



**Campus Community**  
Arizona State University

# **Courtesy Affiliates**

## **Business Process Guide**



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## Purpose

A Courtesy Affiliate is neither a current student nor a current employee but is affiliated with ASU in order to receive one or more services. This process allows the addition and maintenance of an affiliation with the university.

Some examples are:

Arizona Board of Regents

Barrett Summer Scholar Program

Consultants

GCC ASU Partnership

Adjunct Faculty

University Vendor

Retired Faculty or Staff

The Courtesy Affiliate process is also used to enter new employees (faculty and staff) into the system so they can get an ASURITE ID and use limited services (such as ASU Email) right away.

This process is used *in addition* to existing HR requirements for identifying and setting up new employees. Existing HR processes must still be followed to complete the entry of a new employee into the HRIS system. Please refer to Appendix C for more information on HR Early On Board Access for new hires.



## Process Description

- A. A person requests a service from the university
- B. Determine the type of sub-affiliation that describes the person
- C. Gather the minimum information of full name, birth date, gender, SSN or Tax Id, business address, email address and work telephone number
- D. Use the PeopleSoft Search/Match tool to ensure the person is not already affiliated with the university
- E. If a match is not found add the person to PeopleSoft
- F. If a match is found, verify and/or update the personal information on file
- G. Add the sub-affiliation information for the person



## Navigation

### Search/Match

Campus Community > Personal Information > Search/Match

### Add/Update a Person

Campus Community > Personal Information > Add/Update a Person

### Adding a Sub-Affiliation to the University

ASU Customizations > ASU Campus Community > ASU Affiliation > Person Affiliation



## Search/Match Set Up

After signing on to PeopleSoft from the main menu navigate to Campus Community > Personal Information > Search/Match and the search window will appear.

**Search/Match**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search Type: = [dropdown] [dropdown]

Search Parameter: begins with [dropdown] [input] [magnifying glass]

Ad Hoc Search

Description: begins with [dropdown] [input]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Type:** Select *Person* from the drop down list.

**Search Parameter:** Select **STANDARD** from the list (click on the magnifying glass for list). The Search Parameter tells the system which fields to use in the search.

**Search/Match**  
Enter any information you have and click Search. Leave fields blank for a list of all va

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Search Type: = [dropdown] **Person** [dropdown]

Search Parameter: begins with [dropdown] [input] [magnifying glass]

Ad Hoc Search

Description: begins with [dropdown] [input]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-10 of 10 Last

Search Type	Search Parameter	Ad Hoc Search	Description
Person	BATCH_APPS	N	Batch Load Applicants
Person	FAPLUS	N	FA PLUS Borrower Match
Person	MAPP_TAG	N	MappTag Batch Load
Person	PSCS_ADHOC	Y	CS Person Adhoc Search
Person	PSCS_TRADITIONAL	N	CS Person Traditional
Person	PSHR_SAVE_TIME	N	HR Auto Run at Save Time
Person	PSRS_HIRE	N	Prepare For Hire
Person	RPLUS	N	Recruitment Plus Prospect Load
Person	STANDARD	N	Standard Online Search
Person	TS130_BATCH	N	External Transcripts



Once you have entered the Search Parameter, your screen should look like the one below.

**Search/Match**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search Type: = Person

Search Parameter: begins with STANDARD

Ad Hoc Search

Description: begins with

Search Clear Basic Search Save Search Criteria

**Tip:** By clicking on the *Save Search Criteria* link before leaving this panel, the settings will be saved with a name you choose. Thereafter a drop down box will appear for the field **Use Saved Search**. Selecting your saved named search from the list will automatically populate this form.

Click the *Search* button.

**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Search Result Rule

Search Result Code:

[User Default](#)

Search Criteria

Search Fields	Value
Last Name Search	<input type="text"/>

**Search Result Code:** Click *User Default* and then click on the magnifying glass next to Search Result Code and select **PS\_GEN\_W\_EXCEPT**. The Search Result code tells the system how to display the search results.



Search Criteria

**Default Search Result**

User ID: CCTRN

Search Type: Person

Search Result Code:

**Look Up Search Result Code**

Search Type: Person

Search Result Code: begins with

Description: begins with

[Basic Lookup](#)

**Search Results**

View 100 First 1-8 of 8 Last

Search Result Code	Description
<a href="#">MAPP TAG</a>	<a href="#">MAPP TAG</a>
<a href="#">PSCS TRAD MASK</a>	<a href="#">CS Pers Traditional Result Mask</a>
<a href="#">PSCS TRAD RESUL</a>	<a href="#">CS Person Traditional Results</a>
<a href="#">PSHR GENERAL</a>	<a href="#">General Core HR Results</a>
<a href="#">PSRS HIRE</a>	<a href="#">Prepare For Hire</a>
<a href="#">PS_GEN_W_EXCEPT</a>	<a href="#">General Srch Rslt w exceptions</a>
<a href="#">STDSTU</a>	<a href="#">Standard Student Result</a>
<a href="#">T130 EXT ORG</a>	<a href="#">T130 Ext Org</a>

Then click **OK**. This will set up a default Search Result Code that will appear each time you use Search/Match.

**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Search Result Rule

Search Result Code:  General Srch Rslt w exceptions

[User Default](#)

Search Criteria





## Performing Searches Using Search/Match

The Search/Match tool is quite flexible and will allow you to search in a number of different ways. When searching for people in the database, a search should be performed on the individual's SSN, then by name and date of birth, and finally by name only.

**Note:** If you know the EMPLID or Campus ID of the person you wish to add a Courtesy Affiliation to, it is not necessary to perform a Search/Match. You can update the individual's personal information, if necessary, or you can add the sub-affiliation to the person's record (see Adding a Sub-Affiliation).

**If an individual already has an EMPLID, it is critical that you do not create another EMPLID for the person.** Vital employment and academic records are associated with the EMPLID, and in order to maintain accurate records and properly report tax information to the IRS, it is crucial that all of an individual's records are associated with a single EMPLID only.

### Step 1: Enter the person's last name, first name, date of birth, and SSN.

The enter button must be pressed to register the data entered in the field or the cursor can be placed on another field to register the field in which you entered data. As you enter the name, notice that if you type "doe" or "Doe" pressing enter or tab transforms the name to all capital letters, "DOE." Search/Match standardizes all name searches by making all the letters in the name upper case and by removing hyphens, spaces, and special characters. This allows the Search/Match to focus the match on the letters of the name alone.

**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Search Result Rule

Search Result Code: PS\_GEN\_W\_EXCE General Srch Rslt w exceptions  
[User Default](#)

Search Fields	Value
Last Name Search	DOE
First Name Search	JOHN
Date of Birth	01/10/1976
National Id	123456789



**Step 2: Perform a SSN Only Search.**

Scroll down the panel to the *Search by Order Number* section.





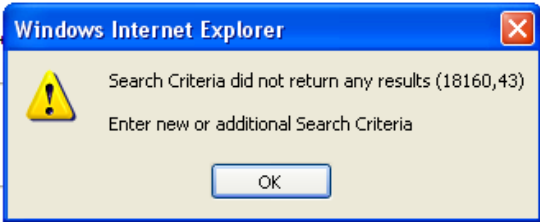
Notice that five of the *Selective Search* buttons are available for use.

**Tip:** Be sure that you disable the Pop-up Blocker for this site. Otherwise you will not be able to view the details of the search results.

Search by Order Number		
Search Order	Description	
10	Name + Date of Birth + SSN	Selective Search
20	SSN Only	Selective Search
30	Name+Date of Birth+Campus ID	Selective Search
40	Campus ID (ASU ID)	Selective Search
50	Name + Date of Birth	Selective Search
60	Name Only	Selective Search
70	Date of Birth + First Name	Selective Search
80	DOB + Country (Addr), Gender	Selective Search

Click the *Selective Search* button for the SSN Only search.

No results were found.

National Id	<input type="text" value="123456789"/>	
Campus Id	<input type="text"/>	
Country	<input type="text"/>	
Gender	<input type="text"/>	
<b>Search by Order Number</b>		
<b>Search Order</b>	<b>Description</b>	
10	Name + Date of Birth	 <input type="button" value="Selective Search"/>
20	SSN Only	<input type="button" value="Selective Search"/>
30	Name+Date of Birth+Campus ID	<input type="button" value="Selective Search"/>

If you get this message, you do not want to assume that the person you are searching for is not in the database. They could still exist in the database, but there could be a typographical error in the SSN or the SSN does not exist on their record.

Click *OK* to return to the Search Criteria panel.





**Step 3: Perform a Name and Date of Birth search.**

Click the *Selective Search* button for the Name + Date of Birth search.

This time, results were returned.

The Results, Results2 and Additional Information tabs provide additional data about the records returned.

**Tip:** You can expand the Search Results page to display all the information contained in the tabbed sections on one page by clicking the Show all columns icon . To return to the tabbed view click the Show tabs icon .

**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search


Result Code: PS\_GEN\_W\_EXCEPT General Srch Rslt w exceptions

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 50 Name + Date of Birth

Search Results Customize | Find | View All | First 1-3 of 3 Last

Results Results2 Additional Information 

			Empl ID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	PRI	01/02/1900	John	Tim	Doe
2	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	PRI	01/03/1900	John		Doe
3	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	PRI	01/04/1900	Johnathan	T	Doe

The Results tab provides you with EMPLID, effective dated name rows, and National ID. Results returned will include current and former names with different effective dates.

In this example, you see three rows returned all with the same EMPLID. This is showing you that John Doe has three effective dated name rows. The 01/04/1900 row is the most current row; however, clicking on any of the links (*Detail* on this tab, *Person Organizational Summary and Relations with Institution* on the Additional Information tab) will all take you to the most current data for the person.



**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Result Code: PS\_GEN\_W\_EXCEPT General Srch Rslt w exceptions

▼ Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 50 Name + Date of Birth

**Search Results** [Customize](#) | [Find](#) | [View All](#) | First  1-3 of 3  Last

Results Results2 Additional Information

			<u>EmpID</u>	<u>Date of Birth</u>	<u>Gender</u>
1	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	01/10/1976	M
2	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	01/10/1976	M
3	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	01/10/1976	M

The Results2 tab provides Date of Birth and Gender.



**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Result Code: PS\_GEN\_W\_EXCEPT General Srch Rslt w exceptions

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 50 Name + Date of Birth

**Search Results** [Customize](#) | [Find](#) | [View All](#) | First  Last

Results Results2 Additional Information

			EmplID		
1	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
2	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
3	<a href="#">Carry ID</a>	<a href="#">Detail</a>	1000840305	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>

The Additional Information tab provides links to *Person Organizational Summary* and *Relations with Institution*.

With the Add/Update Courtesy Affiliate role, the *Person Organizational Summary* link is not available for use.

Click *Relations with Institution*.



The *Relations with Institution* link will take you to a detail page that will show you the person's current primary affiliations with the university.

Relations with Institution Detail		
First Name:	Jonathan	ID: 1000840305
Last Name:	Doe	
	Currently Is A(n)	
Student Applicant:	<input checked="" type="checkbox"/>	
Student:	<input type="checkbox"/>	
Alumni:	<input type="checkbox"/>	
Employee:	<input type="checkbox"/>	
Courtesy Affiliate:	<input type="checkbox"/>	
Consumer:	<input type="checkbox"/>	
<a href="#">Return</a>		

Click *Return* to go back to the search results.

Click on the *Detail* link.



The *Detail* link that displays on all three tabs will take you to Campus Community > Personal Information > Add/Update a Person. Clicking on the link opens a new window so you can check out additional information about the person.

Jonathan Doe 1000840305 [Names](#)

**Person Information**

Date of Birth:  [Birth Information](#) Campus ID:

**Biographical History** [Find](#) [View All](#) First 1 of 1 Last

\*Effective Date:

\*Marital Status:  As of:

\*Gender:

**National ID** [Customize](#) [Find](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	<input type="text" value="Social Security Number"/>	<input type="text" value="123-45-6879"/>	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**

[Addresses](#) [Find](#) [View All](#) First 1 of 4 Last

**Phone**

*Type	Phone	Ext	Country	Preferred
Home	<input type="text" value="480/965-3124"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Locl	<input type="text" value="999/555-1234"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Other	<input type="text" value="jon.doe@hotmail.com"/>	<input checked="" type="checkbox"/>

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

If this is the correct person that you are searching for, you can make personal data changes to the record if necessary. You can then move on to “Adding a Sub-Affiliation.”

Close the Add/Update a Person window.

In the Search Results panel click the *Return to Search Criteria* link.





**Step 4: Perform a Name Only search.**

If you have still not found the person you are searching for, click the *Selective Search* button for the Name Only search.

**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Result Code: PS\_GEN\_W\_EXCEPT General Srch Rslt w exceptions

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 2

Search Order Number: 60 Name Only

Search Results								
Customize   Find   View All   1-4 of 4   First   Last								
Results	Results2	Additional Information						
		Empl ID	Name Type	Name Effective Date	First Name	Middle Name	Last Name	
1	<a href="#">Carry ID</a> <a href="#">Detail</a>	1000840305	PRI	01/03/1900	John		Doe	
2	<a href="#">Carry ID</a> <a href="#">Detail</a>	1000840305	PRI	01/02/1900	John	Tim	Doe	
3	<a href="#">Carry ID</a> <a href="#">Detail</a>	1000840305	PRI	01/04/1900	Johnathan	T	Doe	
4	<a href="#">Carry ID</a> <a href="#">Detail</a>	1202692044	PRI	09/28/2009	john		doe	

A larger result set will be returned. Utilize the tabs and the links to evaluate the data.

If you are not able to find the person you are looking for, click *Return to Search Criteria*.

