

Agency Temp or Contractor Guidelines (Employee class T1)

Purpose

The T1 employee class is used for non-employees who need access to UNF email and/or other systems for a limited period of time. Examples include people employed by a third party (Chartwell's, UNF bookstore), Board of Trustee members, federal or state auditors, ROTC cadres, visiting faculty/researchers, or former employees who are employed through the temp agency.

How to request access

Departments requesting access for a person to have Agency Temp/Contractor status **must** submit a Network Access Form.

- The form can be found under myWings/Staff tab/Employee Online Forms/Human Resources/Network Access Form.
- The form must be completed by a budgeted employee (not another Agency Temp/Contractor or OPS employee).
- Note that the form requires the requestor to provide the T1's social security number and birth date.

Approval of access

HR reviews and approves the Network Access Form. If approved, the person will have a PEAEMPL record in Banner with the following information:

- Employee Class = T1 (Agency Temp or Contractor)
- Future termination reason = EA (end of appointment)
- Future termination date = date provided on Network Access Form (see below for default date and exceptions)

Duration of access

Requestors must provide an expected termination date on the Network Access Form. If a termination date is NOT specified then HR will assign a termination date of six (6) months from the date access is granted. There are some exceptions:

- The following are NOT required to have a termination date:
 - Board of Trustee members
 - Persons employed on campus by third parties (Chartwell's, UNF bookstore)
- If the Agency Temp/Contractor does not have a termination date, it is the department's responsibility to notify Human Resources to terminate the Agency Temp/Contractor when they no longer need system access.

Deactivation

The Agency Temp/Contractor and the requestor will both be notified by email at the following date intervals prior to being deactivated:

- 2 months, 1 month, 2 weeks, 1 week, and 1 day *prior to term date*

The email notification provides information about how to request extended access, if needed. If no request is made, the Agency Temp/Contractor will be deactivated on the termination date and all access to university systems will be disabled. The UNF email associated with the Agency Temp/Contractor will be purged and will not be recoverable, and any inbox redirects will also be terminated.