1. **Background**

There is a requirement that the University ensures a clear and robust process exists to enable workers to have access to University Staff resources.  This process aligns to the strategic objective of achieving the highest organisational standards and also allows more accurate management information to be produced through HR Connect.

This process applies to the Associate Staff category of workers which includes any individual **not directly paid through payroll,** working as a member or on behalf of the University.

1. **Process**

Any individual not due to be directly paid through Payroll, working as a member or on behalf of the University and requires access to University Staff resources can request via the host manager to be added onto the system as an Associate.

• Managers should complete an Associate Staff Notification Form to request access to staff resources. The **fully** completed form should be sent to the HR Services Team at [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk) at least 2 weeks before an individual needs access otherwise access on their start date cannot be guaranteed.

• When the HR Services Team receive the Associate Staff Notification form, they Associate will be added to HR Connect and a notifications will be issued to Information Services identifying the need for resource requirements. Managers will then receive the default log in details for the Associate Staff member directly from Information Services.

• Managers will be required to provide effective end dates on the Associate Staff Notification Form, to enable access to be restricted when the individual ends their time at the University. If no end date is provided, a default end date of 31 July each year will be inputted by HR to ensure that the requirement for access is reviewed.  The manager will receive a notification of the forthcoming end date and will either make a leaver or advise a revised end date. The HR services team will require full details of why an extension is required.

• The level of access and resources an Associate Staff member will receive will vary depending on the category, please review the Associate Staff Notification Form for more information.

• A cost centre must be supplied to enable HR to process the Associate.

• All associated staff will be required to read and comply with the Health and Safety requirements [http://staff.napier.ac.uk/services/hr/healthandsafety/booklets/Pages/Contractors.aspx](https://staff.napier.ac.uk/services/hr/healthandsafety/booklets/Pages/Contractors.aspx)

• If the Associate staff member needs access to student information they must complete the Oath of Confidentiality Form.

• When an Associate Staff member leaves, the University Manager should notify the HR Services Teams at [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk) to ensure that the Associate is removed from the HR System and their access to resources stopped. If applicable the Associate Staff card should be returned to the Manager and securely destroyed.

1. **Useful links**

* [Associate Appointment Form](https://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/Associate%20Form%202021.docx)

**Document Control**

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