Designated Campus Colleagues
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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 [hr.arizona.edu/employees-affiliates](http://hr.arizona.edu/employees-affiliates).*

*List of DCC Types is available on the HR Workforce Systems website.*

*Non-Enrolled Minors on Campus Program Participation Forms: [hr.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors](http://hr.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors).*

### Designated Campus Colleague Information

<table>
<thead>
<tr>
<th>DCC Type: Click here for DCC Type</th>
<th>Start Date (mm/dd/yyyy)</th>
<th>Expiration Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

### Personal Information

- **Legal** Last Name: 
- **First Name:** 
- **EmpID (if known):** 

- **Date of Birth (mm/dd/yyyy):** 
- **Other Names Used (if any):** 

- **Home Phone:** 
- **Gender:** [ ] M [ ] F

- **Personal Email:**

- **Mailing Address:**

### Citizenship

- **Are you a US Citizen or Permanent Resident?** [ ] Yes [ ] No

### Visa Permit Data (complete if answer to citizenship question is “No”)

- **Citizen/Passport Country:**
- **Visa Status Date (mm/dd/yyyy):**
- **Visa Type:**
- **Visa Exp. Date (mm/dd/yyyy):**

### Duties/Services Performed

- **Are you collaborating or performing services in the US?** [ ] Yes [ ] No

- **Are you collaborating on research activities with UA faculty or research scientists?** [ ] Yes [ ] No

### Sponsor/DCC Building Information

- **Sponsor's Last Name:**
- **Sponsor's First Name:**
- **Sponsor's EmpID:**

- **Affiliate Institution:**
- **Average Weekly Hours (whole numbers only please):**

- **UA title (Affiliates and Associates only):**

- **Building:**
- **Room:**
- **UA Directory Phone:**