

Designated Campus Colleague

MSS REFERENCE GUIDE



THE UNIVERSITY OF ARIZONA
BUSINESS AFFAIRS

Systems Control

University Services Building, Rm. 401

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1. GUIDE OVERVIEW

This guide provides an overview of the [UAccess Employee](#) – MSS Designated Campus Colleagues (DCC) process for creating and updating DCC relationships.

1.1 WHO CAN ACCESS THE REQUEST CAMPUS COLLEAGUE REQUEST

Each workflow document requires a minimum of two participants: an Initiator and an Approver.

Systems Control will be included as an approver for these transactions. They will be the final approval on these transactions prior to the data entering the system.

Initiating or creating a document requires either one of these roles:

- Position Cross-Reference access
- DCC Create Role

Documents require between one and four approvers:

- Business Approvers
 - HR Department
 - College Reviewer
 - College/Division
- Executive/Administrative Approvers
 - Export Control
 - UA Central HR
 - Systems Control

College/Divisions determine the number of approval steps required.

2. DCC TYPES AND CATEGORIES MATRIX

DCC Types and Categories Matrix may be accessed on the Systems Control website:

<http://syscon.arizona.edu/uaccess-resources/dcc>

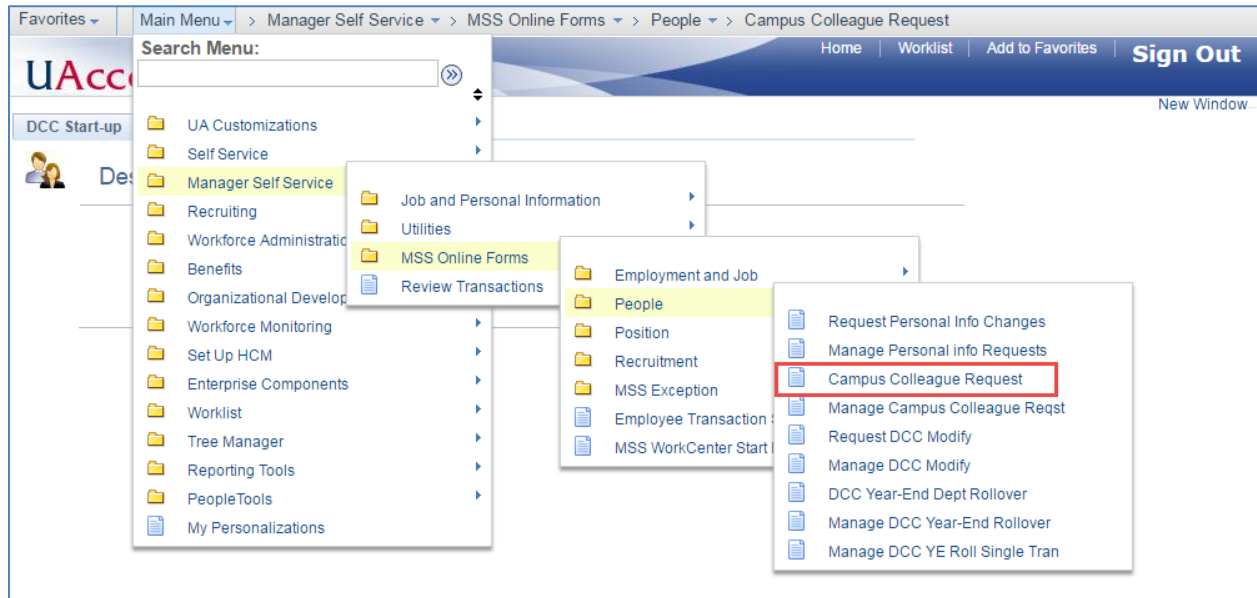
This matrix will define each DCC Type, sub-category and associated privileges such as a NetID, CatCard or Building Access.

3. NAVIGATING THE MANAGER SELF SERVICE MENU

To access a DCC request, click on the [UAccess Employee](#) link and follow the instructions below.

To access the request:

1. Select **Manager Self Service** from the Main Menu
2. Click on **MSS Online Forms**
3. Click on **People**
4. Click on **Campus Colleague Request**



4. INITIATING REQUESTS

The *Campus Colleague Request* page allows the user to:

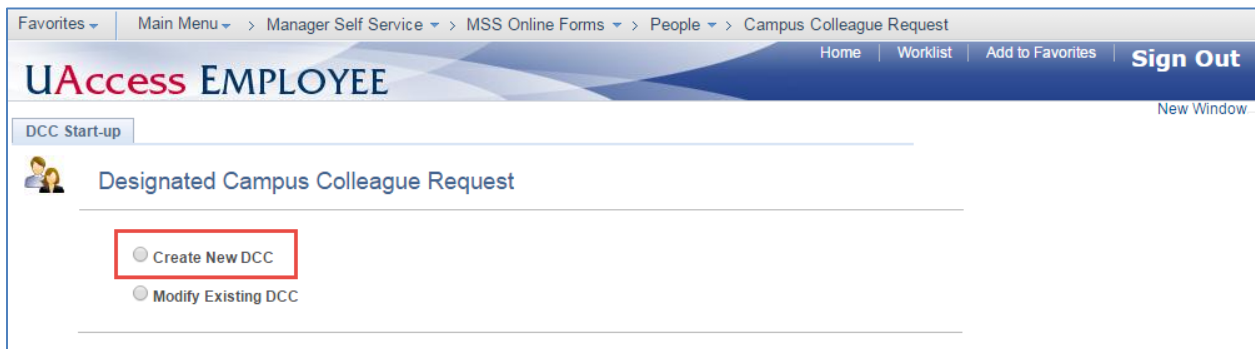
- **Create a New DCC**
 - This option allows the user to create a new relationship in the UAccess Employee system.
- **Modify Existing DCC**
 - Modify Existing DCC Relationship
 - This option allows the user to extend the expiration date or end an existing relationship by changing the expiration date.
 - Add Relationship
 - This option allows the user to add a relationship to a person who already has an EmplID.
Note: Employees may not simultaneously hold DCC relationships—the only exception is limited to College of Medicine.
- **Return to Work in Progress**
 - This option is only available if a user has previously saved a request form.
 - Saved requests are stored for 30 calendar days.
 - Users can return back to *their* previously saved transaction to review, continue updating and/or to submit the request.

DCC's include the following categories:

- *Affiliates*
- *Affiliate Partners*
- *Associates*
- *Associate Partners*
- *Building Occupants*
- *Government Agency Staff*
- *Health Care Partners*
- *Independent Contractors*
- *Intermittent/Occasional Volunteers*
- *Inter Institutional Faculty and Staff*
- *Intern – UA*
- *Intern – Department*
- *Pre-Hires*
- *Religious Center Personnel*
- *Residence Life Live-ins*
- *Temp Agency Employees*
- *Volunteers*
- *UA Foundation Members*

4.1 CREATING A NEW DCC

1. Click on the **Create New DCC** radio button to start the process for creating a new relationship in the system.



SEARCH MATCH

The **Search Match** page automatically loads when the **Create New DCC** radio button is selected.

1. Enter the DCC's information to ensure a duplicate person record does not exist in the UAccess Employee system. All required fields have an asterisk (*).
2. Click the **Search** button to start Search Match

Favorites ▾ | Main Menu ▾ > Manager Self Service ▾ > MSS Online Forms ▾ > People ▾ > Campus Colleague Request
 Home | Worklist | Add to Favorites | **Sign Out**
UAccess EMPLOYEE New Window

DCC Search-Match

Designated Campus Colleague Request

Search-Match Criteria

*Gender:

*Last Name:

*First Name:

*Date of Birth:

SSN:

NO RESULTS IN SEARCH MATCH

If the search criteria entered does not match an existing person record, the search results box will not return any values as displayed below.

Message

Search Criteria did not return any results (18160,43)

Enter new or additional Search Criteria

1. Click the **No EmplID Match, Create MSS ID** button to begin completing the DCC Request.

Favorites ▾ | Main Menu ▾ > Manager Self Service ▾ > MSS Online Forms ▾ > People ▾ > Campus Colleague Request
 Home | Worklist | Add to Favorites | **Sign Out**
UAccess EMPLOYEE New Window

DCC Search-Match

Designated Campus Colleague Request

Search-Match Criteria

*Gender:

*Last Name:

*First Name:

*Date of Birth:

SSN:

No EmplID Match, Create MSS ID

POSITIVE SEARCH RESULTS

If the search criteria entered matches an existing person's record, the name and EmplID will appear in the list of **Search Results**.

1. If the search returns a matching record for the person, click the **Use This ID** button to select the individual
2. If values returned do not match the person's record you are searching for, click the **No EmplID Match, Create MSS ID** button and continue to complete the request form prompted by that action.

Search Results

Search Type: Person
 Search Parameter: UA_WA_SAVETIME WA Save Time
 Result Code: UA_WA_SAVE_RSLT UA WA Results Shown at Save

Search Results Summary
 Number of ID's Found: 3
 Search Order Number: 30 UA WA - Sex,First,Last

Results	Results2	Additional Information	Empl ID	Name Effective Date	First Name	Middle Name	Last Name	Date of Birth
1	Use This ID			2001-11-21			Huff	1969-07-10
2	Use This ID			2001-11-21			Huffman	1971-08-10
3	Use This ID			2006-02-12			Huff	1989-04-18
4	Use This ID			2007-02-26			Huff	1989-04-18
5	Use This ID			2009-03-18			Huff	1989-04-18
6	Use This ID			2011-04-20			Huff	1989-04-18
7	Use This ID			2011-07-26			Huff	1989-04-18

Return to Search Criteria [No EmplID Match, Create MSS ID](#)

START DATE

The **Start Date** on the Designated Campus Colleague Request automatically defaults to the current date. It can be changed to reflect future dates up to 30 days in advance as well as up to 30 days in the past.

DCC Request

Designated Campus Colleague Request

Transaction: 884005 Transaction Status: **Not Submitted**
 Emplid: Additional DCC Information & Instructions

*Start Date: 04/20/2016 *Expiration Date:
 *DCC Type: Annual Review - UA Vitae
 *Sponsor Deptid:

EXPIRATION DATE

The **Expiration Date** on the Designated Campus Colleague Request automatically defaults to blank. The expiration date cannot go beyond the end of the current fiscal year. It may be changed to an earlier date; however, there is a minimum of 30 calendar days for Affiliate DCC types and 7-day minimum for all other DCC types.

The screenshot shows the 'Designated Campus Colleague Request' form. The 'Expiration Date' field is highlighted with a red box and contains the value '06/30/2016'. Other fields include 'Transaction: 884005', 'Transaction Status: Not Submitted', '*Start Date: 04/20/2016', '*DCC Type' (dropdown), and '*Sponsor Deptid' (searchable input). A checkbox for 'Annual Review - UA Vitae' is also present.

Note: All DCC types should be renewed each fiscal year using the rollover process to ensure the relationship continues if appropriate.

DCC TYPE

The **DCC Type** field is a dropdown list that allows the user to select the appropriate DCC relationship. In addition to a DCC Type, some categories may contain a sub-category to further define the DCC type.

The screenshot shows the 'Designated Campus Colleague Request' form. The 'DCC Type' dropdown menu is highlighted with a red box. Other fields include 'Transaction: 884005', 'Transaction Status: Not Submitted', '*Start Date: 04/20/2016', '*Expiration Date: 06/30/2016', and '*Sponsor Deptid' (searchable input). A checkbox for 'Annual Review - UA Vitae' is also present.

SPONSOR DEPTID

The **Sponsor DeptID** field is used to define the University of Arizona department where the DCC will perform services for the duration of the relationship. Use the magnifying glass to activate the search box to find and select the department using criteria other than the deptid or department number.

DCC Request

Designated Campus Colleague Request

Transaction: **884005**

Emplid:

Transaction Status: **Not Submitted**

[Additional DCC Information & Instructions](#)

*Start Date:

*DCC Type:

*Expiration Date:

Annual Review - UA Vitae

*Sponsor Deptid:

UA STAFF EMPLID

The **UA Staff Emplid** field captures the person directing and controlling services performed by the DCC. The magnifying glass activates a search box which assists in locating the UA Staff member responsible for the DCCs UA relationship using criteria other than the EmplID.

Sponsor/Building Information

*UA Staff Emplid:

Emplid of the UA staff who will direct and control services performed.

Phone:

Email:

Building:

Room:

LOCATION INFORMATION

The **Location Information** section allows the user to enter the DCCs **Building** and **Room** location (**PO Box** is only available for College of Medicine sponsoring departments). This is an optional field and, if left blank, will default to the location of the sponsoring department.

Sponsor/Building Information

*UA Staff Emplid:

Emplid of the UA staff who will direct and control services performed.