**Step 5: Perform a First Name and Date of Birth search. (Optional)**

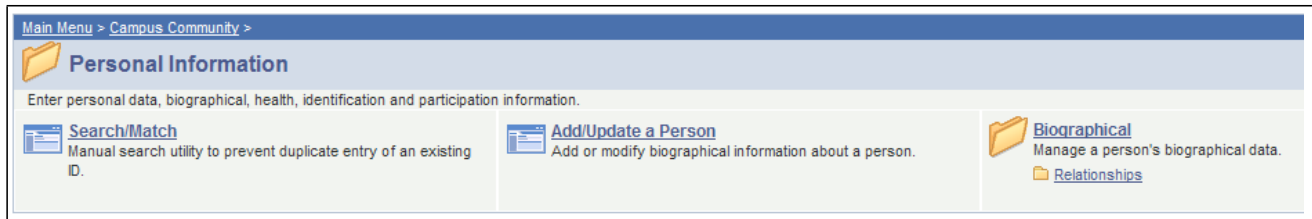
There are instances where you will want to utilize the Date of Birth and First Name search. This search is particularly helpful with female individuals who exist in the system under one last name, but now have different last name due to marriage or divorce.

If you are not able to find the person you are searching for after performing all searches, move on to "Adding a New Person."



## Adding a New Person

From the main menu navigate to Campus Community > Personal Information > Add/Update a Person



**Tip:** If you have other access which allows you to see the *Personal Information (Student)* link, please do not use it for adding a Courtesy Affiliate. This particular link only contains current students and will prevent you from seeing someone who exists in the database as something other than a student.

### Please note:

The system does not force you to search prior to adding a new person to the database. It is imperative that you conduct a **Search/Match** to ensure you will not be adding a duplicate person to the system.



To add your new person, select the *Add a New Value* tab.

### Add/Update a Person

[Find an Existing Value](#) **Add a New Value**

ID:

[Find an Existing Value](#) | [Add a New Value](#)

**ID:** Leave the default value of 'NEW' in the field. Once all the person data is entered and the record is saved, the system will automatically generate a 10 digit EMPLID (also known as ASU ID or Affiliate ID).

Click the *Add* button to add a new person.



Biographical Details **Regional**

NEW

---

**Person Information**

Effective Date: 04/22/2008 31

\*Format Using: English [Change Format](#)

Prefix:

First Name:  Middle Name:

Last Name:

Suffix:

Date of Birth: 04/07/1988 31 [Birth Information](#) Campus ID:

---

**Biographical History** [Find](#) [View All](#) First 1 of 1 Last

\*Effective Date: 04/22/2008 31 + -

\*Marital Status: Single  As of:

\*Gender: Female

---

**National ID** [Customize](#) [Find](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	132456789	<input checked="" type="checkbox"/>

[Add](#)

---

**Contact Information**

**Addresses** [Find](#) [View All](#) First 1 of 1 Last

\*Address Type: Business

Effective Date: 04/22/2008 31 + -

\*Status: Active

Country: USA

Address: [Edit Address](#)

**Phone**

*Type	Phone	Ext	Country	Preferred
Work	480/965-8300			<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Other	chloekitah@yahoo.com	<input checked="" type="checkbox"/>

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Biographical Details | **Regional**

Complete as much information on the Biographical Details page as possible. Be sure to properly case names, street names, cities, etc. Also avoid using periods, commas, and diacritical marks such as à, ñ, and ö. There are no edits at this time to enforce data standardizations.

At the very minimum enter the full name (as it appears on the individual's Social Security Card), the date of birth, the gender, the SSN in the National ID field (if you have it), and a non-ASU email address.



## PERSON INFORMATION

**Effective Date:** System defaults to current date. In most cases it is fine to leave the date alone. If you are entering a new hire this date should be changed to the hire date if that date precedes the current date. Future dates should never be entered.

**Prefix:** Select a prefix if you wish.

**First Name:** Enter the legal first name of the person. Be sure to properly case the name and refrain from using periods, commas, and diacritical marks like accents or tildes, etc. Apostrophes and hyphens are okay to use.

**Middle Name:** Enter the legal middle name of the person. Be sure to properly case the name and refrain from using periods, commas, and diacritical marks like accents or tildes, etc. Apostrophes and hyphens are okay to use.

**Last Name:** Enter the legal last name of the person. Be sure to properly case the name and refrain from using periods, commas, and diacritical marks like accents or tildes, etc. Apostrophes and hyphens are okay to use.

**Suffix:** Select the appropriate suffix if applicable. Currently the suffix list only goes up to a value of 'VII.'

**Date of Birth:** Enter the date of birth for the person in MMDDYYYY or MM/DD/YYYY format. This date is important for identity purposes as well as for ASURITE ID activation.

**Campus ID:** Leave this field blank. Once all the person data is entered and the record is saved, the system will automatically generate a 9 digit Campus ID (formerly known as ASU ID or 99#).

## BIOGRAPHICAL HISTORY

**Effective Date:** System defaults to current date. In most cases it is fine to leave the date alone. If you are entering a new hire this date should be changed to the hire date if that date precedes the current date. Future dates should not be entered.

**Marital Status:** System defaults to 'Single.' If the person's status is something other than 'Single' select the appropriate status.

**As of:** System will default to current date if left blank. For new person entry, it is fine to leave it blank.

**Gender:** System defaults to 'Unknown.' Select the appropriate gender.

## NATIONAL ID

**Country:** System defaults to 'USA.' This value should not be changed even if the person you are entering is not from the US.

**National ID Type:** System defaults to 'Social Security Number.' This value should not be changed unless the person you are entering has an Individual Taxpayer Identification Number and is not an employee.

**National ID:** Enter the SSN (or the ITIN if a non employee has one) of the person you are entering in NNNNNNNNNN format. If the person you are adding to the system does not have a SSN, leave the National ID field blank. The system will fill the field with 9's. You should never manually enter all 9's or any other bogus number in the National ID field.



## PHONE

**Type:** Select the appropriate type. Note: the online directories display the 'Work' phone type.

**Phone:** Enter phone number in NNNNNNNNNN or NNN/NNN-NNNN format.

**Preferred:** Check the preferred box. The preferred box should be checked on the 'Work' phone if multiple phone numbers are entered.

To add additional numbers, click the Add button below the Type field and another row will appear.

## EMAIL

**Type:** Select the type of 'Other.' A non-ASU email address is required for the ASURITE ID activation email.

**Email Address:** Carefully enter the email address.

**Preferred:** Check the preferred box.

If you are updating an existing record that has an ASU email address listed, the ASU email address must be marked as preferred.

## ADDRESSES

In the Addresses section of the page, you can add a variety of address types, such as Home and Business, for the individual. For Courtesy Affiliates, the Business Address populates in the online directories. Select the address type Business and then click *Edit Address*.

There is a very specific format for the Business address so that the data will be displayed appropriately in the online directories. There are no edits, so the data will display as typed.

### Business Address

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Arizona Postal:

County:

**Address 1:** Enter the company name

**Address 2:** Enter the building and office or cubicle number (e.g., CPCOM 4N41)

**Address 3:** Enter the street address of the company (e.g., 501 E Orange)

**City:** Enter the city of the campus (e.g., Tempe)

**State:** Enter AZ

**Postal:** Enter the campus zip code and the mail code of your department.

Click *OK*.




**Edit Address**

Country: United States [Change Country](#)


Address 1:

Address 2:

Address 3:

City:  State:   Arizona Postal:

County:

If you need to add additional addresses, click the  icon to the right of the effective date. (Future Hire processors, please check Appendix C for Campus Physical Location Address information.)

Once you have completed entering the bio demo information for your person, click **Save**.



When saving the record, it is possible that you will receive a “duplicate” message:

Warning -- Potential duplicate found at Search Order Number 30 - "Name,Bday,Gender" (14000,407)

Based upon the data entered and the search/match criteria, a potential match exists between the data being saved and at least one constituent already in your database.

Use Search/Match to further investigate the potential matches. This should help you decide whether the ID you are trying to add is truly new to your database or if this constituent already exists.

Click OK to ignore the warning and continue saving the transaction, click CANCEL to review the results.

If you have followed the Search/Match procedure and the message does not mention that a match has been found on SSN, you are safe in clicking OK. If you neglected to search for the person first, then click Cancel and proceed to the Search/Match menu item. If you get the SSN message and are unable to determine that the other emplid belongs to the person you are entering, please contact Campus Community for assistance at <https://asu.service-now.com/ess/services.do> Service Catalog>PeopleSoft Administration>Campus Community.

Upon a successful save, the EMPLID and Campus ID were assigned by the system and are displayed near the top of the page. To use the EMPLID on subsequent pages, you will want to either write it down or copy and then paste it into the ID search field.

Biographical Details | **Addresses** | Regional

Chloe Valley 1201337245 [Names](#)

**Person Information**

Date of Birth: 04/07/1988  Birth Information Campus ID: 995110516

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date: 04/22/2008  + -

\*Marital Status: Single As of: 04/22/2008

\*Gender: Female

**National ID** Customize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	132-45-6789	<input checked="" type="checkbox"/>

**Contact Information**

Addresses Find | View All First 1 of 1 Last **Phone**

*Type	Phone	Ext	Country	Preferred
Work	480/965-8300			<input checked="" type="checkbox"/>

**Email**

*Type	*Email Address	Preferred
Other	chloekitah@yahoo.com	<input checked="" type="checkbox"/>

Address Type: Business [Addresses](#)  
 Effective Date: 04/22/2008  
 Status: Active  
 Country: USA  
 Address:  
 Acme Consultants  
 CPCOM 4N41  
 501 E Orange  
 Tempe, AZ 85287-0101

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | **Addresses** | Regional

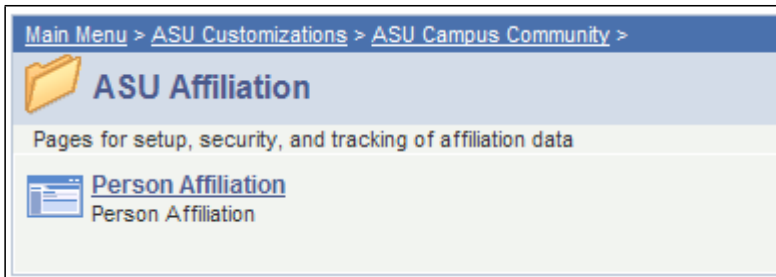




## Adding a Sub-Affiliation

From the main menu navigate to:

ASU Customizations > ASU Campus Community > ASU Affiliation > Person Affiliation



**Person Affiliation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:**   begins with

[Advanced Search](#)

Enter the EMPLID of the person and click *Search* or click *Advanced Search* and search by name, Campus ID, etc.



Person Affiliation | **Secondary Job** | Secondary Student | Sub Affiliations

Chloe Valley 1201337245

ASURite

Primary Affiliation Find | View All First 1 of 1 Last

Affiliation Code

Effective Date	Status	Updated Date Time

Save Return to Search Notify

Person Affiliation | Secondary Job | Secondary Student | Sub Affiliations

The Person Affiliation tab identifies the primary affiliations a person can have with the university. The primary affiliations are set by what exists on the Secondary Job tab, the Secondary Student tab, and the Sub Affiliations tab. The Secondary Job and Secondary Student tabs are populated with data from HR and Student information that may exist on the person. This information is updated hourly. (Please see Appendix A for more information about these pages.)

The information on the Sub Affiliations tab is manually entered by users like you. Click the *Sub Affiliations* tab.

Person Affiliation | Secondary Job | Secondary Student | **Sub Affiliations**

Chloe Valley 1201337245

Sub-Affiliations by Department Find First 1 of 1 Last

\*Department

Sub-Affil Data | Campus/Title/Comments | Tracking Data

*Sub-Affiliation	Description	*Status	*Subaffiliation Start Date	*Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
<input type="text"/>		Active	04/22/2009	04/22/2010	<input type="text"/>	<input type="text"/>

Person Affiliation | Secondary Job | Secondary Student | Sub Affiliations

This page will show any existing or previous sub-affiliations.

**Department:** Enter appropriate department (based on HR’s department tree). Click the magnifying glass to see a list of valid department codes. If department does not apply select ‘ASU’ as a default department. This information will appear in the online directory.

**SUB-AFFIL DATA tab**

**Sub-Affiliation:** Enter applicable sub-affiliation code. Click the magnifying glass to see a list of valid sub-affiliation codes that you have the authority to maintain. You can select the desired code by clicking the directly on the code. This information will appear in the online directory.

**Description:** Will default short description from Sub-Affiliation code. This information will appear in the online directory.

**Status:** Will default to ‘Active.’ Nightly batch process will verify that appropriate status is set based on Subaffiliation End Date.

**Subaffiliation Start Date:** Will default to current date. This date can be modified, though it is not recommended. Please note that entering a future date here will delay the creation of an ASURITE ID.

**Subaffiliation End Date:** Will default to duration length established on Sub Affiliation Type table (i.e., duration for NCON will default to 12 months). This date can be modified. There is a date check that will not allow a Subaffiliation End Date that precedes the Subaffiliation Start Date. To view the default durations for a particular code, log on to the [Courtesy Affiliate Processors](#) Google Doc and on the Courtesy Affiliate tab look in the “Default Duration” column to see the length in months.



**Sponsor ASURITE ID:** Enter ASURITE ID of sponsor. If the field is left blank on a sub-affiliation code that requires a sponsor, a message will pop up noting that ASURITE ID is required. This is important for the email notification process. A Sponsor is an ASU employee (typically a Dean or Director) who has authorized the Courtesy Affiliate to have access to ASU services. To view which codes require a Sponsor ASURITE ID, log on to the [Courtesy Affiliate Processors](#) Google Doc and on the Courtesy Affiliate tab look in the “Email for renewal flag” column. If the value is ‘Y’, then a Sponsor ASURITE ID is required for that code.

**Sponsor:** The name of the sponsor will appear when a valid ASURITE ID is entered in Sponsor ASURITE ID field.

### CAMPUS/TITLE/COMMENTS tab

**Department, Sub-Affiliation, Description, and Status:** Will display information entered on Sub-Affil Data tab.

**Campus:** Select one of the five valid Campus codes using magnifying glass.

**Title:** Enter title. Field accepts mixed casing. This information will appear in the online directory.

**Comments:** Enter any related comments about the transaction.

Click **Save** to save the sub-affiliation record.

Campus, Title, and Comments are optional fields, but it is best to fill out as much information as possible especially if you need to track your department’s Courtesy Affiliates.

Upon a successful save the person’s sub-affiliation is now in the database. It is possible to utilize myReports to query against the Person Affiliation tables (see Appendix B for more information).

Chloe Valley 1201337245

Sub-Affiliations by Department Find First 1 of 1 Last

\*Department U0106002 DEV Campus Comm Security +

Sub-Affil Data Campus/Title/Comments Tracking Data [...]

*Sub-Affiliation	Description	*Status	*Subaffiliation Start Date	*Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NCON	Consultant	Active	04/22/2009	04/22/2010	etdoe	Doe,Emily Testing



Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Chloe Valley 1201337245


Sub-Affiliations by Department Find First 1 of 1 Last

\*Department U0106002 DEV Campus Comm Security +

Sub-Affil Data Campus/Title/Comments Tracking Data

*Sub-Affiliation	Description	*Status	Campus	Title	Comments
NCON	Consultant	Active	TEMPE	Consultant	Per request of Tom Smith 4/22/2009

### Add an Additional Sub-Affiliation in the Same Department

If a person has an existing sub-affiliation that is not the one you wish to add to their record but it is in the same department, simply click the  icon to the right of the Sponsor field to add the new sub-affiliation. Remember to go to the Campus/Title/Comments tab to add the Campus, Title, and Comments about the transaction. Click Save to save the sub-affiliation record.

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Susie Doe 1201821196

Sub-Affiliations by Department Find First 1 of 1 Last

\*Department L0105 Undergraduate Admissions +

Sub-Affil Data Campus/Title/Comments Tracking Data

Sub-Affiliation	Description	Status	Subaffiliation Start Date	Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NSOS	Standby Office Staff	Active	11/05/2008	03/31/2009		



Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Susie Doe 1201821196


Sub-Affiliations by Department Find First 1 of 1 Last

\*Department L0105 Undergraduate Admissions +

Sub-Affil Data Campus/Title/Comments Tracking Data

Sub-Affiliation	Description	Status	Subaffiliation Start Date	Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NSOS	Standby Office Staff	Active	11/05/2008	03/31/2009		
POIS	Service Prof Hire	Active	03/25/2009	05/25/2009		

### Add an Additional Sub-Affiliation in a Different Department

If a person has an existing sub-affiliation in a department that differs from the one you want to use, simply click the  icon to the right of the Department field to add the new sub-affiliation. Remember to go to the Campus/Title/Comments tab to add the Campus, Title, and Comments about the transaction. Click Save to save the sub-affiliation record.

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Bob Builder 1202138630

**Sub-Affiliations by Department**


'Department' B1602 WPC Accountancy 


Sub-Affil Data Campus/Title/Comments Tracking Data 




'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NADJ	Adjunct Faculty	Active 	01/15/2009 	05/31/2009 	<input type="text"/>	



Bob Builder 1202138630


**Sub-Affiliations by Department**





'Department' B1602 WPC Accountancy 

Sub-Affil Data Campus/Title/Comments Tracking Data 

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NADJ	Adjunct Faculty	Active 	01/15/2009 	05/31/2009 	<input type="text"/>	

'Department'   

Sub-Affil Data Campus/Title/Comments Tracking Data 

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
<input type="text"/> 		Active 	03/25/2009 	03/25/2010 	<input type="text"/>	



## Modify an Existing Sub-Affiliation

To change an end date of a sub-affiliation simply modify the Subaffiliation End Date. Remember that you can use the Comments field on the Campus/Title/Comments tab to document the reason for the end date change. Click Save to save the sub-affiliation record.

Jonathan Doe 1000840305

Sub-Affiliations by Department

\*Department U0106002 DEV Campus Comm Security

Sub-Affil Data Campus/Title/Comments Tracking Data

*Sub-Affiliation	Description	*Status	*Subaffiliation Start Date	*Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NCON	Consultant	Active	07/01/2008	07/01/2009	etdoe	Doe,Emily Testing

Jonathan Doe 1000840305

Sub-Affiliations by Department

\*Department U0106002 DEV Campus Comm Security

Sub-Affil Data Campus/Title/Comments Tracking Data

*Sub-Affiliation	Description	*Status	*Subaffiliation Start Date	*Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NCON	Consultant	Active	07/01/2008	07/01/2010	etdoe	Doe,Emily Testing



### Inactivate an Existing Sub-Affiliation

If you need to inactivate an existing sub-affiliation immediately, simply change the status from 'Active' to 'Inactive.' The system will automatically put in today's date as the end date. Remember that you can use the Comments field on the Campus/Title/Comments tab to document the reason for the inactivation. Click Save to save the sub-affiliation record.

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Emily Doe 1201442155

Sub-Affiliations by Department Find First 1 of 1 Last

Department ASU Arizona State University +

Sub-Affil Data Campus/Title/Comments Tracking Data

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
POIF	Faculty Hire	Active	06/18/2008	06/18/2009		

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Emily Doe 1201442155

Sub-Affiliations by Department

Department ASU Arizona State University +

Sub-Affil Data Campus/Title/Comments Tracking Data

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
POIF	Faculty Hire	Active	06/18/2008	06/18/2009		





### Reactivate an Existing Sub-Affiliation

If you need to reactivate an existing sub-affiliation, simply change the status from 'Inactive' to 'Active.' The system will automatically change the Subaffiliation End Date to be the default duration established for each sub-affiliation based on current date. This can be modified. Remember that you can use the Comments field on the Campus/Title/Comments tab to document the reason for the inactivation. Click Save to save the sub-affiliation record.

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Larry Doe 1200792701

Sub-Affiliations by Department

'Department' ASU Arizona State University +

Sub-Affil Data Campus/Title/Comments Tracking Data

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NMIL	Military	Inactive	11/01/2007	11/30/2008		

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

Larry Doe 1200792701

Sub-Affiliations by Department

'Department' ASU Arizona State University +

Sub-Affil Data Campus/Title/Comments Tracking Data

'Sub-Affiliation	Description	'Status	'Subaffiliation Start Date	'Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
NMIL	Military	Active	11/01/2007	03/25/2010		



## ASURITE Notification

Once you have completed the entire process for adding your Courtesy Affiliate in PeopleSoft, the data will be picked up by the system that generates ASURITE IDs automatically. An email is generated and sent to the new person within one business day with information on how to activate their ASURITE ID. The generic text is below.

### Sample email sent from email address [noreply@asu.edu](mailto:noreply@asu.edu):

Welcome to Arizona State University web services!

Your ASURITE UserID has been created and is ready for you to activate.

Your Affiliate ID # is : **@affiliateld**

Your Activation Code is: **@activationCode**

To activate your ASURITE UserID visit <http://asu.edu/asurite>, type in your Affiliate-ID (the 10-digit number above) and follow the on-screen instructions.

Every person logging into ASU is assigned an ASURITE UserID. This UserID is unique, and is yours to use as long as you are associated with ASU and you follow the appropriate policies and guidelines. The ASURITE UserID is used to access various resources within our network. Your eligibility for services will depend on your affiliation with the university.

Because the ASURITE UserID will be used for such a wide variety of access, including sensitive student data, it is important to protect your password. Do not share your ASURITE password with others. Please contact the ASU Help Desk if you suspect your access has been compromised.

Questions?

Please contact the ASU Help Desk at 480-965-6500.

Thank you,

ASU Support Team



## References

If you have not taken FERPA training, you will need to do so before access will be granted for the Add/Update Courtesy Affiliate role. The FERPA Refresher (oasis) class is offered online through Blackboard. Click the [Blackboard](#) link in the Quick Links section of the My ASU page.

To gain access to add Courtesy Affiliates to PeopleSoft, you must submit a Security Request at <https://www.asu.edu/go/oasis/AddSecurityRequest/>. In the purpose of the request please indicate which Courtesy Affiliate types you will be entering. It is important to be as specific as possible for row security set up.

ASU OASIS Security Request		PS_SBODA
<b>Requested Security Access ASURITEs and Purpose</b>		
*End-User's UserID:	PS_SBODA Bodai, Shona (Analyst)	<a href="#">View Employee Data</a>
*Purpose for Access Request ( maximum of 2 lines)		
I will be adding consultants to the system as Courtesy Affiliates.		
Is the Initiator also the Supervisor? <input type="checkbox"/>		
*Supervisor's UserID:	<input type="text" value="kasdm"/> Moore, Susan D	

Request Role: **Add/Update Courtesy Affiliate** (ASU\_SA\_CC Person Affil Updt), which is located in the Student and Administration (SA) - Campus Community (CC) section of the Security Request page.

Student and Administration (SA) - Campus Community (CC)	
<input checked="" type="checkbox"/> <a href="#">Add/Update Courtesy Affiliate</a>	<input type="checkbox"/> <a href="#">DRC Tracking View</a>
<input type="checkbox"/> <a href="#">Add/Update Sevis data</a>	<input type="checkbox"/> <a href="#">External Organizations View</a>
<input type="checkbox"/> <a href="#">Add/Update/Correct Sevis Data</a>	<input type="checkbox"/> <a href="#">External System ID Update</a>
<input type="checkbox"/> <a href="#">CC Bio Demo Data Update</a>	<input type="checkbox"/> <a href="#">External System ID View</a>
<input type="checkbox"/> <a href="#">CC Bio Demo Data View</a>	<input type="checkbox"/> <a href="#">Maintain Dup emplid deletes</a>

Link to the PeopleSoft HRSA Production environment - <https://hrsa.oasis.asu.edu/>

[Courtesy Affiliate Processor List](#) - Google doc that contains a listing of all of the Courtesy Affiliate processors for ASU. You will need to login using your ASURITE ID and password.

For assistance - please contact Campus Community at <https://asu.service-now.com/ess/services.do>  
Service Catalog>PeopleSoft Administration>Campus Community.



## Appendix A – Person Affiliation

Person Affiliation contains information about an individual's affiliation with the university, whether it is as a student, as an employee, or as a Courtesy Affiliate.

Person Affiliation is divided into four panels: Person Affiliation, Secondary Job, Secondary Student, and Sub Affiliations. The information contained in the Person Affiliation, Secondary Job, and Secondary Student is updated on an hourly basis from data within PS. The information contained on the Sub Affiliations panel can be updated at any time by users on campus with the authority to add and update certain sub-affiliations.

### Navigation

The Person Affiliation panels are located at ASU Customizations > ASU Campus Community > ASU Affiliation > Person Affiliation.



## Person Affiliation Panel

The first panel displayed is Person Affiliation, which displays the basic Affiliation and Affiliation status of the individual. The basic affiliation codes are ALUMNI, COURTESY AFFILIATE, EMPLOYEE, STUDENT APPLICANT, and STUDENT. The status will be either Active or Inactive. This information is updated directly from the other three panels. You will also notice that the individual's ASURITE ID is displayed on the panel.

In this example, notice that this person has more than one affiliation with the university. To view all the affiliations, either click the scroll arrow or click *View All*.

Person Affiliation | Secondary Job | Secondary Student | Sub Affiliations

John Doe 1001470145

ASURite jdoe4

Primary Affiliation Find | View All First 1 of 2 Last

Affiliation Code COURTESY AFFILIATE

Effective Date	Status	Updated Date Time
07/26/2007	Active	07/26/07 12:00AM

Save Return to Search Notify

Person Affiliation | Secondary Job | Secondary Student | Sub Affiliations



Person Affiliation Secondary Job Secondary Student Sub Affiliations

John Doe 1001470145

ASURite jdoe4

Primary Affiliation Find View 1 First 1-2 of 2 Last

Affiliation Code COURTESY AFFILIATE

Effective Date	Status	Updated Date Time
07/26/2007	Active	07/26/07 12:00AM

---

Affiliation Code EMPLOYEE

Effective Date	Status	Updated Date Time
01/07/2008	Active	01/07/08 12:00AM

If you need to view basic information about a person, click the Return to Search results button to view the Campus ID and DOB.

**Person Affiliation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: ID begins with 1001470145

Search Advanced Search

**Search Results**  
View All First 1 of 1 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country NID	Short Description	Last Name	First Name
1001470145	Doe,John	Unknown	01/02/1970	994005822	*****		USA	SSN	DOE	JOHN



## Secondary Job Panel

If the individual has an EMPLOYEE affiliation on the Person Affiliation panel, click on the Secondary Job tab to view basic employee details. Again, if the person has more than one employee record, you will want to either click the scroll arrow or click *View All* to see all the records.

The basic information displayed on the panel is Payroll Status, the Employee Record number, the Job Code, the Campus, the Employee Classification, the Department, and a flag to indicate whether the job is primary (checked) or not (unchecked). This information is updated directly from Job Data.

Person Affiliation		Secondary Job	Secondary Student	Sub Affiliations				
John Doe		1001470145						
Job Data <span style="float: right;">Find   View All   First 1 of 1   Last</span>								
Empl Rcd Nbr		0						
Effective Date	ASU Affiliate EMPL Status	Empl Rcd#	Job Code	Campus	Employee Classification	Department	Primary	Updated Date Time
01/07/2008	ACTIVE	0	897999	TEMPE	Faculty	B1310	<input checked="" type="checkbox"/>	01/07/08 12:00AM



### Secondary Student Panel

If the individual has a STUDENT or a STUDENT APPLICANT affiliation on the Person Affiliation panel, click on the Secondary Student tab to view basic student details. The basic information displayed on the panel is Academic Career, Career Number, Application Number, Academic Program, Academic Plan, Campus, and Student Status. This information is updated directly from student data.

