

Process for Volunteer Students

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Overview:

The following process is to be followed if you have a non-UK person volunteering in your lab or work space.

Process

1. Fill out CHS Volunteer Form and UKHC Security Access Form and submit to HR Administrator.
2. HR Administrator will submit UKHC Security Access form to CHS IT.
3. UKIT will create link blue profile. **(This can take up to 10 days to process)**
4. If a badge is required, submit an email request with the following information:
 - First name
 - Last Name
 - Birthdate
 - Job Title
 - Cost Center *(If volunteer is to pay for badge no cost center is required)*
5. HR Administrator will contact you when badge application is ready for pickup.
6. Unit staff will pick up badge application and take volunteer to security office for processing.

Resources:

[CHS Volunteer Form](#)

[UKHC Security Access Form](#)