Phone:

Email:

Building:

Room:

AFFILIATE INSTITUTION

The **Affiliate Institution** field only appears if the Affiliate DCC Type is selected. The user must select a valid Institution from the dropdown list.

DCC Request

Designated Campus Colleague Request

Transaction: **884005**

Emplid:

Transaction Status: **Not Submitted**

Additional DCC Information & Instructions

*Start Date: BT

*DCC Type: Affiliate ▼

DCC Category: ▼

*Sponsor Deptid: 🔍

*UA Title: 🔍

*Expiration Date: BT

Annual Review - UA Vitae

Person Information

First Name: Gender:

Middle Name: Date of Birth:

Last Name:

Social Security Number: Applied for SSN

*Personal Email:

UA Directory Phone:

Sponsor/Building Information

*UA Staff Emplid: 🔍 Phone: Email:

Emplid of the UA staff who will direct and control services performed.

Building: 🔍 Room:

Affiliate Institution ▼

UA TITLE

The **UA Title** field only appears as an editable field for Affiliate and Associate DCC Types. To select a title use the magnifying glass to lookup existing UA Titles.

DCC Request

Designated Campus Colleague Request

Transaction: **884005**

Emplid:

Transaction Status: **Not Submitted**

Additional DCC Information & Instructions

*Start Date: BT

*DCC Type: Affiliate ▼

DCC Category: ▼

*Sponsor Deptid: 🔍

*UA Title: 🔍

*Expiration Date: BT

Annual Review - UA Vitae

CITIZENSHIP AND ASSIGNMENT QUESTIONS

A series of question related to the DCC's citizenship status and assignment or UA relationship appear immediately preceding the **Sponsor/Building Information**. Responses may prompt additional questions to appear that require either a yes or no selection or the completion of information such as Visa Type or Status.

If the DCC is *not* US Citizen or Permanent Resident and is performing services in the US The DCC must supply Visa/Permit Data documentation. Supporting documents should be delivered to Systems Control via carrier.

Sponsor/Building Information

*UA Staff Emplid: Phone: Email:
Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Will the person be participating in clinical teaching of medical students or residents? Yes No

Are they employed by an institution that has executed a preceptor agreement on behalf of its clinical employees? Yes No
(Please ensure the person has or will sign a preceptor agreement. For additional information visit <http://ahsc.arizona.edu/contracting>)

Will the visitor be collaborating on research activities with a UA faculty member or research scientist? Yes No
(i.e. engaged in research activities beyond office and library use).

Is the person a US Citizen or Permanent Resident? Yes No

Will the person be collaborating or performing their services in the US? Yes No
(Please include the appropriate documentation if the person is NOT a US Citizen.)

Visa / Permit Data -

Citizen/Passport Country: Visa Type: Visa Status Dt: Visa Expiration Dt:

*Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement (if applicable).

*Average Hours: Please indicate the average hours per week that services will be provided.

Note: DCC requests for individuals collaborating or performing services out of the country will bypass the visa document requirements—indicated with a “no” response to performing services in the US question. If the situation should change, and the individual enters the US to collaborate or perform services, supporting Visa information should be submitted to Systems Control.

DUTIES AND RESPONSIBILITIES

The **Duties and Responsibilities** section is where the user must enter general duties and responsibilities of the services performed by the DCC. Text typed in this section will appear on DCC Agreements (if applicable to DCC Type). This is a required field for all DCC Types.

Sponsor/Building Information

*UA Staff Emplid: Phone: Email:
Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Will the person be participating in clinical teaching of medical students or residents? Yes No
 Are they employed by an institution that has executed a preceptor agreement on behalf of its clinical employees? Yes No
(Please ensure the person has or will sign a preceptor agreement. For additional information visit <http://ahsc.arizona.edu/contracting>)

Will the visitor be collaborating on research activities with a UA faculty member or research scientist? Yes No
(i.e. engaged in research activities beyond office and library use).

Is the person a US Citizen or Permanent Resident? Yes No
 Will the person be collaborating or performing their services in the US? Yes No
(Please include the appropriate documentation if the person is NOT a US Citizen.)

Visa / Permit Data -
 Citizen/Passport Country: Visa Type: Visa Status Dt: Visa Expiration Dt:

*Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement (if applicable).

*Average Hours: Please indicate the average hours per week that services will be provided.

AVERAGE HOURS

The **Average Hours** field is used to indicate the average hours per week the services will be provided. This information will not appear on DCC Agreements.

Sponsor/Building Information

*UA Staff Emplid: Phone: Email:
Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Will the person be participating in clinical teaching of medical students or residents? Yes No
 Are they employed by an institution that has executed a preceptor agreement on behalf of its clinical employees? Yes No
(Please ensure the person has or will sign a preceptor agreement. For additional information visit <http://ahsc.arizona.edu/contracting>)

Will the visitor be collaborating on research activities with a UA faculty member or research scientist? Yes No
(i.e. engaged in research activities beyond office and library use).

Is the person a US Citizen or Permanent Resident? Yes No
 Will the person be collaborating or performing their services in the US? Yes No
(Please include the appropriate documentation if the person is NOT a US Citizen.)

Visa / Permit Data -
 Citizen/Passport Country: Visa Type: Visa Status Dt: Visa Expiration Dt:

*Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement (if applicable).

*Average Hours: Please indicate the average hours per week that services will be provided.

PERSON INFORMATION

The **Person Information** section prefills the information provided in the initial Search Match and includes: First Name, Last Name, Gender and Date of Birth. The fields are editable by the initiator if this is a new person record.

Social Security Number

This field is optional and only appears if the header question indicates the DCC is a US Citizen or Permanent Resident. Users may also check the **Applied for SSN** box if the SSN is not yet available for the DCC.

Personal Email

This field is required to provide DCCs with information pertinent for the establishment of the DCC relationship including the completion of personal information, the acceptance of an agreement (if applicable) and the creation of a UANetId. Email addresses ending in "arizona.edu" are not considered personal email addresses and users are discouraged from using them in this process.

UA Phone Directory

This field is optional and only appears for the following DCC Types: Affiliates, Affiliate Partners, Associates, Associate Partners, Health Care Partners, Independent Contractors, UA Foundation Members and Pre-hires. If left blank, the information will default to the sponsoring department's phone number.

The screenshot shows a form titled "Person Information". The form contains several input fields and a checkbox. Red boxes highlight the following fields: First Name, Middle Name, Last Name, Gender (set to Female), Date of Birth, Social Security Number, Applied for SSN (checkbox), *Personal Email, and UA Directory Phone.

RISK MANAGEMENT QUESTIONS

The selection of specific DCC Types in the header section prompt Risk Management questions to appear on the request. Users may click the "I" icons to access additional information and links to assist with the completion of each related section.

Additional Information Needed

Risk Management
Indicate if the person will be participating in any of the following activities

Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy ⓘ

Yes No Role will have significant financial oversight responsibilities.

Yes No Unsupervised contact with minors who are not enrolled students of the University.

Yes No Unrestricted access to residence hall rooms.

Yes No Role has been designated by Dean or Vice President as "Security - or Safety Sensitive".

Yes No Driving on University business in UA, Rented, or Personal Vehicles.

Working in a laboratory setting with any of the following: ⓘ

Yes No Hazardous Chemicals

Yes No Bloodborne pathogens or other biological materials

Yes No Radioactive Materials

Yes No Lasers or other non-ionizing radiation

Yes No Working in a non-laboratory setting with chemical or biological materials.

Yes No Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.

Yes No Performing work that requires personal protective equipment including respiratory and hearing protection.

EXPORT CONTROL QUESTIONS

The selection of specific DCC Types in the header section prompt Export Control questions to appear on the request. Users may click the "i" icons to access additional information and links to assist with the completion of each related section.

Import/Export Control

ⓘ *Additional information is available on the Export Control Website.*

Yes No Have access to ITAR controlled data, technology, materials information, software or equipment?

Yes No Have access to EAR controlled technology or encryption software code?

Yes No Involved with a project that:

a. Has restrictions on the release of certain project information?

b. Has publication or access and dissemination restrictions?

c. Has a military connotation or end-use?

d. Is sponsored by a defense agency?

e. Is related to space, missile technology, or biological/chemical weapons?

f. Requires foreign national approval by sponsor or no foreign nationals are allowed?


Yes No Involved with a project that has a technology control plan in place?

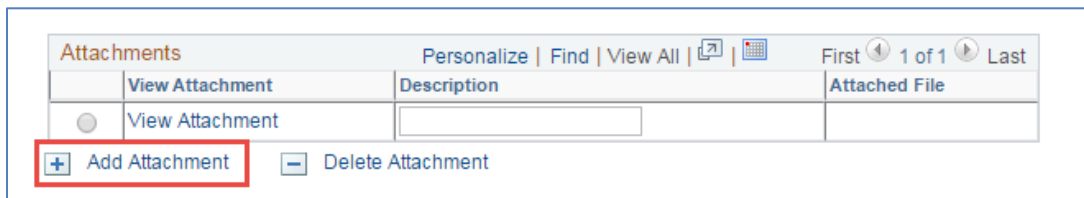
Yes No Have reason to believe the applicant will need an export license?

4.2 ATTACHMENTS

Initiators and Approvers may upload and remove attachments to a request while the transaction is pending. Attachments for Campus Colleague Requests can only be viewed by the initiator of the transaction or an approver. Due to the sensitive nature of the Visa documents, once transactions have been approved, the documents are no longer available for viewing.

1. Add Attachment

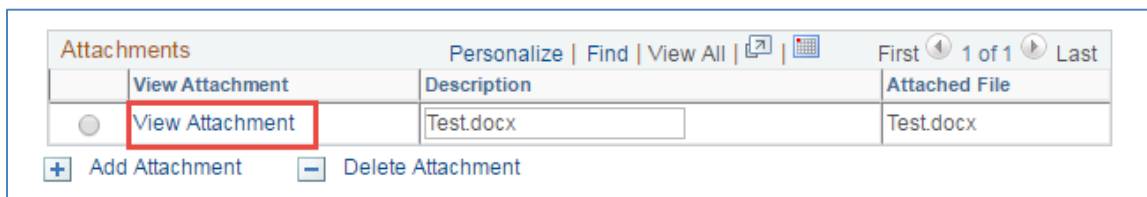
- Click the  or **Add Attachment** link
- Click the **Choose File** button and navigate to your saved document
- Select the document and click on the **Open** button
- Click **Upload** after the file name you attached appears next to the **Choose File** button
- The attached document will appear in the **Description and Attached File** fields



Note: Copies of Social Security Cards, Birth Certificates, Visa documents and other sensitive information should always be sent to Systems Control via courier—do not attach or save them to your computer.


2. View Attachment

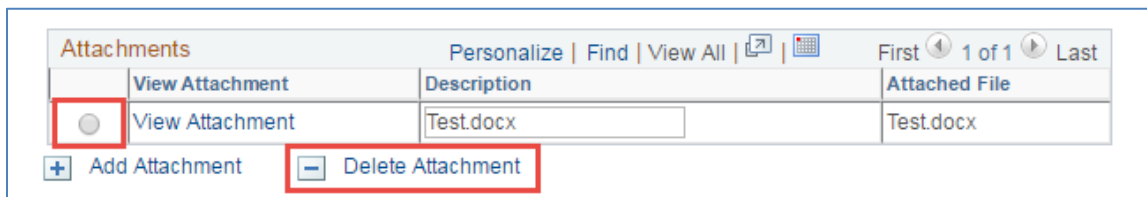
- Click the **View Attachment** link in the row that includes the document you wish to view
- The document will open in a separate window



Note: Attachments are not available for viewing after transactions are completely approved.

3. Delete Attachment

- Select the radio button on the far left side of the document you want to remove
- Click on the  button or the **Delete Attachment** link
- The following confirmation appears upon completion: "**Attachment Deleted Successfully**"



VOLUNTEERS – UNDER 18 YEARS OF AGE

A **Volunteer Agreement** signed by an individual’s parent must be attached to the request after the person under age 18 accepts the agreement in Self Service.

- The individual will print the agreement, have the parent sign it and turn it in to the initiator/sponsor
- The initiator/sponsor will attach the signed agreement to the transaction before Systems Control approves it

AFFILIATES AND ASSOCIATES

Affiliates and Affiliate Partners DCC requests require an attachment containing:

- Curriculum Vita (CV) or Resume
- Affiliate Verification Form (AVF) signed by an authorized representative from the affiliated institution

Associate and Associate Partners DCC requests require an attachment containing:

- Curriculum Vita (CV) or Resume

INTERMITTENT/OCCASIONAL VOLUNTEERS

IOV DCC requests require an attachment containing:

- Intermittent/Occasional Volunteer (IOV) Worksheet
- IOV Agreement (signed by DCC)

INTERN - DEPARTMENT

Intern - Department DCC requests require an attachment containing:

- Intern-Department Worksheet

NON-CITIZEN/NON-PERMANENT RESIDENTS

If the person answers “No” to the citizenship question (and they are performing services in the US) check to make sure the following documents have been sent to Systems Control for attachment:

- J1 Status – DS-2019
- F1 Status – I-20

PRE-HIRES

Pre-hire DCC requests require an attachment containing:

- Offer letter

Attachments Personalize | Find | View All | First 1 of 1 Last

	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment	Test.docx	Test.docx

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV

4.3 COMMENTS

Comments and attachments are available on all MSS requests. Business rules will determine whether the comment field is required for specific transactions.

