

Non-Employee Information Sheet

Non-employees are individuals who are not paid through the University of Dayton payroll system, working in various roles including but not limited to volunteers, independent contractors, visiting researchers, consultants, etc...

SECTION I. - Department should complete the following information:

Name of Non-Employee: _____ Date: _____

Requested by: _____ Department: _____

Type of non-employee:

Independent Contractor Visiting Researcher Volunteer Consultant Other _____

Please briefly describe the role of the non-employee on campus:

What is the projected length of assignment at the University of Dayton?	
Will the non-employee be unsupervised on campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is building access needed? If so, which building(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Novell account requested (for computer account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is an email account requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the non-employee drive a University vehicle or rent on behalf of the University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the non-employee perform work in a University laboratory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the non-employee be working with minors (children under the age of 18 years old)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the non-employee currently have a active security clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

UD Host Signature: _____ Date: _____

SECTION II. - Non-employee should complete the following information:

Name: _____ Date: _____

Permanent Address: _____ Phone number: _____
 _____ Date of Birth: _____
 _____ Email Address: _____

Are you at least 18 years of age? Yes No Male Female

Do you have the legal right to work in the United States? Yes No

Citizenship Status (check one):
 _____ U.S. Citizen
 _____ Permanent Resident
 _____ Non-Resident Alien

Emergency Contact Name: _____ Relationship: _____

Primary phone number: _____ Secondary phone number: _____

SECTION III - Non-employee should verify:

Received UD Emergency Response Procedures Guide: Yes No

<http://emergency.udayton.edu>

Aware of UD Polices & Procedure : Yes No

http://www.udayton.edu/hr/resources/documents/handbooks/Pol_ProcHdbk1.pdf

Reviewed the Environmental Health & Safety Policies & Procedures: Yes No

<http://campus.udayton.edu/~UDCampusPlanning/EHSRM/>

Human Resources Signature: _____ Date: _____

SECTION IV - Non-employee Signature:

I, _____ (Non-employee), attest that I understand the sole purpose of this visit is as described above (SECTION I). I also verify that I have reviewed emergency response procedures and UD policies and procedures handbook. Lastly, I agree to abide by all University of Dayton policies and procedures.

Non-employee Signature: _____ Date: _____

*For minors only:

Guardian's Signature: _____ Date: _____

Please complete Section I, II, III, and IV, then submit the form with a PAF, Non-employee Agreement form and background authorization form to the Office of Human Resources (St. Mary's Hall +1649).