

Designated Campus Colleagues

Darren Shevchuk/Angelica Aros
BE/NSC Business Center

(Presentation given 5/3/21)

Designated Campus Colleague Process

- ▶ The University is generously supported by Designated Campus Colleagues (DCCs), which include affiliates, associates, volunteers, and interns who contribute their time, services, and expertise to help the University accomplish its missions of teaching, research, and service.
- ▶ DCC Worksheet will need to be completed for the Business Center to accurately enter the DCC
- ▶ Any DCC who is not a citizen or permanent resident of the United States will provide a copy of visa documents showing an immigration status that is appropriate for the DCC type and duties/activities of the DCC assignment.
- ▶ DCC will complete Self-Service activities within the UAccess Employee system
- ▶ [DCC Matrix](#) is available to review different categories of DCC and services available for each type

Designated Campus Colleague Process

Designated Campus Colleague Worksheet

Please use this worksheet to prepare data about the individual and related DCC activities or functions to be performed.

*For additional information please visit <http://hr.arizona.edu/employees-affiliates/affiliates>

*A list of [DCC types](#) is available on the HR Workforce Systems website.

*Non-Enrolled Minors on Campus Program Participation Forms: <http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>

Designated Campus Colleague Information		
DCC Type: Click here for DCC Type	Start Date (MM/DD/YYYY):	Expiration Date (MM/DD/YYYY):
Personal Information		
(Legal) Last Name:	First Name:	EmplID (if known):
Date of Birth (MM/DD/YYYY):	Other Names Used (if any):	
Home Phone: ()	Gender: (Check one) <input type="checkbox"/> M <input type="checkbox"/> F	Personal Email:
Mailing Address:		
1) Are you a minor (under age 18)? (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No MINORS ARE DEFINED AS INDIVIDUALS UNDER 18 YEARS OF AGE, IN ACCORDANCE WITH THE STATE OF ARIZONA CHILD LABOR LAWS ARS 23-232. Duties must comply with: https://hr.arizona.edu/supervisors/recruitment-hiring/employment-children		
Have you previously: 2) Worked for the UA? <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Held an unpaid or DCC appointment at the UA? <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Enrolled as a UA student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Citizenship		
5) Are you a US Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Visa Permit Data (complete if answer to citizenship question is "No")		
To determine the appropriate immigration status for the DCC type under consideration, please contact International Faculty & Scholars Office prior to entering into an agreement with the individual.		
Citizen/Passport Country:		
Visa Status Date (MM/DD/YYYY):		
Visa Type:		
Visa Exp. Date (MM/DD/YYYY):		
Duties/Services Performed		
6) Are you collaborating or performing services in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7) Are you collaborating on research activities with UA faculty or research scientists? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8) Brief (under 250 characters) description of duties: 		
Sponsor/DCC Building Information		
Sponsor's Last Name:	Sponsor's First Name:	Sponsor's EmplID:
Affiliate Institution :	Average Weekly Hours (whole numbers only please):	
UA title (Affiliates and Associates only):		
Building :	Room:	UA Directory Phone: