**EHE Independent Consultant/Volunteer (IDC) Background Check Process Instructions**

**1**. For IDC:

**a.** Manager/PI Submits Workday Requisition for IDC

**b.** The Finance Officer (FO) will provide the [EHE Non-Employee Work Arrangement DocuSign link](https://go.osu.edu/eheodprequestform) to the Manager/PI for completion. ***NOTE*:** *The form must be completed in its entirety. Incomplete submissions will be returned for completion.*

**c.** The FO will:

* Add IDC information to the **BGC-Tracking Spreadsheet** in the [**EHE Independent Contractor Process Guidelines Teams Folder**](https://teams.microsoft.com/l/team/19%3Aju-Uo5VvEHpdbqNY8nldZ4B8udfR_7-0Bw1DU7JKA5Y1%40thread.tacv2/conversations?groupId=aa6c65c7-aada-4120-afb8-435d83bba9b4&tenantId=eb095636-1052-4895-952b-1ff9df1d1121)
* Enter an activity update (tagging **@Mariah Swisher**) on the folder’s **Posts** page
* HRBP will review the submitted information and complete the [Independent Contractor Classification Tool](https://busfin.osu.edu/sites/default/files/documents/Independent-Contractor.pdf?utm_source=sfmc&utm_medium=email&utm_campaign=ehe_faculty-staff-newsletter_fy25_ehe-insider-20250303&sfmc_key=0032E00002tKvyNQAS), to determine whether the BGC process should proceed of if the IDC must be hired as an employee.

**d.**  If the IDC has a **valid** background check (BGC) on file with HR BGC or can submit a valid BGC directly from the vendor that they used to our BGC department the EHE HR BGC will send confirmation to the Manager/PI and IDC authorizing them to begin work.

***Reminder:*** *The BGC must be within 12 months of the start date of the current work.*

**e**. If the IDC Does not have a valid BGC on File, the HRC BGC will email the IDC using the BGC Email Template, cc’ing the Manger/PI and FO, to initiate the BGC process. ***NOTE:*** The HR BGC will monitor the BGC Clearance Tracker to determine when approval has been granted.

1. Approved: HR BGC will notify the manager and IDC to confirm the work may begin. The BGC will be filed in our team’s folder and the HR BGC will complete the Non-Employee Population Access Request as needed for university access.
2. Not Approved: The HRBP will notify the Manager/PI that the IDC is not authorized to enter into an agreement to perform EHE services.

**2.** For Volunteers:

1. The Department HRC will have the Manager/PI submit the [EHE Non-Employee Work Arrangement](https://go.osu.edu/eheodprequestform) via DocuSign ***NOTE:*** The form routes to EHE HR BGC (cc: FO – no action required)
2. The Department HR Business Partner (HRBP) will review and confirm that the “statement of work” does **not** constitute an employment relationship
3. The HR BGC will add the consultant information to the **BGC-Tracking Spreadsheet** in the **EHE Independent Contractor Process Guidelines Teams Folder**

***Reminder:*** If the IDC or volunteer is **fully remote**, a BGC may still be required depending on the nature of the work:

*No BGC needed* → Tasks such as grant review without data access

*BGC required* → Tasks that involve access to institutional data