



UNIVERSITY OF MASSACHUSETTS
AMHERST

Research Administration Building
70 Butterfield Terrace
Amherst, MA 01003-9242

Office of Grant and
Contract Administration

voice: 413.545.0698
fax: 413.545.1202

New and Adjunct Faculty must have a PeopleSoft ID in order to apply for, or transfer, sponsored activities funding.

Guidelines for Processing the Non-Employee Action Form

1. Field 1, the effective date of employment
2. Field 2, will be filled in by HR
3. Fields 3-10, to be filled out by Business Manager/PI
4. Field 11, Dept Id, can be just the 7 digit number ex. Biology A040100, as well as the Dept Name.
5. UMass campus address info optional, but would be very helpful.
6. Contact name and phone number: Generally the Business Manager's name and phone #, in case there are questions.
7. A Department Head/Chair's signature is required.
8. The signed form must be sent to Wayne Gelineau @ OGCA, Research Admin Building, 70 Butterfield Terrace, Amherst, MA 01003.
9. An OGCA Director will sign the form, and it will be sent to Human Resources for the creation of a Peoplesoft ID number.