BBE GUEST APPOINTMENT PROCESS

GUEST APPOINTMENT PROCESS/CHECKLIST:

	Request guest forms from division office (Stefany)
	Complete forms and return to division office
	• Form to Return: Guest Data Sheet
	• Form to Return: Confidentiality Non-Disclosure Agreement
	• Form to Return: Patent Agreement
	Division office will review and approve, then send forms to hrinfo@caltech.edu for processing
	HR will send email to division office once Guest is set up in system; division will forward to lab contact
	Lab contact must email IMSS security to request system access account and email
	Lab contact must assist Guest with obtaining an access account (help.caltech.edu) and UID card (cardoffice@caltech.edu) – if needed
	For access to BBE buildings (key and card access), lab contact must send email to bbeaccess@caltech.edu, and include a scan of the Lab Safety Orientation Checklist

FORMS:

Guest Data Sheet:

	Page 1: Complete items in red
	Page 1: Provide ID if available
	Page 1: Guest signature bottom of page one
	Page 2: Complete items in red
	Page 2: Must include start date and end date
	Page 2: Division is BBE and Mail Code is MC 156-29
	Page 2: Add detailed description of guest activity
	Page 2: Sponsor signature bottom of page two

Confidentiality and Non-Disclosure Agreement:

	Page 1: Add guest name
	Page 2: Guest date and sign

Patent Agreement:

	Page 1: Guest sign and date and Print Name

For questions, please contact Stefany Nielsen at (626) 395-4700 or snielsen@caltech.edu.

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GUEST GUIDELINES FROM HR WEBSITE:

https://hr.caltech.edu/resources/notices-administrative-guidelines/guest-guidelines

Guest Description
Caltech maintains informal relationships with other organizations and individuals in the scientific and business community. Individuals who are conducting short-term projects or collaborating with Institute employees on research projects are identified for Caltech purposes as Guests.

Caltech Guest Definition
In general, a Guest has no formal appointment or contract with Caltech, is not on the Caltech payroll and is not volunteering services to the Institute but is on campus as a "guest" of an Institute Department or Division for a predetermined length of time up to a two-year maximum. Although Guest usually identifies individuals who are conducting short-term projects or collaborating with Institute employees on research, this term may also include closely allied ancillary groups needing campus access, such as JPL employees working with research projects on campus.

Foreign nationals may not have guest status unless they have an appropriate visa status. A visitor for tourism authorization (WT or B-2) does not authorize an individual to engage in the performance of guest services at Caltech.

Guest Process:
Human Resources enters Guest personal, organization, and location information into the Oracle HR system for the following reasons:

Access - Guests may be provided access to email, computer systems, buildings or labs, on-campus parking, the library, and other services on an as-needed basis, as determined by the sponsoring Division or Department.

Safety – Since these individuals are collaborating on campus, their safety is important to Caltech. Entering the guest's information into Oracle provides Caltech with basic contact information and links them to our automated security notification system should an emergency arise.

Guest Documents:
Please submit completed documents to Human Resources at HRinfo@caltech.edu

Guest Data Sheet--- The data sheet includes required personal information and a section describing the guest's proposed activities (which organization, when, what kind of activities, etc). If the Guest has not been at Caltech before, the information in this form will be used to set up a new Oracle record and a Caltech UID will be generated. If the Guest has an existing Oracle record, the information will be used to update the original record.

Confidentiality and Non-Disclosure Agreement for Guest Assignments signed by the Guest.

Patent Agreement signed by the Guest.

Other forms may be required by the Division or Department, depending on the activity.

Guest assignments can be up to two years. To extend a guest's assignment, please submit a new Guest Data Sheet to Human Resources at HRInfo@caltech.edu.

Division/Departments may contact the Card Office at cardoffice@caltech.edu if Guest requires a Caltech ID.

When the guest's assignment ends, the Division or Department collects ID card (if applicable) and notifies Human Resources via email (HRInfo@caltech.edu) of the departure. Human Resources will terminate the record in Oracle and access privileges will close.