Request Comments (2000 char)

Submitted By: Last Updated By:
Submitted Dt: Last Updated:

Attachments Personalize | Find | View All | First 1 of 1 Last

	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment	Test.docx	Test.docx

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV

Save:

4.4 SUBMITTING REQUESTS

To submit the DCC requests for approval:

1. Click on the **Submit** button

Attachments Personalize | Find | View All | First 1 of 1 Last

	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment	Test.docx	Test.docx

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV

Save:

4.5 CANCELLING REQUESTS

Requests may be cancelled by the request initiator before the transaction is submitted. The request will not be saved or submitted if the **Exit** option is selected.

1. Click on the **Exit** button

The screenshot shows a web interface for managing attachments. At the top, there is a navigation bar with 'Attachments', 'Personalize', 'Find', 'View All', and 'First 1 of 1 Last'. Below this is a table with columns 'View Attachment', 'Description', and 'Attached File'. The table contains one row with 'View Attachment', 'Test.docx', and 'Test.docx'. Below the table are buttons for '+ Add Attachment' and '- Delete Attachment'. A checkbox is checked with the text: 'By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV.' At the bottom, there is a 'Save:' section with three buttons: 'Save for Later', 'Submit', and 'Exit'. The 'Exit' button is highlighted with a red box.

4.6 SAVING REQUESTS FOR LATER

Request initiators may save the request by clicking on the **Save for Later** button.

1. Click on the **Save for Later** button

The screenshot shows the same web interface as in 4.5. The 'Save for Later' button in the 'Save:' section is highlighted with a red box.

- Saved transactions remain in the **Save for Later** status until action is taken to either submit or withdraw the request or 30-days from the request creation—whichever comes last.
- Saved requests may only be viewed or accessed by the transaction initiator.

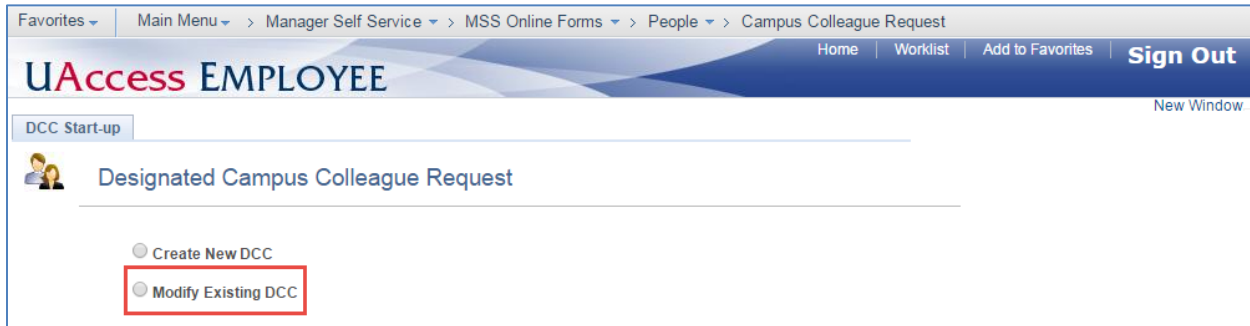
5. MODIFYING EXISTING DCC REQUESTS

1. Click on the **Modify Existing DCC** radio button from the Campus Colleague Request menu selection to:
 - a) Modify Existing DCC Relationship
 - a. This option allows the user to extend the expiration date or end an existing relationship by changing the expiration date. This can also be accomplished directly from the Request DCC Modify menu selection.

b) Add Relationship

- a. This option allows the user to add a new relationship or an additional DCC relationship for a person.

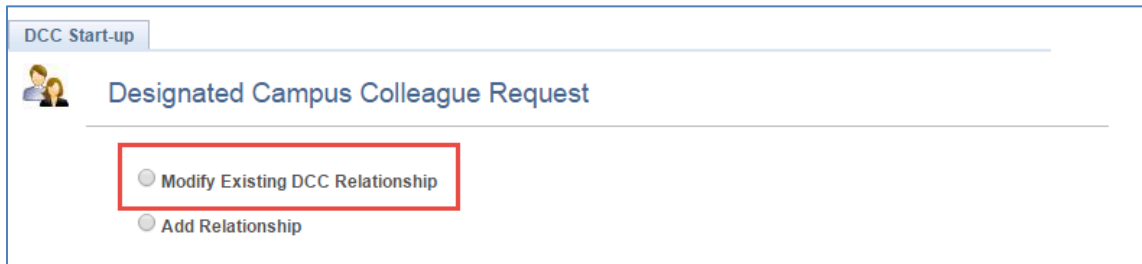
Note: Employees may not simultaneously hold DCC relationships—the only exception is limited to College of Medicine.



5.1 MODIFY EXPIRATION DATE

The Designated Campus Colleague Request includes an option to **Modify Existing DCC Relationships** which may be used to extend the expiration date or end an existing relationship. This may also be accomplished directly from the **Request DCC Modify** menu selection.

1. Select the **Modify Existing DCC Relationship** option



2. Enter search criteria to locate and select the appropriate person record.

DCC Modify

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with []

DCC Last Name: begins with []

DCC First Name: begins with []

DCC Type: begins with []

Sponsoring DeptID: begins with []

Start Date: = []

Initiator NETID: begins with []

Search Clear Basic Search Save Search Criteria

3. Enter the **New Expiration Date** to extend or end the DCC relationship. Users are required to enter a reason for the change. Once completed, click the **Submit** button to route for approval.

Request DCC Modify

Transaction: [] Status: []

Emplid: [] Start Date: []

Deptid: [] DCC Type: Volunteer

NETID: []

Annual Review - UA Vitae

Suppress from UA Directory Online

Enter New Expiration Date

Prior Expiration Dt: 06/30/2016 New Expiration Date: []

Enter Reason for Expiration Date Change

[]

5.2 MODIFY ANNUAL REVIEW – UA VITAE FLAG

The Designated Campus Colleague Request includes an option to **Modify Existing DCC Relationships** which may be used to turn on or off the **Annual Review – UA Vitae** flag. A comment is required when requesting this flag update.

Request DCC Modify

Transaction: [blurred] Status: [blurred]
 Emplid: [blurred] Start Date: [blurred]
 Deptid: [blurred] DCC Type: **Associate**
 NETID: [blurred]

Annual Review - UA Vitae
 Suppress from UA Directory Online ⓘ

UA Title: [input] ⓘ [blurred]

5.3 MODIFY TITLE

The Designated Campus Colleague Request includes an option to **Modify Existing DCC Relationships** which may be used to modify an existing UA Title for Affiliate, Affiliate Partners, Associate, and Associate Partner DCC Types. A comment is required when submitting an update.

1. Click the **Search** icon
2. Choose the new **UA Title**
3. Click **Submit**

Request DCC Modify

Transaction: [blurred] Status: [blurred]
 Emplid: [blurred] Start Date: [blurred]
 Deptid: [blurred] DCC Type: **Associate**
 NETID: [blurred]

Annual Review - UA Vitae
 Suppress from UA Directory Online ⓘ

UA Title: [input] ⓘ [blurred]

5.4 MODIFY SUPPRESS FROM UA DIRECTORY ONLINE FLAG

The Designated Campus Colleague Request includes an option to **Modify Existing DCC Relationships** which displays a field for **Suppress from UA Directory Online**. Changes to this flag cannot be submitted through an online transaction, but clicking on the **Information** icon will provide contact information for submitting updates to this field.

Request DCC Modify

Transaction: [blurred] Status: [blurred]
 Emplid: [blurred] Start Date: [blurred]
 Deptid: [blurred] DCC Type: **Associate**
 NETID: [blurred]

Annual Review - UA Vitae
 Suppress from UA Directory Online ⓘ

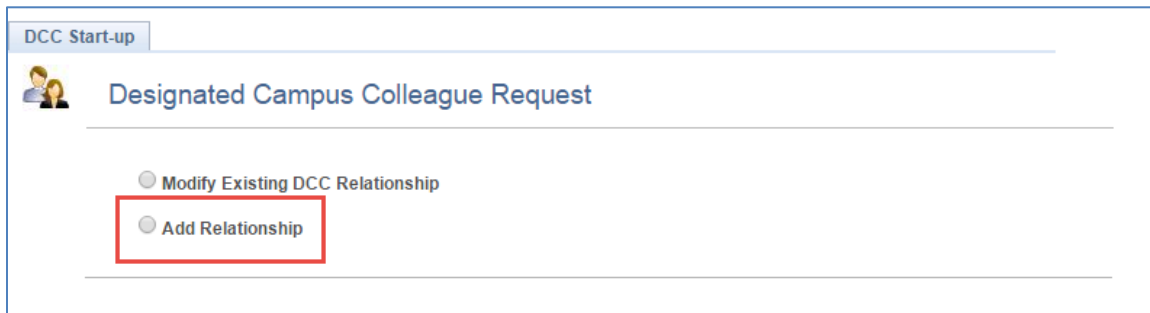
UA Title: [input] ⓘ [blurred]

5.5 ADD DCC RELATIONSHIP

The Designated Campus Colleague Request includes an option to **Add Relationship** from the **Modify Existing DCC** selection. It may be used to extend the expiration date or end an existing relationship. This may also be accomplished directly from the **Request DCC Modify** menu selection.

This option allows the user to add a new or additional relationship for an existing person.

1. Select the **Add Relationship** option



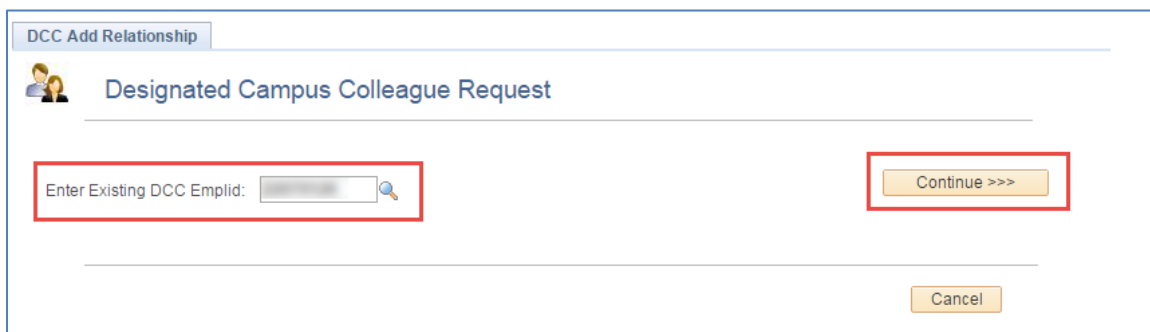
DCC Start-up

Designated Campus Colleague Request

Modify Existing DCC Relationship

Add Relationship

2. Enter the EmplID or use the magnifying glass to search for appropriate person record.



DCC Add Relationship

Designated Campus Colleague Request

Enter Existing DCC Emplid:

The Campus Colleague Request form is displayed once the user clicks the Continue button. Instructions are provided in Section 4.1 Creating a New DCC instructions.

6. DCC YEAR END DEPARTMENT ROLLOVER – MULTIPLE TRANSACTIONS

An annual DCC electronic rollover process provides users with a method to extend multiple DCC relationships for individuals up to but no later than June 30th of every fiscal year.

- All DCCs must be renewed to avoid interruption of access to services
- The rollover process requires action from the sponsoring department
- This option does not provide the ability to add attachments
 - Submit transactions requiring attachments using the **Request DCC Modify** selection (see the Attachments section for more information)

The user initiates a roll over list by navigating as follows: UAccess Employee→Manager Self Service→MSS Online Forms→People→DCC Year End Dept Rollover

1. Enter the **Sponsoring Department ID** to create a list of individuals with current DCC relationships (this includes only DCCs whose expiration dates are within 30-days of the initiation date—meaning the end dates are less than 30-days in the past)
2. Click **Search**

*Note: DCC relationships with expiration dates that go back more than 30-days from the current date must be submitted using the **Add Relationship** option on the Designated Campus College Request form. The **Add Relationship** option requires the acceptance of a new DCC agreement by the individual.*

3. Enter the **New Expiration Date** for individuals who will continue to maintain a DCC relationship with the Sponsoring Dept (not to exceed 6/30 of the fiscal year in effect based on the rollover schedule).
 - The DCC expiration dates may be updated for the full or partial list of individuals displayed
 - Users may continue to update records using the Year-End Dept Rollover as long as DCC expiration dates do not exceed the 6/30 fiscal year end date in effect based on the rollover schedule.

Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Visa Type	Visa Exp Dt	Transaction Pending?
		Volunteer	08/04/2015	05/20/2016				<input type="checkbox"/>
		Volunteer	08/06/2015	05/20/2016				<input type="checkbox"/>
		Volunteer	02/08/2016	06/30/2016				<input type="checkbox"/>

4. If a partial list is submitted, the record(s) updated will display a check mark in the **Transaction Pending?** box. The remaining DCC expiration dates are available for update.

Campus Colleague Year-End Rollover

Sponsoring Deptid: [REDACTED]

Enter new expiration date, or leave blank to skip

Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Visa Type	Visa Exp Dt	Transaction Pending?
[REDACTED]	[REDACTED]	Volunteer	08/04/2015	05/20/2016	[REDACTED]			<input type="checkbox"/>
[REDACTED]	[REDACTED]	Volunteer	02/08/2016	06/30/2016	[REDACTED]			<input type="checkbox"/>
[REDACTED]	[REDACTED]	Volunteer	08/06/2015	05/20/2016	06/30/2016			<input checked="" type="checkbox"/>

Submit Cancel

DCC Expiration dates may not be extended beyond the Visa Exp Dt. Submit a **Request DCC Modify** to update both the DCCs Visa Exp Dt and the New Expiration Date.

Campus Colleague Year-End Rollover

Sponsoring Deptid: [REDACTED]

Enter new expiration date, or leave blank to skip

Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Visa Type	Visa Exp Dt	Transaction Pending?
[REDACTED]	[REDACTED]	Affiliate	03/07/2014	06/30/2016	[REDACTED]	H1B	07/10/2016	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Associate	03/16/2016	06/30/2016	[REDACTED]	H1B	09/11/2017	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Affiliate	03/03/2014	06/30/2016	[REDACTED]	H1B	09/01/2016	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Affiliate	11/04/2015	06/30/2016	[REDACTED]	H1B	05/01/2018	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Associate	01/28/2015	06/23/2016	[REDACTED]	H1B	06/23/2016	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Associate	05/13/2015	06/30/2016	[REDACTED]	H1B	08/14/2016	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Associate	08/13/2014	06/30/2016	[REDACTED]			<input type="checkbox"/>

7. REQUEST DCC MODIFY – SINGLE TRANSACTIONS

- The Request DCC Modify process is designed to extend an end date for one DCC at a time as long as the date does not exceed the 6/30 fiscal year end date in effect based on the rollover schedule.
- All DCCs must be renewed to avoid interruption of access to services
- The DCC Modify Request may be used to modify end dates as long as the expiration date for the DCC relationship is not greater than 30-days from the current date

The user initiates a DCC Modify request by navigating as follows: UAccess Employee→Manager Self Service→MSS Online Forms→People→Request DCC Modify

The Modify DCC Relationship search page will automatically appear when the **Request DCC Modify** option is selected.

1. Enter the **Search Criteria** to refine your search to assist with the retrieval of the appropriate DCC record to modify (this includes only DCCs whose expiration dates are within 30-days of the initiation date)
2. Click **Search**

DCC Modify

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID:

DCC Last Name:

DCC First Name:

DCC Type:

Sponsoring DeptID:

Start Date:

Initiator NETID:

[Basic Search](#)

3. Enter the **New Expiration Date** to Extend or End the DCC relationship. Users are required to enter a reason for the change.
4. Click the **Submit** button to route for approval.

Request DCC Modify

Transaction: Status:

Emplid: Start Date:

Deptid: DCC Type: **Volunteer**

NETID:

Annual Review - UA Vitae

Suppress from UA Directory Online ?

Enter New Expiration Date

Prior Expiration Dt: **06/30/2016** New Expiration Date:

Enter Reason for Expiration Date Change

Note: Persons that are not US Citizens or Permanent Residents and have a Visa expiration date prior to the end of the current fiscal year will automatically default to the Visa Expiration date.

- *Send supporting visa status updates to Systems Control prior to submitting the transaction to extend the DCC End Date.*

8. APPROVING/DENYING REQUESTS

8.1 APPROVING REQUESTS

DCC requests pending approval may either be accessed through the pagelet or the *Manage Campus Colleagues* page. The option to approve a request will only appear if the user has both the appropriate approval role and is the next step in the approval chain.

To approve a DCC request:

1. Click on the **Approve** button

The screenshot shows the 'Approve:' and 'Save:' labels at the top left. Below them are three buttons: 'Approve', 'Deny', and 'Exit'. The 'Approve' button is highlighted with a red rectangular box. Below the buttons is the 'Campus Colleague' section, which displays a transaction status of 'Pending'. The transaction path shows a 'Self Approved' step (highlighted in green) followed by a 'Pending' step. The 'Self Approved' step is performed by 'CC HR Dept Approver' on '04/08/16 - 1:14 PM'. The 'Pending' step is for 'Multiple Approvers' and 'CC Systems Approver Step 1'.

CONFIRMING APPROVED REQUESTS

Once the DCC request is approved, the workflow routing displays the transaction status at the bottom of the page with the approved step highlighted in green.

1. Click on the **Exit** button to return to the search menu

The screenshot shows the 'Approve:' and 'Save:' labels at the top left. Below them are three buttons: 'Approve', 'Deny', and 'Exit'. The 'Exit' button is highlighted with a red rectangular box. Below the buttons is the 'Campus Colleague' section, which displays a transaction status of 'Pending'. The transaction path shows a 'Self Approved' step (highlighted in green) followed by a 'Pending' step. The 'Self Approved' step is performed by 'CC HR Dept Approver' on '04/08/16 - 1:14 PM'. The 'Pending' step is for 'Multiple Approvers' and 'CC Systems Approver Step 1'.

8.2 ADDING AD-HOC REVIEWERS AND APPROVERS

HR Department, College Reviewers and College Approvers may add Ad Hoc approvers and/or reviewers prior to exiting the page for the transaction she or he approves.

AD HOC REVIEWERS


The addition of an Ad Hoc reviewer may be added by HR Department and College approvers.

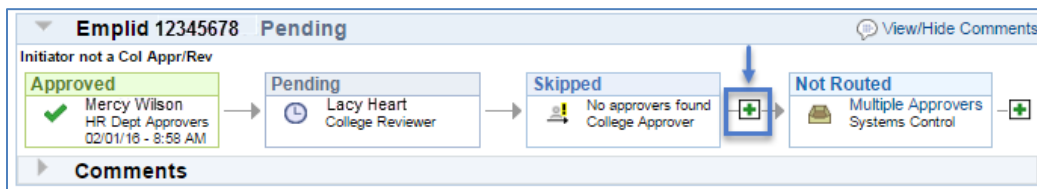
- An email notification is sent to the Ad Hoc **Reviewer** selected.
- The request does not require the person’s approval in order for the transaction to advance to the next step in the workflow.
- Ad Hoc Reviewers may be added after the Systems Control step—this is not the case with Ad Hoc **Approvers**.

*Note: In some instances, you may add an Ad Hoc **Reviewer** step before you approve the transaction-- it is important to check the workflow status at the bottom of the page to ensure your step displays the green **Approved** box prior to exiting the request.*

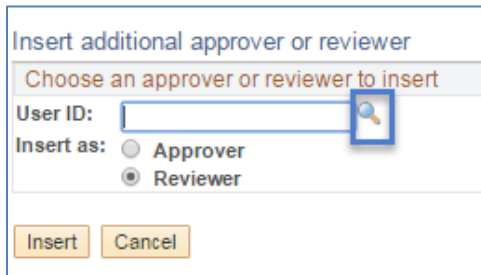
1. Adding Ad Hoc Reviewer

User ID Unknown

- Click on the first  (plus sign) encountered to the right of your **Approved** step
- This activates the **Insert additional approver or reviewer** window



- Select the Ad Hoc reviewer
- Click on the **Reviewer** radio button
- Enter characters that limit the search criteria or simply click on the magnifying glass to perform a name based search (1a)



Note: The User ID must be typed in Caps

- Enter the First and Last Name to perform a name based search (1a)
- Click on the **Search** button

Approver/Reviewer Search

Name: begins with ▾ Buddy Carter

User ID: begins with ▾

Search Clear Cancel

1 a

h. Click on the **User ID** or **Name** in the Search Results (1b) to select the Ad Hoc Reviewer

Approver/Reviewer Search

Name: begins with ▾

User ID: begins with ▾ BUDDY

Search Clear Cancel

1 b

Search Results

1 - 2 of 2

User ID	Name
BUDDYC	Buddy Carter

i. Click on **Insert** button

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: BUDDYC Buddy Carter

Insert as:

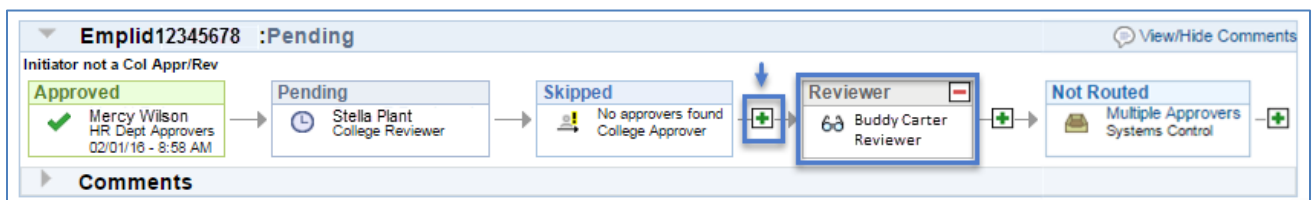
Approver

Reviewer


Insert Cancel

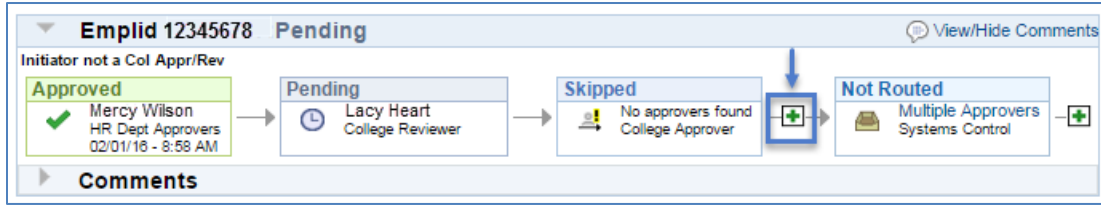
1 c

j. The Ad-Hoc Reviewer will appear in the workflow path at the bottom of the request page



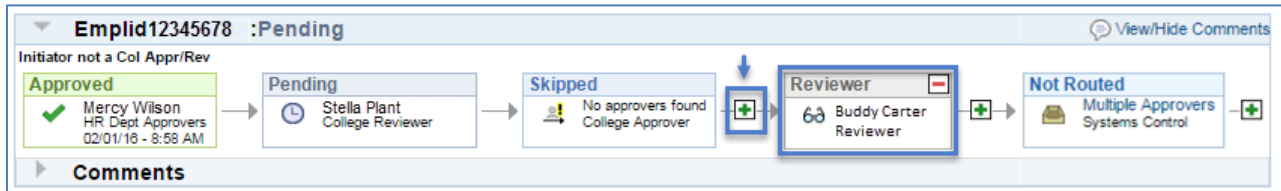
User ID Known

- a. Click on the  (plus sign) to the right of your **Pending** or **Approved** step
- b. This activates the **Insert additional approver or reviewer** window



- c. Click on the **Reviewer** radio button
- d. Enter the Ad Hoc Reviewer's **User ID**
- e. Click on the **Insert** button

- f. The Ad-hoc Reviewer will appear in the workflow path at the bottom of the request page



AD HOC APPROVERS

An Ad Hoc Approver may be added by HR Department and College approvers prior to the final Systems Control Approval step.


- The request requires action from the Ad Hoc Approver in order for the transaction to advance to the next step in the workflow.
- The transaction appears on the Ad Hoc Approver's pagelet and an email is sent notifying the person that a DCC transaction is awaiting her or his approval.

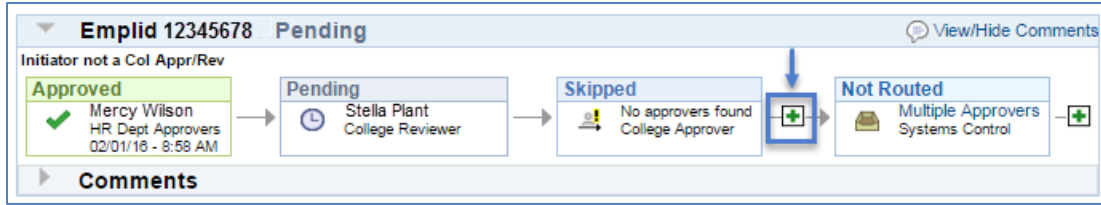
*Note: In some cases, you may add an Ad Hoc Approver step before you approve the transaction-- it is important to check the workflow status at the bottom of the page to ensure your step displays the green **Approved** box prior to exiting the request.*

IMPORTANT: PLEASE DO NOT ADD AD HOC APPROVERS AFTER THE SYSTEMS CONTROL STEP.

1. Adding Ad Hoc Approver

User ID Unknown

- a. Click on the  (plus sign) to the right of your **Pending** or **Approved** step
- b. This activates the **Insert additional approver or reviewer** window



- c. Select the Ad Hoc Approver
- d. Click on the **Approver** radio button
- e. Enter characters that limit the User ID search criteria or simply click on the magnifying glass to perform a name based search (1a)

The form is titled "Insert additional approver or reviewer". It contains a prompt "Choose an approver or reviewer to insert", a "User ID:" field with a magnifying glass icon, and two radio buttons labeled "Approver" (selected) and "Reviewer". At the bottom are "Insert" and "Cancel" buttons.

Note: The User ID must be typed in Caps

- f. Enter the First and Last Name to perform a name based search (1a)
- g. Click on the **Search** button

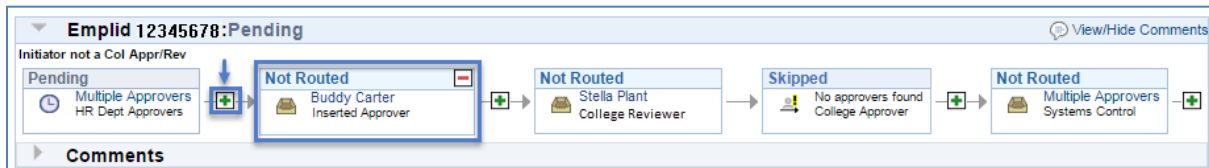
The search form has two dropdown menus for "Name:" and "User ID:" both set to "begins with". The "Name" field contains "Buddy Carter". A blue box highlights the "Search" button, and a blue circle with "1 a" is next to it.

- h. Click on the **User ID** or **Name** in the Search Results (1b) to select the Ad Hoc Approver


The search results show a table with two columns: "User ID" and "Name". The "User ID" cell contains "BUDDYC" and the "Name" cell contains "Buddy Carter". A blue box highlights the "BUDDYC" cell, and a blue circle with "1 b" is next to it.

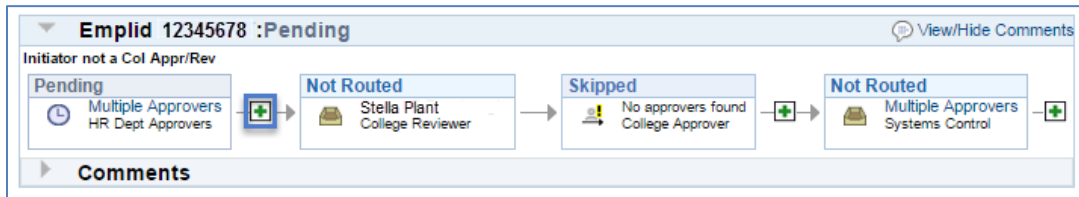
- i. Click on **Insert** button

j. The Ad-hoc Approver will appear in the workflow path at the bottom of the request page



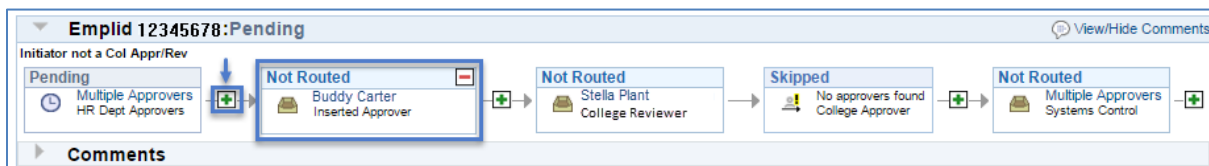
User ID Known

- a. Click on the  (plus sign) to the right of your **Pending** or **Approved** step
- b. This activates the **Insert additional approver or reviewer** window



- c. Click on the **Approver** radio button
- d. Enter the Ad Hoc Approver's **User ID**
- e. Click on the **Insert** button

f. The Ad-hoc Approver will appear in the workflow path at the bottom of the request page



In the example above, the request will route to the College Reviewer step after the Inserted/Ad Hoc Approver approves the transaction.

8.3 DENYING REQUESTS

The option to deny a request appears if the user has both the appropriate approval role and is the next step in the approval chain.

To deny a request:

1. Type the reason for denial in the **Comments** section
2. Click on the **Deny** button

Request Comments (2000 char)
Type in reason for denial here

Submitted By: [Redacted] Last Updated By: [Redacted]
Submitted Dt: [Redacted] Last Updated: [Redacted]

Attachments		
	Description	Attached File
<input type="radio"/>	View Attachment	[Redacted]

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV

Approve:
Save:

Approve Deny Exit

Transaction 870166: Pending

Path1

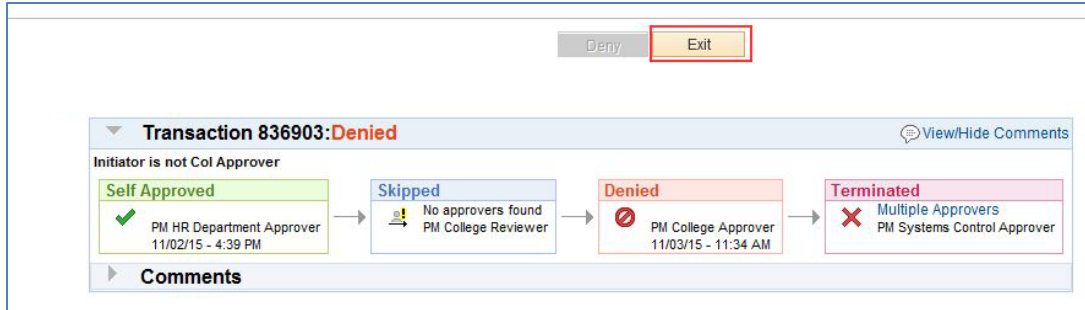
```

graph LR
    A[Approved  
CC HR Dept Approver  
02/29/16 - 8:33 AM] --> B[Approved  
CC College Approver  
03/01/16 - 8:24 AM]
    B --> C[Pending  
Multiple Approvers  
CC Systems Approver Step 1]
  
```

CONFIRMING DENIED REQUESTS

- A confirmation page displays the request and denied status in view only mode.
- The process monitor at the bottom of the page also indicates the request has been denied.
- An email is sent to the initiator notifying him/her of the denied request.

1. Click on the **Exit** button to return to the search menu



9. RETURNING TO SAVED DCC REQUESTS

Initiators have the ability to return to saved DCC requests by accessing the specific transaction in the **Manage Campus Colleagues** page. A new radio button will appear with description **Return to Work in Progress**. The initiator has the option to select a saved request for up to 30 days after it was initially saved.

To return to a saved request:

1. Select the **Return to Work in Progress** radio button
 - A list of transactions that have been saved within the past 30 days will appear.
2. Click on the link in the **Transaction** column to return back to a request

DCC WIP List

Designated Campus Colleague Request WIP

Click on Transaction Nbr to Select

Transaction Nbr	DCC Type	Deptid	First Name	Last Name
873233	Associate			

10. WITHDRAWING DCC REQUESTS

Initiators have the ability to withdraw DCC requests by accessing the specific transaction in the **Manage Campus Colleagues** page. Withdrawing the request essentially cancels the request from all pending approvers. Initiators may withdraw a pending request up until final approval.

How to withdraw a request:

1. Search for the request in the **Manage Campus Colleagues**
2. Click the **Withdraw** button once the transaction is selected and opened

Request Comments (2000 char)

Submitted by: _____ Last Updated By: _____
 Submit Date: _____ Last Update: 11/03/15 12:32:21.000000PM

Attachments Personalize | Find | View All | | First 1 of 1 Last

View Attachment	Description	Attached File
<input type="radio"/>		

Add Attachment Delete Attachment

Save for Later Submit **Withdraw** Cancel

11. VIEWING PENDING REQUESTS

Pending approval requests are available for viewing in multiple formats:

- Pagelet
- Manage Campus Colleague Requests – New DCC Requests
- Manage DCC Modify Request – Modified Existing DCC Requests

11.1 HOW APPROVERS KNOW TRANSACTIONS ARE PENDING THEIR APPROVAL

The UAccess Employee main page automatically displays a **Pagelet** summary listing the transactions pending the individual approver’s action.

- The **Pagelet** provides a **Transaction** link directly to the transactions requiring the user’s approval.
- Each transaction type displays a total count of transactions available for approval.
- Selecting the **Home** key on the first tab on the upper right side of any page will return the user to the MSS Approval Summary Pagelet.

UAccess EMPLOYEE

Worklist | Add to Favorites | Sign Out

Personalize Content | Layout

MSS Start Page

MSS WorkCenter Start Page

MSS Approval Summary

Transaction Type	Count
Contracts	3
DCC New/Additional	1
Daily Contracts	1
Daily Grad NOA Activity	5
ig	1
Job Changes	2
New Hire Request	1
Offers	1
Position Distribution	5
Position Management	2
Terminations	1

Note: If a transaction type link is not available, this means no requests are available for approval at this time.

- Once a user selects a transaction type from the MSS Approval Summary they are directed to the individual transaction pagelet.

- Additional details for each transaction are made available to allow for selection of the transaction to work next.

Trans Nbr	Name	Descr	Dept ID	Start Date	Last Updt	DCC Accept?
883666		Associate		2016-04-19	2016-04-19	

11.2 DETERMINING REQUEST STATUS

The **Manage Campus Colleagues Requests** allows users with the UAccess Employee Position Cross-Reference role to view DCC Transactions that are pending, approved, denied, saved or withdrawn.

The Search dialog box provides multiple options for accessing DCC transactions.

1. Enter the **Initiator NetID** or other criteria listed in the Search dialog box
2. Click on the **Search** button. A list of values that meet the search criteria will be displayed
3. Click on any of the values listed to access specific transactions
 - a. The user’s role and current approval step will determine whether the record is view only or available for change or approval

Search Criteria

Transaction Number: =

Sponsoring DeptID: begins with

DCC Type: begins with

Empl ID: begins with

DCC Last Name: begins with

DCC First Name: begins with

Initiator NETID: begins with

Created Datetime: =

Request Status: = Pending

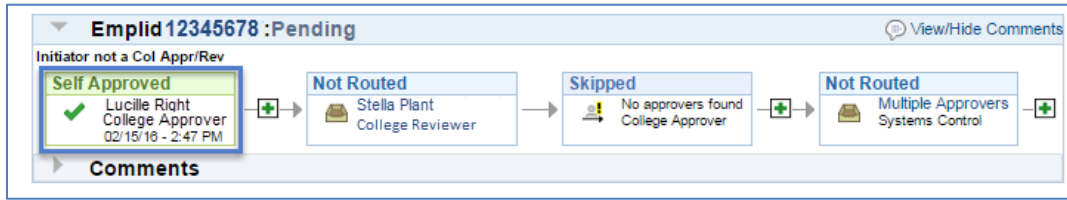
Search Clear Basic Search Save Search Criteria

12. WORKFLOW

Workflow steps are determined by the roles provisioned within a college, division or department and may be **Self** or **Auto Approved** or **Skipped** based on business rules established for DCC requests.

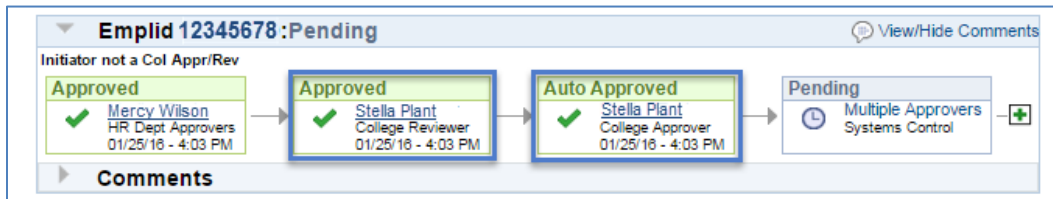
12.1 SELF APPROVAL

Transactions initiated by HR Dept, College Reviewer or College approvers self-approve [the initiator’s approval step(s)] upon submittal.



