

Non-Faculty (Staff) Volunteer Checklist

Volunteer Name _____

All departments are required to submit the following documents to Barica Horner in Human Resources at bhorner@uthsc.edu prior to volunteer assignment.

_____ **Fair Credit Reporting Act (FCRA)**

<http://uthsc.edu/hr/employment/documents/fair-credit-form-2016-revised.pdf>

_____ **Occupational Risk Assessment**

<http://uthsc.edu/hr/employment/documents/occupational-risk-assessment-interactive-2016.pdf>

_____ **Health Insurance Waiver Form (Must be notarized)**

<http://uthsc.edu/hr/employment/documents/health-insurance-waiver-corrected.pdf>

Barica Horner will email the business manager/supervisor when the background is complete

_____ **Background Check Complete Date (HR only)**

Please note that the department must submit/approve in IRIS a Friend Records request. If questions, contact Brenda Buys in Payroll @ bbuys@uthsc.edu