See guidelines for completing the Non-Employee Access Form >

The Non-Employee Access Form is used to request access for an individual that is not an employee of Wichita State University (i.e. a visiting individual that needs access and is not completing work for the University, etc.). Do not use this form to appoint any Wichita State Employee (Please see Non-Benefits Eligible New Hire Form or for a Benefits Eligible New Hire, PeopleAdmin). When completed, send this form via secure Drop Box to your Human Resources Business Partner (do **NOT** E-Mail it).

1. Complete the **prepared by** information with your name, campus phone extension and the date the paperwork is prepared.

2. For the **request type** indicate if the access is for a new request, to be re-activated, or to be terminated.

3. The **comments** box is for the preparer to indicate to the approvers what access the non-employee will need. Specific access will need to be requested through TeamDynamix ticketing (Help Desk) and should be listed in the comments box solely for the approvers to be aware of the access that will be requested once this form is fully approved.

4. The **non-employee information** section must include full name of the non-employee, *myWSU* ID# (if known), social security number, date of birth, non-WSU e-mail address, citizenship status, legal sex, ethnicity (can select not indicated), and marital status. These pieces are necessary to avoid duplication of state records.

5. The **department information** section must include the organization information, the non-employee's Supervisor or Liaison information, and the start and stop date for access (stop date should be no longer than a year from start date; access can be renewed at the end of each year if necessary).

6. The Supervisor or Liaison, Budget Officer of the organization, and Vice President over the organization are to sign and date the form approving access for the non-employee. These signatures indicate approval for the named non-employee to have access associated with the Organization listed.

7. The organization should make and retain a copy if they desire, then send the completed and approved form to Human Resources via secure Drop Box to your Human Resources Business Partner.

8. The Human Resources Office will respond to the 'Prepared by' contact information with a WSU ID if it is not already known. Additional system and door access must be requested through ITS. The Department should submit a Team Dynamix ticket with the specific access needs, including e-mail access if necessary. Contact the ITS Help Desk at (316) 978-4357 for assistance.