12.2 AUTO APPROVAL

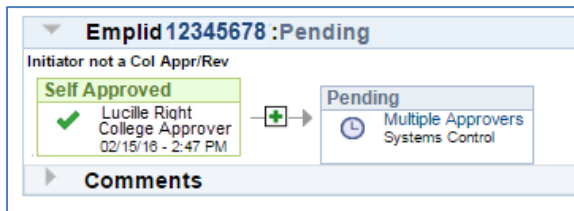
Approvers with more than one provisioned role within a workflow routing simply approve transactions once—the second step **Auto Approves**.



12.3 COLLEGE INITIATES A REQUEST

Requests initiated by College Approvers

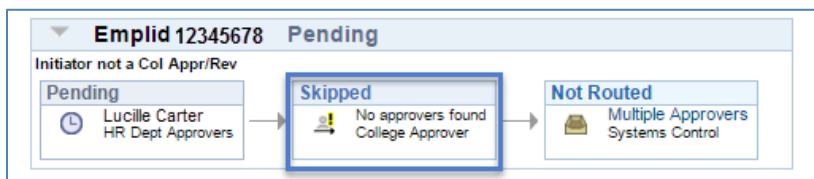
- Generate an email notification to the HR Department Approvers.
- Automatically route to Systems Control upon submission.



12.4 SKIPPED STEPS

Steps are skipped when users are not provisioned with approver roles included in the workflow routing.

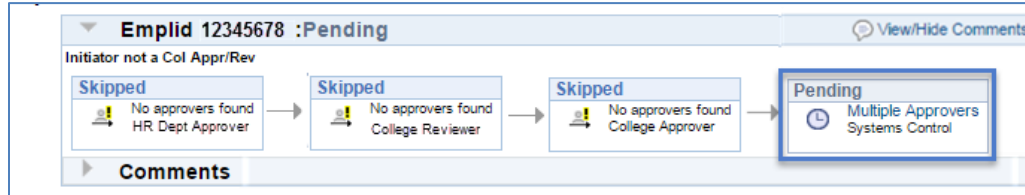
- At least one **HR Dept** or **College** approver is required to successfully load a transaction.



12.5 NO APPROVERS FOUND

An Error Step occurs when users are not provisioned for any of the roles in the workflow path.

- All steps are skipped if no approvers are assigned.
- A Systems Control Approver will assist with the transaction routing.



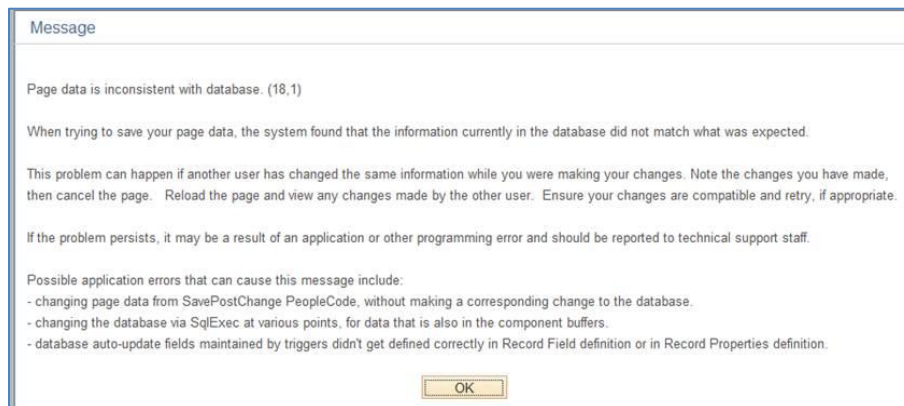
13. ERROR/WARNING MESSAGES

Error or warning messages may occur when users initiate or approve documents that conflict with other pending actions or requests.

13.1 ANOTHER APPROVER HAS TAKEN ACTION

A single step may have multiple approvers who may simultaneously review a transaction; however, only ONE may take action to approve or deny the request.

The following message displays when two approvers view a transaction simultaneously and attempt to approve or deny the request at the same time—the first approval/denial is processed.



13.2 PENDING REQUEST

Requests are limited to one DCC transaction per employee at a time. An error message appears if an initiator attempts to submit a DCC request where another document is pending for same person and transaction type.

- The transaction number is listed to assist users look up the transaction in *Manage Campus Colleagues* to determine who initiated the request.
- The initiator of the first request has the option of withdrawing the pending transaction if he/she considers it appropriate.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > MSS Online Forms ▾ > People ▾ > Request DCC Modify

UAccess EMPLOYEE Worklist Add to Favorites Sign Out

New Window ▾

Request DCC Modify

Emplid: [REDACTED] Deptid: [REDACTED] Start Date: [REDACTED]
NETID: [REDACTED] DCC Type: Associate
Visa Type: [REDACTED] Visa Expiration Dt: [REDACTED] Annual Review - UA Vitae
 Suppress from UA Directory Online ⓘ

UA Title: [REDACTED]

There is currently a pending request for this Emplid/Dept/DCC type

Exit

14. INTERMITTENT/OCCASSIONAL VOLUNTEER (IOV) AND INTERN – DEPARTMENT PROCESS

Intern-Department and Intermittent Occasional Volunteers (IOV) are a type of Designated Campus Colleagues (DCCs) relationship limited to individuals who do *not*:

- Require access to University systems and services including NetIDs and CatCards
- Supervise minors
- Perform security sensitive duties
- Require specialized University training
- Work with or have access to export-controlled technical data, information, materials and equipment

Intermittent/Occasional Volunteer requests are initiated by departments and do not electronically route to the employee; therefore, the following hard-copy documents must be attached to the Manager Self Service DCC request to establish their relationship.

DCC IOV

1. Intermittent/Occasional Volunteer (IOV) Worksheet
2. IOV Agreement

DCC Intern - Department

1. Intern-Department Worksheet

15. DCC WORKSHEETS

DCC Worksheets are located on the Systems Control website: <http://syscon.arizona.edu/uaccess-resources/dcc>

16. AFFILIATE VERIFICATION FORM

Affiliate Verification Forms are located on the Systems Control website: <http://syscon.arizona.edu/uaccess-resources/dcc>

17. DCC AGREEMENT EXAMPLES

17.1 AFFILIATE AGREEMENT



AFFILIATE AGREEMENT

The University of Arizona is generously supported by Affiliates and other volunteers who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. As an Affiliate, you are not an employee of the University; however, you are required to follow all Arizona Board of Regents and University rules and policies regarding the conduct of University employees. With this Agreement, you may be eligible to take advantage of certain University services and privileges, as outlined at <http://www.hr.arizona.edu/DCC>. This Agreement also establishes standards and guidelines so that both you and the University understand the nature of your Affiliate relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the “University”) and **DCC Name** (hereafter “Affiliate”) agree to the following terms.

1. **VOLUNTARY SERVICE** – Affiliate agrees that he or she is providing services voluntarily to the University for **Dept/College/Division/Unit** solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the University beyond any specified reimbursement agreements. Affiliate acknowledges that he or she is not an employee of the University. If Affiliate becomes an employee of the University while serving as an Affiliate, he or she agrees to immediately notify **Dept/College/Division/Unit** and understands he or she may no longer provide services as an Affiliate or other Designated Campus Colleague.
2. **AUTHORIZATION TO WORK/VOLUNTEER** – If Affiliate is not a citizen or permanent resident of the United States, he or she affirms that he or she has the appropriate visa status that authorizes him or her to be present in the United States and allows him or her to participate in this type of service. Affiliate also affirms that he or she has submitted documentation to this effect to **Dept/College/Division/Unit** and agrees to immediately inform his or her departmental sponsor or **Dept/College/Division/Unit** business office of any change to his or her visa status.
3. **ASSIGNMENT PERIOD** – Affiliate will begin his or her assignment on **start date**, and it is anticipated that his or her assignment will end no later than **end date**. Affiliate understands that any extension of this assignment will require him or her to sign another agreement. This includes extensions that may occur at the beginning of each fiscal year.
4. **REPORTING RELATIONSHIP** – Affiliate will coordinate his or her activities through **name of supervisor** and **Dept/College/Division/Unit**.
5. **ASSIGNMENTS AND DUTIES** – Understanding that Affiliate is providing services voluntarily, he or she nevertheless agrees to follow the directions of administrators, faculty, or staff and to abide by ABOR and University policies and procedures while carrying out his or her Affiliate assignments. Affiliate will engage in the following activities:

Duties/responsibilities completed on DCC request.

6. **NOTIFICATION OF POLICIES** – Affiliate acknowledges that he or she has been given access to all University policies at <http://policy.arizona.edu/> and understands that he or she has received and expected to review the following University policies and take the following online training as a requirement of signing this Agreement:
 - a. Equal Employment Policy at http://equity.arizona.edu/equal_employment_policy ;
 - b. Nondiscrimination and Anti-harassment Policy at <http://policy.arizona.edu/sites/default/files/Nondiscrimination.pdf> ; and,
 - c. Preventing Sexual Harassment (online training program) at: <http://equity.arizona.edu/education/harassment> .

Affiliate also understands that he or she is required to successfully complete all applicable training required for performing the Affiliate activities.

7. **EMAIL AND NET ID** – Affiliate has been assigned a NetID, which is a personal identifier that provides access to online services, and an email account that serves as a mechanism for receiving official communications within the University. Affiliate acknowledges that he or she will receive any future Affiliate agreements or other official University business information through his or her assigned University email account. Affiliate also agrees to provide current contact information to the University so long as he or she is a University Affiliate. Personal information updates should be submitted online at: [Update Personal Information](#)
8. **PRE-SCREENING AND BACKGROUND CHECKS** – Affiliate hereby gives the University of Arizona permission to inquire into his or her education, references, driving record, employment, volunteer history, and criminal background. Affiliate understands that the University will only use this information for the purpose of this Agreement.

Affiliate understands that this relationship is contingent upon the successful outcome of criminal background checks or other prescreening checks for non-employees, if required, as described in the University’s Pre-Employment Screening Policy available at: <http://policy.arizona.edu/pre-employment-screening> .

9. **CLINICAL TEACHING** – If Affiliate is participating in clinical teaching, Affiliate agrees that he or she has either signed or will sign a preceptorship agreement with the University or that Affiliate is employed by an institution that has executed a preceptor agreement on behalf of its clinician employees.

10. **EXPORT CONTROL** – If Affiliate’s assignments include service with export-controlled information/technology, Affiliate agrees to comply with U.S. export control laws and regulations. Export-controlled information/technology cannot be disclosed to parties without authorization from the University’s office of the Vice President for Research. Authorization could include obtaining a license from the Department of State or Commerce prior to release of any export-controlled technology/information. Affiliate and University agree that they will not at any time take any action that would cause the University to be in violation of any such laws and regulations. Each party will work cooperatively to ensure compliance.

11. **INTELLECTUAL PROPERTY** – Affiliate acknowledges that if any intellectual property is developed by Affiliate in the course of performing services for the University, the Arizona Board of Regents (“ABOR”) may claim ownership of such intellectual property, in accordance with the Arizona Board of Regents Intellectual Property Policy and supplementing University of Arizona Intellectual Property Policy (collectively, the “IP Policy”). According to the IP Policy, University owns intellectual property that is developed by individuals within the course and scope of performing services for the University, and using significant University resources (with certain exceptions as further described in the IP Policy). The University does not, however, assert ownership of intellectual property that is developed by Affiliate prior to, or outside the scope of, performing services for the University. Affiliate agrees to promptly disclose to the University’s Tech Launch Arizona any intellectual property it develops in the performance of the services that may be subject to the IP Policy. To the extent any such intellectual property is owned by ABOR according to the IP Policy. Affiliate agrees to assign, and hereby does assign to ABOR, all right, title, and interest in and to such intellectual property, and agrees to provide reasonable assistance to the University to maintain and perfect its ownership rights in such intellectual property.

12. **INSURANCE AND LIABILITY COVERAGE** – Affiliate understands that he or she is not provided insurance of any kind by the University for either injuries sustained or for liability incurred while serving in an Affiliate capacity. To the extent an Affiliate is acting in the course and scope of employment and/or authorization of their employer organization, it is expected that the Affiliate will be insured by their employer or sponsoring organization for liability incurred. An Affiliate also may be eligible for other insurance coverage from his or her employer or sponsoring organization if his or her service qualifies under the organization’s insurance programs. Alternatively, an Affiliate may seek coverage from his or her own personal insurance for medical expenses or for personal liability incurred.

13. **TERMINATION** – Affiliate agrees and acknowledges that as a Designated Campus Colleague, his or her Affiliate relationship is at-will and carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the Designated Campus Colleague services described in this Agreement.

