



The Offices of Human Resources and Employee & Labor Relations | West Chester University  
201 Carter Drive, Suite 100 | West Chester, PA 19383 | 610-436-2800 | fax: 610-436-3464 | [www.wcupa.edu](http://www.wcupa.edu)

## **ASSOCIATED NEW EMPLOYEE REQUEST PROCEDURES**

### **A. Intent**

The purpose of this procedure is to establish a consistent and compliant process for initiating, approving, and managing associated employees — Individuals engaging with the university as a contractor, consultant, volunteer, or campus partner, but not directly employed or paid by the university — to ensure proper access, documentation, and integration into West Chester University systems. ***This process is effective July 14, 2025.***

### **B. Procedures**

#### **Step 1: Complete the New Associated Employee Request Form**

- The Associated Agency Contact or individual contractor requests access for a new associated employee by completing the [New Associated Employee Request Form Eff July 2025.pdf](#)
  - Form Location:
    - HUMAN RESOURCES Website > HUMAN RESOURCES > Associated Employee Resources
  - Complete Sections 1 & 2
  - Send the form to the assigned University department for the Associated Agency. Refer to the internal [Contact Chart.xlsx](#) for proper routing.
  - If no contact, send to Eric Guiser in Human Resources at [eguiser555@wcupa.edu](mailto:eguiser555@wcupa.edu)

#### **Step 2: Assigned Department Reviews Request**

- The department contact reviews the request and completes Section 3.
- If approved, send the form to Eric Guiser in Human Resources at [eguiser555@wcupa.edu](mailto:eguiser555@wcupa.edu)
- If not approved, inform the Associated Agency Contact

#### **Step 3: Human Resources Reviews Request**

- Human Resources reviews if system access is requested.
  - If so, the employee is sent the Acceptable Use Policy and Confidentiality Agreement with instructions to sign and send back. The form is held until the signed documents are returned.
  - If not required, the form continues for processing.
- Human Resources Reviews background requirements



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- If the agency is completing, no action required and approve for processing
- If the agency is not completing Human Resources to consult with Labor Relations on need to obtain and start processing if needed. Approved for processing once background checks are back.

#### **Step 4: Human Resources Entry into SAP**

- For approved employees, Human Resources creates a record in SAP for the associated employee
  - Will use the end date if provided on form
  - Will use default end dates by agency if no end date is listed:
    - AES Ellucian – One year
    - SSI, WCU Foundation, USH, Aramark, Sodexo, BEI Holdings – No end date
- A Contractor Organizational Unit will be created in SAP under the appropriate department structure or under Human Resources if there is no assigned department.
- Each associated employee will be assigned a unique position number within the Organizational unit for tracking and system integrity.
- Associated employees will be categorized with one of the following working titles
  - *Contractor – AD Access*
  - *Contractor – No AD Access*
  - *Volunteer (mainly Athletics)*

#### **Step 5: Integration with University Systems**

- The SAP records feeds into Identity Management every 15 minutes.
  - Notification is sent to the department contact of RamNet ID and AD Account information
- The SAP record feeds into the Banner system every 24 hours.
  - Banner feeds to downstream systems (RamCard)
- Additional system access must be requested by the department contact (someone with a university email address) to IS&T.
- Account Information email routes to Eric Guiser at [eguiser555@wcupa.edu](mailto:eguiser555@wcupa.edu) who sends to agency contact and/or employee.

#### **Step 6: Training and Policy Acknowledgements**

- Vector Compliance training is not required for associated employees.
- FERPA training will be assigned only if student data access is requested.
- If account access is requested, HUMAN RESOURCES will send:
  - Confidentiality Agreement
  - Acceptable Use Policy



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### **Step 7: Account Termination**

- The Associated Agency contact should inform Human Resources when an employee terminates the Organization. Human Resources will then terminate the employee in SAP which will feed to University systems.
- As an audit, Human Resources will run a report every 6 months and send to the Associated Agency Contact to see what employees are no longer working. They will be termed in SAP.

### **C. Related Documents**

- [New Associated Employee Request Form Eff July 2025.pdf](#)
- [AssociatedEmployeeProcess\\_20250530](#) (Visio)
- Confidentiality Agreement
- Acceptable Use Policy
- [Contact Chart.xlsx](#)