<a href="#">Person Affiliation</a> <a href="#">Secondary Job</a> <a href="#">Secondary Student</a> <a href="#">Sub Affiliations</a>									
Jonathan Doe		1000840305			★				
<a href="#">Academic Career</a>	<a href="#">Career Nbr</a>	<a href="#">Application Nbr</a>	<a href="#">Academic Program</a>	<a href="#">Academic Plan</a>	<a href="#">Academic Plan Type</a>	<a href="#">Campus</a>	<a href="#">Effective Date</a>	<a href="#">Student Status</a>	<a href="#">Updated Date Time</a>
Undergrad	0	00114339	UGLA	LAASBBA		TEMPE	05/12/2009	REGISTERED	05/12/09 12:00AM





### Sub Affiliations Panel

If the individual has a COURTESY AFFILIATE affiliation on the Person Affiliation panel, click on the Sub Affiliations tab to view courtesy affiliate details. The information displayed on the Sub-Affil Data tab is Department, Sub-Affiliation, Description, Status, Subaffiliation Start Date, Subaffiliation End Date, Sponsor ASURITE ID, and Sponsor. The information displayed on the Campus/Title/Comments tab is Campus, Title, and Comments. Campus, Title, and Comments are all optional fields. They may or may not be filled in. The Tracking Data tab displays information about when the record was created and/or updated and by whom, and whether or not renewal emails have been sent out.

Person Affiliation Secondary Job Secondary Student **Sub Affiliations**

John Doe 1001470145

---

Sub-Affiliations by Department Find First 1-3 of 3 Last

\*Department  Arizona State University +

Sub-Affil Data Campus/Title/Comments Tracking Data [REVEAL]

Sub-Affiliation	Description	Status	Subaffiliation Start Date	Subaffiliation End Date	Sponsor ASURITE ID	Sponsor
ASUG	ASU Guest	Active	07/26/2007	07/26/2009		

---

\*Department  WPC Accountancy +

Sub-Affil Data Campus/Title/Comments Tracking Data [REVEAL]

Sub-Affiliation	Description	Status	Campus	Title	Comments
NADJ	Adjunct Faculty	Active	TEMPE	Adjunct Faculty	Per Dean Jones

---

\*Department  Mathematics +

Sub-Affil Data Campus/Title/Comments Tracking Data [REVEAL]

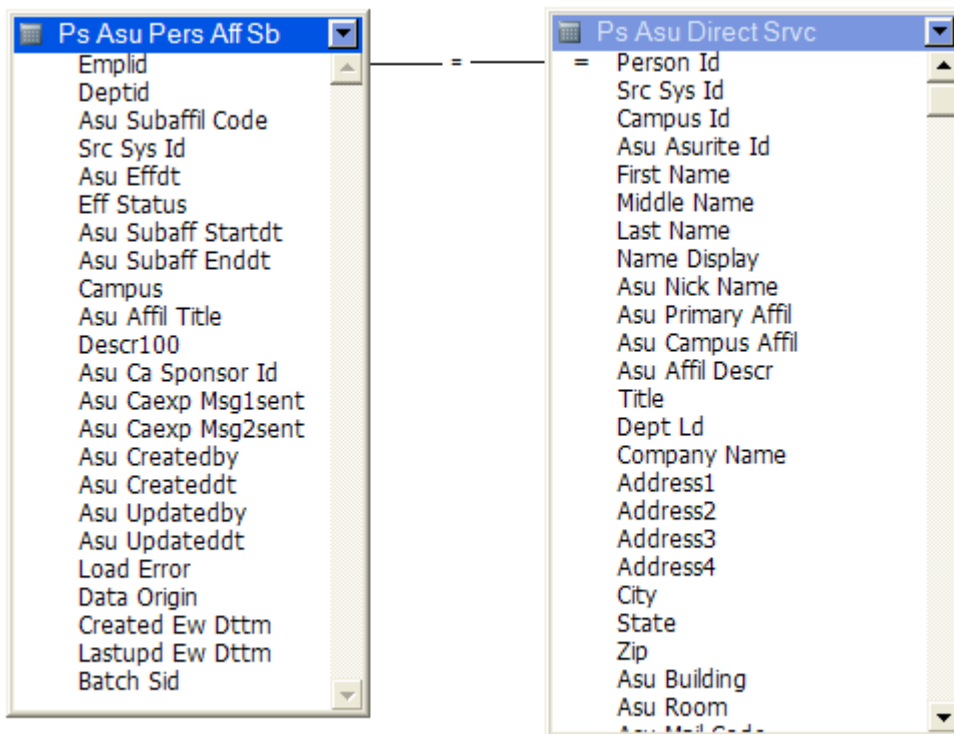
Sub-Affiliation	Description	Status	1st Expiration Notice Sent	2nd Expiration Notice Sent	Created By	Created Date	Updated By	Updated Date
NADJ	Adjunct Faculty	Active	N	N	sbodai	07/26/2007 6:00AM	<input type="text"/>	



## Appendix B – Reporting on Courtesy Affiliate Data via myReports

Courtesy Affiliate Data can be found in the PS\_ASU\_PERS\_AFF\_SB table in the student EPM database in myReports. In order to report on your particular sub-affiliation, you will need to limit the ASU\_Subaffil\_Code to your code. You will also need to limit Eff\_Status by A. If applicable, you will also want to limit Asu\_Subaffil\_Code to your Department code.

If you want to see the business address, name, or work phone, the easiest way to see this is on the PS\_ASU\_DIRECT\_SRVC table. You can join the Emplid to the Person ID in this table to access this data.





## Appendix C – HR Early On Board Access Information

Future hires will eventually become employees in the system, but first they should be entered in the system as Courtesy Affiliates. It is important to note that setting up new hires with the appropriate POI sub-affiliation code establish a person with the same computing privileges as an employee – ASURITE authentication, Blackboard, ASURITE Windows Domain, ASU Active Directory, etc. It will also allow a person to request administrative access within a few hours of being set up in the system. The idea of this “early on boarding” set up is to allow a new employee to have the access they need on day one of employment, without having to wait for their job data to get set up in the system. It is only intended to bridge the access gap between when the person accepts the offer of employment and when their job data is entered in the system.

The following is additional information that pertains specifically to future hires.

### Name Changes

If you find a possible match, and the former name of the person differs from the current name, contact the person you are hiring right away and verify that they are, in fact, the same person. If so, you will need to have them send you a copy of the Social Security Card that has their current name on it. They can fax it, or scan it and send it electronically to you, as long as you get a copy. This is the same process that HR currently uses to verify a person on file whose name has changed. You cannot change a person’s legal name on the system without this documentation.

### Addresses

#### Home Address

Be sure to enter the home address as illustrated below. Entering the home address in Add/Update a person will save you having to enter it later in eHire.

**Edit Address**

Country: United States [Change Country](#)

Address 1: 1155 S Campus Dr #1155

Address 2:

Address 3:

City: Tempe State: AZ Arizona Postal: 85281

County:

Enter home address on Address 1 line ONLY



## Campus Physical Location Address

Once the employee has job data in the system, the online directory will look for a Campus Physical Location address. If you know where the employee will be sitting, you can enter the Campus Physical Location address.

Just like the Business address, the Campus Physical Location address has a specific format (displayed below) so that the data will be displayed appropriately in the online directories.