RELEASE

Affiliate releases the ABOR, the University, its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and the damage to or loss of property, that Affiliate may incur due to the negligence of the ABOR, the University, its officers, employees, agents, representatives and assigns or others due to accidental occurrences while visiting the University or otherwise engaging in activities contemplated by this Agreement.

The parties execute this Agreement this ____ day of _____, 20 ____ .

On behalf of the Arizona Board of Regents

Ann Weaver Hart, President Date: DCC Acceptance Date

Affiliate:

Name: DCC Name

Signature DCC Name Dated this ____ day of _____, 20 ____ .

Signature ELECTRONIC SIGNATURE NEEDED

Affiliate: Please accept this agreement within 14 calendar days.

17.2 ASSOCIATE AGREEMENT



ASSOCIATE AGREEMENT

The University of Arizona is generously supported by Associates and other volunteers who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. As an Associate, you are not an employee of the University; however, you are required to follow all Arizona Board of Regents and University rules and policies regarding the conduct of University employees. With this Agreement, you may be eligible to take advantage of certain University services and privileges, as outlined at <http://www.hr.arizona.edu/DCC>. This Agreement also establishes standards and guidelines so that both you and the University understand the nature of your Associate relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the "University") and DCC's Name (hereafter "Associate") agree to the following terms.

1. **VOLUNTARY SERVICE** – Associate agrees that he or she is providing services voluntarily to the University for Dept/College/Division/Unit solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the University beyond any specified reimbursement agreements. Associate acknowledges that he or she is not an employee of the University. If Associate becomes an employee of the University while serving as an Associate, he or she agrees to immediately notify Dept/College/Division/Unit and understands he or she may no longer provide services as an Associate or other Designated Campus Colleague.
2. **AUTHORIZATION TO WORK/VOLUNTEER** – If Associate is not a citizen or permanent resident of the United States, he or she affirms that he or she has the appropriate visa status that authorizes him or her to be present in the United States and allows him or her to participate in this type of service. Associate also affirms that he or she has submitted documentation to this effect to Dept/College/Division/Unit and agrees to immediately inform his or her departmental sponsor or Dept/College/Division/Unit business office of any change to his or her visa status.
3. **ASSIGNMENT PERIOD** – Associate will begin his or her assignment on **start date**, and it is anticipated that his or her assignment will end no later than **end date**. Associate understands that any extension of this assignment will require him or her to sign another agreement. This includes extensions that may occur at the beginning of each fiscal year.
4. **REPORTING RELATIONSHIP** – Associate will coordinate his or her activities through **supervisor's name** and Dept/College/Division/Unit.
5. **ASSIGNMENTS AND DUTIES** – Understanding that Associate is providing services voluntarily, Associate nevertheless agrees to follow the directions of administrators, faculty or staff and to abide by ABOR and University policies and procedures while carrying out his or her Associate assignments. Associate will engage in the following activities:

Duties and responsibilities entered on the DCC Request.

6. **NOTIFICATION OF POLICIES** – Associate acknowledges that he or she has been given access to all University policies at <http://policy.arizona.edu/> and understands that he or she has received and is expected to review the following University policies and take the following online training as a requirement of signing this Agreement:
 - a. Equal Employment Policy at http://equity.arizona.edu/equal_employment_policy ;
 - b. Nondiscrimination and Anti-harassment Policy at <http://policy.arizona.edu/sites/default/files/Nondiscrimination.pdf> ; and,
 - c. Preventing Sexual Harassment (online training program) at: <http://equity.arizona.edu/education/harassment> .

Associate also understands that he or she is required to successfully complete all applicable training required for performing the Associate activities.

7. **EMAIL AND NET ID** – Associate has been assigned a NetID, which is a personal identifier that provides access to online services, and an email account that serves as a mechanism for receiving official communications within the University. Associate acknowledges that he or she will receive any future Associate agreements or other official University business information through his or her assigned University email account. Associate also agrees to provide current contact information to the University so long as he or she is a University Associate. Personal information updates should be submitted online at: [Update Personal Information](#)
8. **PRE-SCREENING AND BACKGROUND CHECKS** – Associate hereby gives the University of Arizona permission to inquire into his or her education, references, driving record, employment, volunteer history, and criminal background. Associate understands that the University will only use this information for the purpose of this Agreement.

Associate understands that this relationship is contingent upon the successful outcome of criminal background checks or other prescreening checks for non-employees, if required, as described in the University's Pre-Employment Screening Policy available at: <http://policy.arizona.edu/pre-employment-screening> .

9. **CLINICAL TEACHING** – If Associate is participating in clinical teaching, Associate agrees that he or she has either signed or will sign a preceptorship agreement with the University or that Associate is employed by an institution that has executed a preceptor agreement on behalf of its clinician employees.

10. **EXPORT CONTROL** – If Associate’s assignments include service with export-controlled information/technology, Associate agrees to comply with U.S. export control laws and regulations. Export-controlled information/technology cannot be disclosed to parties without authorization from the University’s office of the Vice President for Research. Authorization could include obtaining a license from the Department of State or Commerce prior to release of any export-controlled technology/information. Associate and University agree that they will not at any time take any action that would cause the University to be in violation of any such laws and regulations. Each party will work cooperatively to ensure compliance.
11. **INTELLECTUAL PROPERTY** – Associate acknowledges that if any intellectual property is developed by Associate in the course of performing services for the University, the Arizona Board of Regents (“ABOR”) may claim ownership of such intellectual property, in accordance with the Arizona Board of Regents Intellectual Property Policy and supplementing University of Arizona Intellectual Property Policy (collectively, the “IP Policy”). According to the IP Policy, University owns intellectual property that is developed by individuals within the course and scope of performing services for the University, and using significant University resources (with certain exceptions as further described in the IP Policy). The University does not, however, assert ownership of intellectual property that is developed by Associate prior to, or outside the scope of, performing services for the University. Associate agrees to promptly disclose to the University’s Tech Launch Arizona any intellectual property it develops in the performance of the services that may be subject to the IP Policy. To the extent any such intellectual property is owned by ABOR according to the IP Policy. Associate agrees to assign, and hereby does assign to ABOR, all right, title, and interest in and to such intellectual property, and agrees to provide reasonable assistance to the University to maintain and perfect its ownership rights in such intellectual property.
12. **INSURANCE** – Associate understands that, as a non-employee, he or she is not provided worker’s compensation insurance for injuries that might arise while providing service to the University, and it is recommended that Associates carry personal medical insurance to cover medical expenses that might be incurred. The University does provide, at no cost to the Associate, basic accident insurance coverage for treatment of injuries, but the coverage is in excess of any other valid and collectible insurance available to Associate. The basic accident insurance is limited in scope and not recommended to be relied upon as the sole source of medical insurance by Associate.
13. **LIABILITY COVERAGE** – Associate understands that while acting within the scope of his or her service to the University and in an authorized capacity, he or she is eligible for liability insurance coverage from the State of Arizona self-insurance program described in Arizona Revised Statutes §41-621. This statutory insurance program provides legal defense for Associate and coverage for settlement or court awarded damages that result from claims or lawsuits related to Associate’s service to the University. No other University or state-sponsored employee medical, retirement or insurance plans apply to Associates.
14. **RELEASE** – Associate agrees to release the State of Arizona, Arizona Board of Regents, University of Arizona, and its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and for damage to or loss of property, that Associate may incur while providing service to the University.
15. **TERMINATION** – Associate agrees and acknowledges that as a Designated Campus Colleague, his or her Associate relationship is at-will and carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the Designated Campus Colleague services described in this Agreement.

On behalf of the Arizona Board of Regents

Ann Weaver Hart, President

Date: DCC Acceptance Date

Associate:

Name: DCC Name

Signature DCC Name Dated this _____ day of _____, 20__.

Signature ELECTRONIC SIGNATURE NEEDED

Associate: Please accept this agreement within 14 calendar days.

17.3 VOLUNTEER AGREEMENT



VOLUNTEER AGREEMENT

The University of Arizona is generously supported by Volunteers and other volunteers who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. As a Volunteer, you are not an employee of the University; however, you are required to follow all Arizona Board of Regents and University rules and policies regarding the conduct of University employees. With this Agreement, you may be eligible to take advantage of certain University services and privileges, as outlined at <http://www.hr.arizona.edu/DCC>. This Agreement also establishes standards and guidelines so that both you and the University understand the nature of your Volunteer relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the "University") and **DCC'S Name** (hereafter "**Volunteer**") agree to the following terms.

1. **VOLUNTARY SERVICE** – Volunteer agrees that he or she is volunteering in **Dept/College/Division/Unit** solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the University beyond any specified reimbursement agreements. Volunteer acknowledges that he or she is not an employee of the University. If Volunteer becomes an employee of the University while serving as a Volunteer, he or she agrees to immediately notify **Dept/College/Division/Unit** and understands he or she may no longer provide services as a Volunteer or other Designated Campus Colleague.
2. **AUTHORIZATION TO WORK/VOLUNTEER** – If Volunteer is not a citizen or permanent resident of the United States, he or she affirms that he or she has the appropriate visa status that authorizes him or her to be present in the United States and allows him or her to participate in this volunteer experience. Volunteer also affirms that he or she has submitted documentation to this effect to **Dept/College/Division/Unit** and agrees to immediately inform his or her departmental sponsor or **Dept/College/Division/Unit** business office of any change to his or her visa status.
3. **ASSIGNMENT PERIOD** – Volunteer will begin his or her volunteer assignment on **start date**, and it is anticipated that his or her assignment will end no later than **end date**. Volunteer understands that any extension of this assignment will require him or her to sign another agreement. This includes extensions that may occur at the beginning of each fiscal year.
4. **REPORTING RELATIONSHIP** – Volunteer will coordinate his or her services through **Name of Supervisor** and **Dept/College/Division/Unit**.
5. **ASSIGNMENTS AND DUTIES** – Understanding that Volunteer is providing services on a voluntary basis, he or she nevertheless agrees to follow the directions of administrators, faculty or staff and to abide by ABOR and University policies and procedures while carrying out his or her Volunteer assignments. Volunteer will engage in the following activities:

Duties/responsibilities completed on DCC Request.

6. **NOTIFICATION OF POLICIES** – Volunteer acknowledges that he or she has been given access to all University policies at <http://policy.arizona.edu/> and understands that he or she has received and is expected to review the following University policies and take the following online training as a requirement of signing this Agreement:
 - a. Equal Employment Policy at http://equity.arizona.edu/equal_employment_policy ;
 - b. Nondiscrimination and Anti-harassment Policy at <http://policy.arizona.edu/sites/default/files/Nondiscrimination.pdf> ; and,
 - c. Preventing Sexual Harassment (online training program) at: <http://equity.arizona.edu/education/harassment> .

Volunteer also understands that he or she is required to successfully complete all applicable training required for performing the Volunteer assignments.

7. **EMAIL AND NET ID** – Volunteer has been assigned a NetID, which is a personal identifier that provides access to online services, and an email account that serves as a mechanism for receiving official communications within the University. Volunteer acknowledges that he or she will receive any future Volunteer agreements or other official University business information through his or her assigned University email account. Volunteer also agrees to provide current contact information to the University so long as he or she is a University Volunteer. Personal information updates should be submitted online at: [Update Personal Information](#)
8. **PRE-SCREENING AND BACKGROUND CHECKS** – Volunteer hereby gives the University of Arizona permission to inquire into his or her education, references, driving record, employment, volunteer history, and criminal background. Volunteer understands that the University will only use this information for the purpose of this Agreement.

Volunteer understands that this relationship is contingent upon the successful outcome of criminal background checks or other prescreening checks for non-employees, if required, as described in the University's Pre-Employment Screening Policy available at: <http://policy.arizona.edu/pre-employment-screening>.

9. **CLINICAL TEACHING** – If Volunteer is participating in clinical teaching, Volunteer agrees that he or she has signed or will sign a preceptorship agreement with the University or Volunteer is employed by an institution that has executed a preceptor agreement on behalf of its clinician employees.

