

Upstate Medical University
NON-EMPLOYEE ORIENTATION GUIDE
Completion Certificate

Upstate Medical University non-employees should review the Non-Employee Orientation Guide and complete this certificate on an annual basis.

Name: _____

Upstate Badge ID#: _____ ***ID# is REQUIRED for entry into Self Serve Tracker**

**Please Note: If the non-employee is on campus 3-days or less, a badge ID # will NOT be issued; please then keep this form on file only, as completion cannot be entered into Self Serve Tracker.*

Department: _____

My signature here confirms that I have read and understand the Non-Employee Orientation guide and that I have no questions at this time:

Signature: _____

Date: _____

Enter in Self Serve Tracker with code: NONEMPORIENT

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The department hosting the non-employee should enter completion into Self Serve Tracker with code NONEMPORIENT and keep this form on file within the department.

If the department is NOT able to enter into Self Serve Tracker, please send a COPY or fax the completed form for entry to:

HR - Organizational Training and Development (OTD)

JH Rm. 417

Fax 464-4400

(*Forms MUST have an Upstate Badge ID# to be entered into Self Serve Tracker. Please only submit forms with an Upstate Badge ID# to OTD.)