

# Cross Company Affiliation

Workday does not allow individuals to have multiple Workday profiles at one time. If the worker is currently a CW or employee at another institution, then they will need to be set up with Cross Company Affiliation (CCA) in order to access UAMS systems. CCA will allow the worker to be set up with system and badge access at UAMS. **It is up to the department to ensure that all required documentation has been completed and approved outside of Workday – this includes clearance from SEHS and the Provost office (if needed).**

## How to Set up CCA:

1. You will need to submit a request to the HRBP team ([HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu)) and request that CCA be set up for the worker. The HRBPs will partner with HRIS to turn on the CCA indicator. **You will need to provide the worker's position number at their primary institution and attach the completed HIPAA and Confidentiality Agreement.**
  - a. [HIPAA Training](#)
  - b. [Confidentiality Agreement](#)
2. Once HRIS has turned on CCA, you or your HRBP will need to contact IT to request that the worker be set up as eligible for system and badge access. It takes about 24 hours after CCA has been turned on before IT will be able to see it has been turned on.
3. After IT has made the worker eligible for badge/system access, you can send the worker to the badge office to get their badge made.

## Can I pay my Cross Company Affiliate?

Most of the time CWs/CCAs are not paid, however, there are a few instances when a CW/CCA can be paid. If the CW/CCA is a contractor being paid by an agency or a student being paid with a stipend, the department can work with [VendorSetup@uams.edu](mailto:VendorSetup@uams.edu) to get things set up.

*Note: Workers cannot be set up as a vendor or misc payee and receive payment if they are currently employed by a UASys institution or have been employed within the past 12 months and their salary exceeded \$15,000. Please check with [VendorSetup@uams.edu](mailto:VendorSetup@uams.edu) for additional details.*