

University of Richmond

Volunteer/Non-UR Employee PAF

*Form to be used when requesting a Banner ID for Volunteers and Non-UR Employees or for an extension of a Volunteer

Employee Information

UR ID	First		
Last	Preferred First Name		
		New	Extension

Home Address, Phone Number, and E-mail Address

Street Line 1	Street Line 2		
City	State	Zip Code	Home Phone
Personal E-mail Address			

Campus Information

Effective Start Date	Effective End Date		
	*Required		
Department Name	UR E-mail Needed	Yes	No
Campus Building	Campus Phone		
Home Org		*Area Code	*Phone Number
	Supervisor Name		
Employee Class	50 Contractors/Auditors		
*Select one	51 Courtesy Appointment		
	52 Volunteers		

Business Reason for Access

Approvals - As required by your division or department

Preparer/Requestor	Date
Approver or PI (Grants)	Date
Grants Accounting Manager	Date
Dean	Date
Provost or AVP	Date

HR/Payroll Use Only

Human Resources	Date
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