

Use this form for both granting **and** discontinuing access for non-employee residents and guest appointments. Access granted/discontinued using this form is limited **ONLY** to the VAULT and the Library. For other access needs (e.g. Banner forms, report access, etc.), the *Administrative Computing Request Form* will need to be completed. Form is located at: <http://www.andrews.edu/services/its/admin-systems/>

ACTION (select one or both): Begin Access Discontinue Access

Non-Employee Assignment

Name _____ Andrews ID # _____ Effective Date for Access to:

Job Title _____ START _____

END _____

Entity/Department Name _____ Dept Org # _____

Please check <u>one</u> box only	<p>Non-Employee Assignment</p> <p> <input type="checkbox"/> AIM <input type="checkbox"/> ALC <input type="checkbox"/> Dynamic Campus (please one indicate below) <input type="checkbox"/> NADEI * <input type="checkbox"/> PMC <input type="radio"/> Shared Services <input type="checkbox"/> Bon Appetit <input type="radio"/> On-site – AU leave tracking? Yes/No If yes, hours beginning balance: _____ <input type="checkbox"/> Other: _____ Check here if head of organization? <input type="checkbox"/> </p> <p><i>* NADEI: if additionally have regular faculty appointment, check 2nd box below</i></p>
	<p>Guest Appointment</p> <p> <input type="checkbox"/> Non-employee AU Administrator/Dept Head <input type="checkbox"/> Non-employee AU Faculty (must submit RAF, section C) <input type="checkbox"/> Non-employee AU Staff </p>

Supervisor Name _____ ID # _____

Head of Organization/Department Head _____ ID # _____ Date _____

Human Resources Use Only

Employment Office Verification _____	Job Class: _____
Bio Form Submitted (date) _____	Position Code _____
Employee Class: XX	Entered in Banner (by) _____ Date _____