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:

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

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

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 & Procedures: ☐ 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).