10. EXPORT CONTROL – If Volunteer’s assignments include service with export-controlled information/technology, Volunteer agrees to comply with U.S. export control laws and regulations. Export-controlled information/technology cannot be disclosed to parties without authorization from the University’s office of the Vice President for Research. Authorization could include obtaining a license from the Department of State or Commerce prior to release of any export-controlled technology/information. Volunteer and University agree that they will not at any time take any action that would cause the University to be in violation of any such laws and regulations. Each party shall work cooperatively to ensure compliance.
11. INTELLECTUAL PROPERTY – Volunteer acknowledges that if any intellectual property is developed by Volunteer in the course of performing services for the University, the Arizona Board of Regents (“ABOR”) may claim ownership of such intellectual property, in accordance with the Arizona Board of Regents Intellectual Property Policy and supplementing University of Arizona Intellectual Property Policy (collectively, the “IP Policy”). According to the IP Policy, University owns intellectual property that is developed by individuals within the course and scope of performing services for the University, and using significant University resources (with certain exceptions as further described in the IP Policy). The University does not, however, assert ownership of intellectual property that is developed by Volunteer prior to, or outside the scope of, performing services for the University. Volunteer agrees to promptly disclose to the University’s Tech Launch Arizona any intellectual property it develops in the performance of the services that may be subject to the IP Policy. To the extent any such intellectual property is owned by ABOR according to the IP Policy. Volunteer agrees to assign, and hereby does assign to ABOR, all right, title, and interest in and to such intellectual property, and agrees to provide reasonable assistance to the University to maintain and perfect its ownership rights in such intellectual property.
12. INSURANCE – Volunteer understands that as a non-employee, he or she is not provided worker’s compensation insurance for injuries that might arise while providing volunteer service to the University, and it is recommended that volunteers carry personal medical insurance to cover medical expenses that might be incurred. The University does provide, at no cost to the volunteer, basic accident insurance coverage for treatment of volunteer injuries, but the coverage is in excess of any other valid and collectible insurance available to the volunteer. The basic accident insurance is limited in scope and not recommended to be relied upon as the sole source of medical insurance by volunteers.
13. LIABILITY COVERAGE – Volunteer understands that while acting within the scope of his or her volunteer service to the University and in an authorized capacity, he or she is eligible for liability insurance coverage from the State of Arizona self-insurance program described in Arizona Revised Statutes §41-621. This statutory insurance program provides legal defense for volunteers and coverage for settlement or court awarded damages that result from claims or lawsuits associated with the volunteer’s service to the University. No other University or state-sponsored employee medical, retirement or insurance plans apply to Volunteers.
14. RELEASE – Volunteer agrees to release the State of Arizona, Arizona Board of Regents, University of Arizona, and its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and for damage to or loss of property, that Volunteer may incur while providing volunteer service to the University.
15. TERMINATION – Volunteer agrees and acknowledges that as a Designated Campus Colleague, his or her Volunteer relationship is at-will and carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the Designated Campus Colleague services described in this Agreement.

On behalf of the Arizona Board of Regents

Ann Weaver Hart, President

Date: DCC Acceptance Date

Volunteer:

Name: DCC Name

Over 18

Signature DCC Name Dated this _____ day of _____, 20____.

Signature ELECTRONIC SIGNATURE NEEDED

Under 18

Print Name _____

Signature _____ Dated this _____ day of _____, 20____.

Volunteer: Please accept this agreement within 14 calendar days.

17.4 INTERMITTENT/OCCASIONAL VOLUNTEER AGREEMENT



INTERMITTENT/OCCASSIONAL VOLUNTEER AGREEMENT

The University of Arizona is generously supported by Volunteers and other volunteers who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. As a Volunteer, you are not an employee of the University; however, you are required to follow all Arizona Board of Regents and University rules and policies regarding the conduct of University employees. This Agreement also establishes standards and guidelines so that both you and the University understand the nature of your Volunteer relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the "University") and Enter Volunteer's Name (hereafter "Volunteer") agree to the following terms.

1. **VOLUNTARY SERVICE** – Volunteer agrees that he or she is volunteering in Enter Dept Name solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the University beyond any specified reimbursement agreements. Volunteer acknowledges that he or she is not an employee of the University. If Volunteer becomes an employee of the University while serving as a Volunteer, he or she agrees to immediately notify Enter Dept Name and understands he or she may no longer provide services as a Volunteer or other Designated Campus Colleague.
2. **AUTHORIZATION TO WORK/VOLUNTEER** – If Volunteer is not a citizen or permanent resident of the United States, he or she affirms that he or she has the appropriate visa status that authorizes him or her to be present in the United States and allows him or her to participate in this volunteer experience. Volunteer also affirms that he or she has submitted documentation to this effect to Enter Dept Name and agrees to immediately inform his or her departmental sponsor or Enter Dept Name business office of any change to his or her visa status.
3. **REPORTING RELATIONSHIP** – Volunteer will coordinate his or her services through Enter Supervisor's Name and Enter Dept Name.
4. **ASSIGNMENTS AND DUTIES** – Understanding that Volunteer is providing services on a voluntary basis, he or she nevertheless agrees to follow the directions of administrators, faculty or staff and to abide by ABOR and University policies and procedures while carrying out his or her Volunteer assignments. Volunteer will engage in the following activities: Enter Duties/Responsibilities
5. **NOTIFICATION OF POLICIES** – Volunteer acknowledges that he or she has been given access to all University policies at <http://policy.arizona.edu/> and understands that he or she has received and is expected to review the following University policies and take the following online training as a requirement of signing this Agreement:
 - a. Equal Employment Policy at http://equity.arizona.edu/equal_employment_policy ;
 - b. Nondiscrimination and Anti-harassment Policy at <http://policy.arizona.edu/sites/default/files/Nondiscrimination.pdf> ; and,
 - c. Preventing Sexual Harassment (online training program) at: <http://equity.arizona.edu/education/harassment> .

Volunteer also understands that he or she is required to successfully complete all applicable training required for performing the Volunteer assignments.

6. **INTELLECTUAL PROPERTY** – Volunteer acknowledges that if any intellectual property is developed by Volunteer in the course of performing services for the University, the Arizona Board of Regents ("ABOR") may claim ownership of such intellectual property, in accordance with the Arizona Board of Regents Intellectual Property Policy and supplementing University of Arizona Intellectual Property Policy (collectively, the "IP Policy"). According to the IP Policy, University owns intellectual property that is developed by individuals within the course and scope of performing services for the University, and using significant University resources (with certain exceptions as further described in the IP Policy). The University does not, however, assert ownership of intellectual property that is developed by Volunteer prior to, or outside the scope of, performing services for the University. Volunteer agrees to promptly disclose to the University's Tech Launch Arizona any intellectual property it develops in the performance of the services that may be subject to the IP Policy. To the extent any such intellectual property is owned by ABOR according to the IP Policy. Volunteer agrees to assign, and hereby does assign to ABOR, all right, title, and interest in and to such intellectual property, and agrees to provide reasonable assistance to the University to maintain and perfect its ownership rights in such intellectual property.
7. **INSURANCE** – Volunteer understands that as a non-employee, he or she is not provided worker's compensation insurance for injuries that might arise while providing volunteer service to the University, and it is recommended that volunteers carry personal medical insurance to cover medical expenses that might be incurred. The University does provide, at no cost to the volunteer, basic accident insurance coverage for treatment of volunteer injuries, but the coverage is in excess of any other valid and collectible insurance available to the volunteer. The basic accident insurance is limited in scope and not recommended to be relied upon as the sole source of medical insurance by volunteers.
8. **LIABILITY COVERAGE** – Volunteer understands that while acting within the scope of his or her volunteer service to the University and in an authorized capacity, he or she is eligible for liability insurance coverage from the State of Arizona self-insurance program described in Arizona Revised Statutes §41-621. This statutory insurance program provides legal defense for volunteers and coverage for settlement or court awarded damages that result from claims or lawsuits associated with the volunteer's service to the University. No other University or state-sponsored employee medical, retirement or insurance plans apply to Volunteers.
9. **RELEASE** – Volunteer agrees to release the State of Arizona, Arizona Board of Regents, University of Arizona, and its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and for damage to or loss of property, that Volunteer may incur while providing volunteer service to the University.
10. **TERMINATION** – Volunteer agrees and acknowledges that as a Designated Campus Colleague, his or her Volunteer relationship is at-will and carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the Designated Campus Colleague services described in this Agreement.

The parties execute this Agreement this DCC Acceptance Date

On behalf of the Arizona Board of Regents

Ann Weaver Hart, President Date: DCC Acceptance Date

Volunteer:

Name: Enter Volunteer's Name

Signature SIGNATURE NEEDED

If volunteer is under the age of 18, by signing below, I agree that my son/daughter/ward may participate in the activities described above, and I agree to the terms of the Release set forth above.

Printed Name of Parent/Guardian if Volunteer is under the age of 18

Signature of Parent/Guardian if Volunteer is under the age of 18 Date: DCC Acceptance Date

Volunteer and Parent/Guardian: Please accept this agreement within 14 calendar days.

18. DCC EMAIL MESSAGES

Two or three separate emails are sent to the DCCs' personal email address to establish their Designated Campus Colleague relationship.

18.1 EMAIL MESSAGES – PERSON WITH NO NETID

Three email messages are sent to individuals who have not previously held a job or another designated campus colleague relationship. The email messages:

- Are sent to the DCCs personal email address (provided on the Campus Colleague Request)
- Are triggered after the transaction's first Systems Control approval
- Provide the DCCs with an EmplID (message #1), a pin (message #2) and instructions for both creating a NetID and accessing and accepting their DCC Agreement if applicable (message #3)

Note: The EmplID and pin are required for the new DCC to establish a NetID online.

DCC EMAIL #1 - USER DOES NOT HAVE NETID (EMPLID)

Email #1 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the first of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

Your assigned EmplID is:

****Please save this email—it contains your EmplID which is required for current and future reference****

NEED ASSISTANCE???

EmplID question(s) - Contact Systems Control by replying to this message

University of Arizona affiliation question(s) – Contact your department business office representative

DCC EMAIL #2 - USER DOES NOT HAVE NETID (PIN TO CREATE NETID)

Email #2 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the second of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

This message includes your single-use Pin that you will use along with your EmplID, which is provided in a separate email, to create your mandatory UA NetID (username). The UA NetID validates your UA status and is your gateway to University services and resources.

Your assigned single-use Pin is:

CREATE UA NetID (username)

1. Copy and paste the following link into an internet browser: <https://netid.arizona.edu>.
2. Select and complete the steps in the Create UA NetID option located on the left side of the page. Detailed instructions to create a UA NetID are available at: <http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf>.

Note: The UA NetID will be part of your official UA email address (netid@email.arizona.edu)

COMPLETE SELF SERVICE ACTIVITIES

1. Follow instructions included in the third email to finalize your affiliation with the University.

NEED ASSISTANCE???

NetID and password question(s) – Contact Systems Control by replying to this message

University of Arizona affiliation question(s) – Contact your department business office representative

DCC EMAIL #3 – USER DOES NOT HAVE NETID (PERSONAL INFO AND AGREEMENT)

Email #3 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing required Self Service documents to finalize your Designated Campus Colleague (DCC) relationship.

COMPLETE REQUIRED ONLINE DOCUMENTS

- Click on the following link: <http://>
- Enter your UA NetID (username) and password
- Complete all required DCC documents

You must complete and submit the online documents before your DCC status is validated

NEED ASSISTANCE???

NetID, password and Self Service question(s) – Contact Systems Control by replying to this message

University of Arizona affiliation question(s) – Contact your department business office representative

Online Help—[DCC Self Service Guide](#)

18.2 EMAIL MESSAGES – PERSON WITH A NETID

Two email messages will be sent to DCCs with existing NetIDs. The email messages:

- Are sent to the DCCs personal email address
- Are triggered after the transaction's first Systems Control approval
- Provide the DCCs with both their existing NetID (message #4), and instructions for accessing and accepting their DCC Agreement (message #5)

DCC EMAIL #4 - USER HAS AN EXISTING NETID (NETID)

Email #1 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the first of two separate emails necessary to establish your current relationship with the University.

Our records indicate that you were previously assigned the following University NetId:

Your UA NetID and password provide a gateway to University services and resources, and are necessary for completing Self Service activities.

NEED HELP RESETING YOUR PASSWORD???

Contact the UITS 24/7 IT Support Center at 520-626-8324 or support@email.arizona.edu.

COMPLETE SELF SERVICE ACTIVITIES

Follow instructions included in the second email to finalize your affiliation with the University.

DCC EMAIL #5 - USER HAS AN EXISTING NETID (PERSONAL INFO AND AGREEMENT)

Email #2 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing required Self Service documents to finalize your Designated Campus Colleague (DCC) relationship.

COMPLETE REQUIRED ONLINE DOCUMENTS

- Click on the following link: <http://>
- Enter your UA NetID (username) and password
- Complete all required DCC documents

You must complete and submit the online documents before your DCC status is validated

NEED ASSISTANCE???

NetID, password and Self Service question(s) – Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative
Online Help—[DCC Self Service Guide](#)

19. CONTACT INFORMATION

If you are experiencing problems or just have questions about the Manager Self Service DCC Request, please contact the Workflow Administrators.

19.1 WHO TO CALL???

E-mail is the best communication method for contacting the Workflow Administrators. Please include both administrators when emailing. Their contact information is:

- Systems Control - Syscon@email.arizona.edu
- Abbie Montenegro – abbiem@email.arizona.edu
 - Phone: 520-626-7455

