. They could be from outside OU or an OU employee at the OU Health Sciences Center.
9999	University Affiliate	People serving in an unpaid non-academic/non-research function in a Norman program. They could be from outside OU or be an OU employee at the OU Health Sciences Center.

## Required Documents for Processing Affiliate ePAFs

An ePAF initiator may directly start a Hire ePAF for individuals appointed as unpaid affiliates. These individuals only need to complete the two parts of the new employee paperwork listed below, which they should return to their department. The ePAF initiator must attach the three documents below to the ePAF. These people do not need to present documents to Human Resources.

**HOW TO:** For all affiliate appointments, please attach the following documents in the PDF file type to the last page of the Hire ePAF. Be sure that all the required information below is included. Failure to include these documents or this information in the ePAF will result in delayed access to university systems.

### Required Documents

- CV or Resume
- [Confidential and Proprietary Information Disclosure Form \(CPID\)](#)
- [Personal Data Form \(PDF\)](#)
- (You may pull these two required documents from the New Employee Paperwork: <https://apps.hr.ou.edu/dms/GetDocuments.aspx?p=NewEmployeeForms>)

### Required Information

- Social Security Number (If no SSN, contact Anny Stapp [anny@ou.edu](mailto:anny@ou.edu).)
- Home and Mailing Addresses
- Attach a description of duties or list them in the ePAF's Comments section



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- If it's an academic/research appointment, include the academic title in the ePAF's Comments section

## Updating Existing Affiliates in HR PeopleSoft

Before 2021, people were appointed to unpaid affiliate titles by paper Personnel Action Forms. Because this resulted in affiliate appointments being hired in the HR Department called NODEPT, ePAF initiators need to take a few extra steps before they can take a personnel action on these people.

**HOW TO:** If you need to take a personnel action on an affiliate in NODEPT (for example, to terminate their appointment), you will need to first transfer them to a new non-staff position number in your department ID. Once the transfer ePAF has been executed, you may do another ePAF for the additional desired personnel action. Review instructions in the document called "Hiring and Transferring Non-Staff, Unpaid, & Temporary" here:

<https://ou.edu/compassproject/deptusers>.

## Transferring Affiliates into Paid Positions

When you transfer a person from an unpaid affiliate position to a paid job, this person must now complete processes as a new employee. They must come to Human Resources in-person to complete the full packet of new employee packet on or before the first day of their paid appointment. Please ensure that this kind of new employee completes these tasks so that the university remains compliant with federal work authorization laws.

## Questions?

If you have questions about the appropriateness of making these appointments and any related requirements, contact the Provost's office. If you have questions about ePAFs, contact [HrRecords@ou.edu](mailto:HrRecords@ou.edu).