**Edit Address**  
**Country:** United States [Change Country](#)  
**Address 1:**   
**Address 2:**   
**Address 3:**   
**City:**  **State:**   Arizona **Postal:**   
**County:**

**Address 1:** Enter the building (e.g., CPCOM)

**Address 2:** Enter the room, office, or cubicle number (e.g., 4N41)

**City:** Enter the city of the campus (e.g., Tempe)

**State:** Enter AZ

**Postal:** Enter the campus zip code and the mail code for your department.

Click *OK*.

## Other Bio Demo Information for eHire and HR

It is important to enter bio demo information such as home address, marital status, gender, and home phone number. All personal information that you complete through the Courtesy Affiliate process will carry over into eHire.

Once you have completed entering the bio demo information for your employee, click *Save*.



## Length of Sub-Affiliation

The recommended length for future hires is the following:

POIA (Academic Professional) end dates: up to 2 months from date entered

POIB (Administrative Staff) end dates: up to 2 months from date entered

POIC (Classified Staff) end dates: up to 2 months from date entered

POIS (Service Professional) end dates: up to 2 months from date entered

POID (Faculty) end dates: up to one year from date entered

POIF (Faculty) end dates: up to one year from date entered

HR will periodically audit Future Faculty and Future Staff records to ensure appropriate end dates are being used. Again, the POI sub-affiliations are only intended on bridging the access gap between when the person accepts the offer of employment to when their job data is entered in the system.

## Sun Card

Some departments have expressed an interest in their new employees getting a Sun Card prior to their job data being on the system. Be sure to use the proper sub-affiliation code.



## Customized ASURITE Notification for POIF Courtesy Affiliates

Once you have completed the entire process for adding your POIF Courtesy Affiliate in PeopleSoft, the data will be picked up by the system that generates ASURITE IDs automatically. The customized email below is generated and sent to the new POIF person within one business day with information on how to activate their ASURITE ID.

### Sample email sent from email address [Betty.Capaldi@asu.edu](mailto:Betty.Capaldi@asu.edu):

Dear **#FIRSTNAME #LASTNAME**,

Welcome to Arizona State University.

I'm writing to offer my office's support in your transition to ASU. The Working At ASU web page (<http://provost.asu.edu/newfaculty>) has links to a wide variety of information for new faculty, including relocation information and research resources. We are updating the web site regularly with new information, so please check back often.

Most online services at ASU, including your ASU email, are accessed using a single username and password, called your ASURITE ID. Activate your ASURITE ID at <http://www.asu.edu/asurite> right away to take advantage of these services. You will need your ASURITE ID **@principal** and Activation Code **@activationCode** to complete this process. Once you have activated your ID you can logon and check your ASU email at <http://exchange.asu.edu>. Please log on immediately, as my office and others will be writing to your ASU email address.

In addition to your department chair's and dean's offices, the Office of Knowledge Enterprise Development (OKED) has a number of resources available to assist you with initiating your research and creative activity. Please visit their website (<http://asuresearch.asu.edu>) for additional information, or contact Lisa Mosley, Director, Research Advancement, 480-727-9754 or [lisa.mosley@asu.edu](mailto:lisa.mosley@asu.edu)

If you currently have sponsored project funding to transfer to ASU, or if you have pending proposals which will be funded at ASU, please contact Lisa Mosley, Director, Research Advancement to help expedite the process.

If you need additional information or assistance, please contact Beverly Buddee in my office at [buddee@asu.edu](mailto:buddee@asu.edu) or (480) 965-7405. Beverly is available to assist in any way she can facilitate your success.

We look forward to you joining the ASU community.

Sincerely,

Elizabeth D. Capaldi

Executive Vice President and University Provost

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TRN - Courtesy Affiliates



## Completing the Hire Process

Please refer to the official HR documents regarding new hires on the HRIS website:  
<http://cfo.asu.edu/hr>

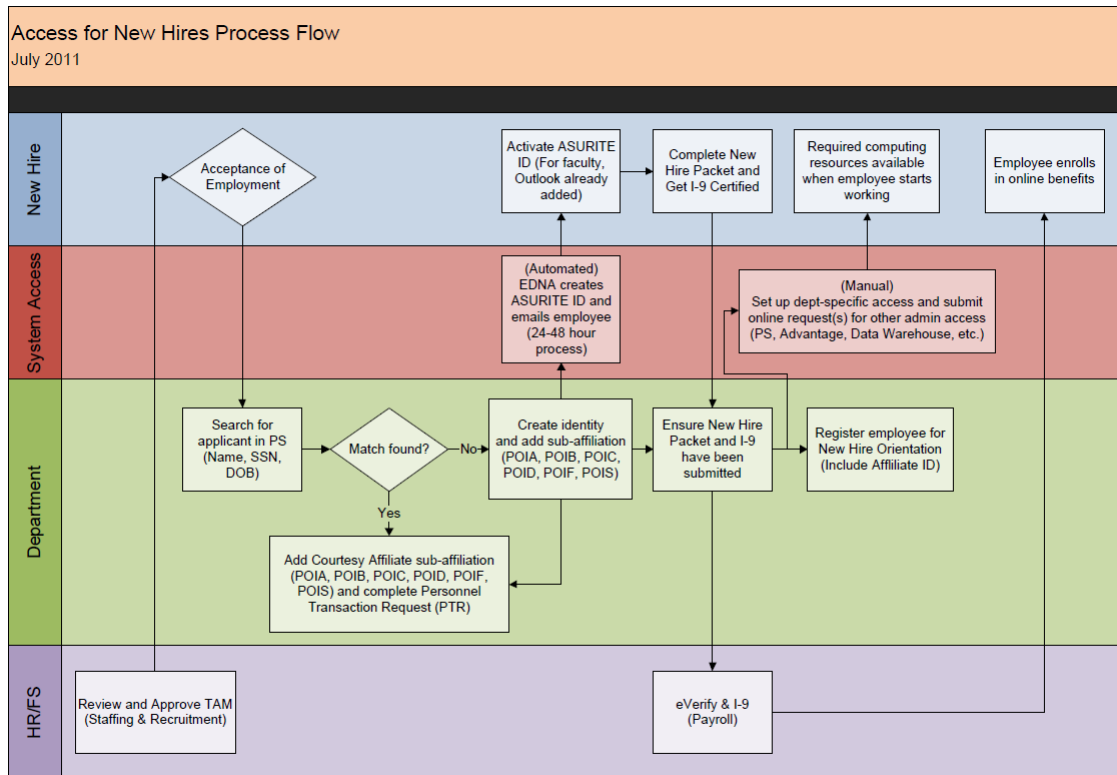
Look for 'References' and 'Resources for Hiring Process Guides'

The New Employee Checklist is also available online:  
<http://cfo.asu.edu/hr-newemployeechecklist>

This document can be found electronically at the Help Center:  
[http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature\\_id=8373-8193-4475&cid=2142](http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-4475&cid=2142)

## Overall Process Flow

The process flow below depicts the flow from the point the employee accepts the offer of employment through the employee's job data being entered into the system and the employee being able to enroll in benefits.



Revised by Data Management July 13, 2011