Identity Management Decision Tree

**Employee (worker type):**
- All Yale employees
- Clinical Fellow or Library Intern Fellow
- Faculty (Active or Retired)
- Hospital Resident
- Postdoctoral Associate & Postgraduate Associate (PDA)
- Postdoctoral Fellow & Postgraduate Fellows (PDF)
- Teacher Summer Programs
- Temporary/Casual
- Visiting Faculty (includes paid and unpaid)

**Contingent Worker (worker type):**
- Assistant In Instruction
- Laboratory Associates
- Visiting Fellow (except for Yale New Haven Teachers Institute)
- Visiting Students in Research - (includes minors working in labs)

**Academic Affiliate (track type):**
- Voluntary/Courtesy Faculty Titles
- Corporation Member
- Howard Hughes Medical Institute (HHMI)
- Research Fellow in Law
- Veterans Administration (VA) Hospital
- Volunteer/Courtesy Faculty Titles
- Yale New Haven Hospital (YHH) Employee

**Contingent Worker (track type):**
- Hospital Resident
- Assistant In Instruction
- Intern or Intern-NE
- Staff Affiliate
- Teacher Summer Programs
- Temporary/Casual (paid by a vendor)
- Visiting Students in Research (includes minors working in labs)

**SPONSORED IDENTITY**
- Agency Account Associate (unpaid)
- Alumni Development Volunteer
- Contractor
- Daycare Staff (unpaid)
- Deans, Directors & Masters Family Member
- Residential College Associate Fellow (unpaid)
- Volunteer (includes unpaid coach)
- Yale New Haven Teachers Institute Visiting Fellow
- Yale Press London Staff

**Are they a consultant?**
- Yes
  - Set up record in Workday (1, 2)
- No
  - Entered via STARS

**Are they future faculty, grad or postdoc student that will be starting at Yale within the next 8 mos.?**
- Yes
  - Set up record in Workday (1, 2)
- No
  - Entered via STARS

**Are they an unpaid faculty spouse?**
- Yes
  - Access denied due to invalid business reason
- No
  - Entered via STARS

**Are they Yale students?**
- Yes
  - Set up record in Workday (1, 2)
- No
  - Enter via STARS

**Is their affiliation in the list below?**
- Yes
  - Submit Sponsored Identity Request Form (3, 4)
  - Employee Services fulfills
- No
  - Entered via STARS

**Are they employed individually or by a company that provides temporary labor to fill an employee position or meet a spike in staff needs?**
- Yes
  - Submit Sponsored Identity Request Form (3, 4)
  - Employee Services fulfills
- No
  - Entered via STARS

Prepared by: Identity and Access Management
(1) Workday Access Management Request:
See 1601FR.04 Workday Access Management Request Form at:
http://policy.yale.edu/sites/default/files/1601fr_04_workday_access_management_request_form.xlsx

(2) If a record is required to be set up in Workday:
Contact Employee Services at 203-432-5552, or employee.services@yale.edu for support

(3) Sponsored Identity Request Form:
See 1601 FR.03 Sponsored Identity Request Form at:
http://policy.yale.edu/sites/default/files/1601fr_03_sponsored_identity_request_form.docx

(4) All sponsored identity requests must have a valid business reason for physical and/or system access

(5) Agency Account Listing
http://its.yale.edu/sites/default/files/Agency_Accounts.docx

(6) Conferences & Events
http://conferencesandevents.yale.edu/contact-us

(7) Temporary gap application until DARCY is integrated with IAM