



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

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.pdf](#)
 - Form Location:
 - HUMAN RESOURCES Website > HUMAN RESOURCES > Associated Employee Resources
 - Complete Sections 1 & 2
 - ***Non-West Chester University Employees (No WCU AD Account or Email):***
 - Send the form to Eric Guiser in Human Resources through a secure drop box at <https://securefiles.wcupa.edu/>.
 - Select Drop-Off
 - Request Code – No
 - Enter your name, organization and email address
 - Select Send Confirmation
 - Go to that email and select the link at the bottom
 - Add Recipients - Type in Eric Guiser and eguiser555@wcupa.edu
 - Select Add & Close
 - Attached the file
 - Select Drop Off Files
 - ***West Chester University Employees***
 - Send the form to Eric Guiser in Human Resources through a secure drop box at <https://securefiles.wcupa.edu/>.
 - Log In with WCU log on
 - Select Drop-Off
 - Add Recipients - Type in Eric Guiser and eguiser555@wcupa.edu
 - Attached the file
 - Select Drop Off Files



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

Step 2: Human Resources Reviews Request and Complete Section 3

- Human Resources will follow up with the associated department contact if needed
- 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
 - 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 who sends to agency contact and/or employee.



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

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

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.pdf](#)
- **Confidentiality Agreement**
- **Acceptable Use Policy**
- [Contact Chart.xlsx](#)