

NON-EMPLOYEE (AFFILIATE) APPOINTMENT FORM

(use in conjunction with Personal Data Form)

Use to establish Non-Employees except Volunteers

(For Visiting Scholars, use Visiting Scholar form. For Visiting Student Researchers, use Visiting Student Researcher form. For Volunteers, use Volunteer form. LBNL Postdocs should use their internal process.)

NON-EMPLOYEE INFORMATION (TO BE COMPLETED BY AFFILIATE)	
Name (First Last):	Address:
Email:	
Student ID:	School:
Student Status:	Is Affiliate Work related to coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No
Affiliate Statement: <i>I understand that either I or the University may terminate this relationship at any time without notice. I agree to abide by all rules and regulations of the University. I understand that I am not an employee of the University and will not be paid for this appointment.</i>	
Affiliate Signature:	Date:
APPOINTMENT INFORMATION (TO BE COMPLETED BY SUPERVISOR/DIRECTOR)	
Appointment Type:	<input type="checkbox"/> Consultant (N99CN)
	<input type="checkbox"/> Independent Contractor (N99IN)
	<input type="checkbox"/> Staff UC/OP/Affiliated Organization (N99AF)
	<i>Campus:</i> _____ <i>Title:</i> _____
	<input type="checkbox"/> Unpaid Student Facilitator (N2314)
	<input type="checkbox"/> Other:
Start Date:	End Date:
Work Location:	Department:
Hours Worked/Week:	Supervisor:
VISIT INFORMATION	
DUTIES	
NOTES	
APPROVALS	
Attach email approval if needed in lieu of signature below	
Preparer Name:	Signature:
Department Name:	Signature: