

Volunteer/Contractor

REQUEST/APPROVAL FORM

Volunteer or Contractor?

Volunteer

Any individual, including students, who provides a program, activity, or service to Shippensburg University without compensation. This includes club sport and coach volunteers.

Contractor

Any individual who provides a program, activity, or service to Shippensburg University with compensation, either directly or indirectly from the university. This includes temp agency workers, food services, bookstore, and other similar contractors.

Part 1 - To Be Completed by Volunteer/Contractor

This information is necessary to enter you into SAP. Please print clearly.

Name:

First

Last

MI

Address:

Street

City

State

Zip

County

Phone:

Home/Cell/Work

Personal Email

Emergency Contact Person

Name:

Relationship:

Address (street):

City/State/Zip:

Phone:

* Please answer the following questions:

This position is unpaid.

Yes

No

I have been a resident of Pennsylvania during the entirety of the past ten-year period.

Yes

No

Part 2 - To Be Completed by Requesting Department - Accesses Requested

Department:

Start Date:

(Anticipated) End Date:

* Can be extended, please notify Human Resources

Access Needed:

University ID

Parking Tag

Key(s)/Access

SAP - Finance/Accounting

SAP - HR

Active Directory/University Login

University E-mail

Blackboard Transaction System

Banner

Other

Justification for IT Access:

Part 3 - Request/Approval

Requesting Supervisor: _____
Print Signature Date

Department Head: _____
Print Signature Date

Dean (if applicable): _____
Print Signature Date

Vice President: _____
Print Signature Date

NOTE: The Requesting Supervisor is responsible for notifying Human Resources at the conclusion of this assignment, or when access is no longer needed.

Part 4 - Background Checks

Person Verifying Background Check: _____
Signature Date

PA State Police: * FBI needed if:
Child Abuse: 1) Access is needed;
FBI: and/or
2) They have *not* lived in
PA for the past 10 years

NOTE: Shippensburg University's Human Resources Office is **not** responsible for ordering background checks for the following departments: Bookstore, SUSSI, Chartwells, SU Foundation, GBLUES, Head Start, and UPS. All Volunteer/Contractors working in these departments must submit all three clearances to HR within 90 days of their start date.

All other departments will need to submit the following three authorization forms to Human Resources: 1) Volunteer/Contractor Authorization Form; 2) Provisional Hire Form; 3) FBI Fingerprint Questionnaire.

Completed clearances must be submitted to HR within 90 days of their start date.

***Failure to complete or provide copies of the required background checks within the 90 day Provisional Hire timeframe will result in system access removal.**

Part 5 - To Be Completed by Human Resources

Entered in SAP: _____
Date

By: _____
Signature

Separated from SAP: _____
Date

By: _____
Signature

CONFIDENTIALITY STATEMENT

As a contractor/volunteer of Shippensburg University of Pennsylvania I understand that I may have access to confidential, personal data and/or records of University employees, students, customers, and other related constituents. I agree that I will access, use, discuss, release and/or divulge only the data that is needed to perform my job. I understand that I am prohibited from access, using, discussing, releasing, and/or divulging this data unless doing so is a requirement of my job.

I further understand that unauthorized disclosure of confidential information and records applies to all information on the University computing/networking systems, all printed information, as well as formal and informal verbal conversations.

I understand that any release of this information will be done only through authorized protocols. Breaches in confidentiality of such data may result in disciplinary action up to and including separation from employment and in the case of student employees and graduate assistants, possible University judicial action. A violation of this agreement also may result in legal action if it is determined that any local, state, or federal laws have been violated.

I have had the opportunity to discuss this responsibility with a representative of the University, and by my signature below, I am certifying that I have read, understand, and agree to abide by the provisions of this statement.

I also agree to notify the Human Resources Office at Shippensburg University at the end of this assignment and return any property due to the University at that time.

Name _____

Signature _____ **Date** _____