

# UNIVERSITY OF SOUTH ALABAMA DESIGNATED FACULTY / GUEST SETUP REQUEST (NON-USA EMPLOYEES AS DESIGNATED BY UNIVERSITY ADMINISTRATION)

This form is to be completed by a designated faculty/guest and signed by the authorized approving contact of the requesting USA department. This information is used to provide a designated faculty/guest setup in the USA Banner System, to include creating a J-Number if one does not already exist.

Email completed form to Human Resources at: [hrcampus@southalabama.edu](mailto:hrcampus@southalabama.edu)

_____ Full Name (as it appears on SS Card*)		_____ Social Security Number	
_____ Preferred First Name (if different than name on SS Card)		_____ Employer (if applicable)	_____ Requesting USA Department (required)
_____ Date of Birth MM/DD/YYYY (example 12/21/1977)		_____ Job Title	_____ Start Date   End Date (End date required; can be updated if needed.)
_____ Home Address		_____ Business Phone No.	_____ Business Email Address
_____ City   State   Zip		_____ Cell Phone No.	_____ Home Phone No.

The Social Security name you provide above replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner System.

Have you ever been a student or employee at USA, OR have you had any other association with the University (vendor, contractor, consultant, etc)?  Yes or  No

If Yes, please provide your name (if **different** from current name, as it appears on your Social Security Card) and your J-Number (if you know/have it):

Name \_\_\_\_\_ J-Number \_\_\_\_\_

**I certify that the above information is true and accurate.**

\_\_\_\_\_  
Designated Faculty/Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized USA Department Contact  
Signature

\_\_\_\_\_  
Authorized USA Department Contact  
Printed Name

\_\_\_\_\_  
Setup Completed - HR Employee Initials  
(HR USE ONLY)

\_\_\_\_\_  
J-Number Assigned or Existing  
(HR USE ONLY)

Designated faculty/guest identification verified by viewing photo identification prior to issuing USA photo ID. (driver license, company photo ID, etc.)

**\*EXCHANGE VISITORS ONLY:** Print your name exactly as it appears on your passport, print your country of citizenship and your local contact information.