

## CHILD PROTECTION PROCESSING GUIDELINES

Office of Human Resources

Policy:

The State University of New York has issued the C /PntheildhPr11.ort-2.59ewc-1.9(f)-3(hi)-6.67 Collection Form and/or Child Protection Notification with 90 days prior to the event. The result of the Sex Offender Verification Request will be emailed to the HR Master. Please note that a search is conducted for a Covered Person for each Covered Activity, and may result in multiple searches for an individual in any given year.

Process

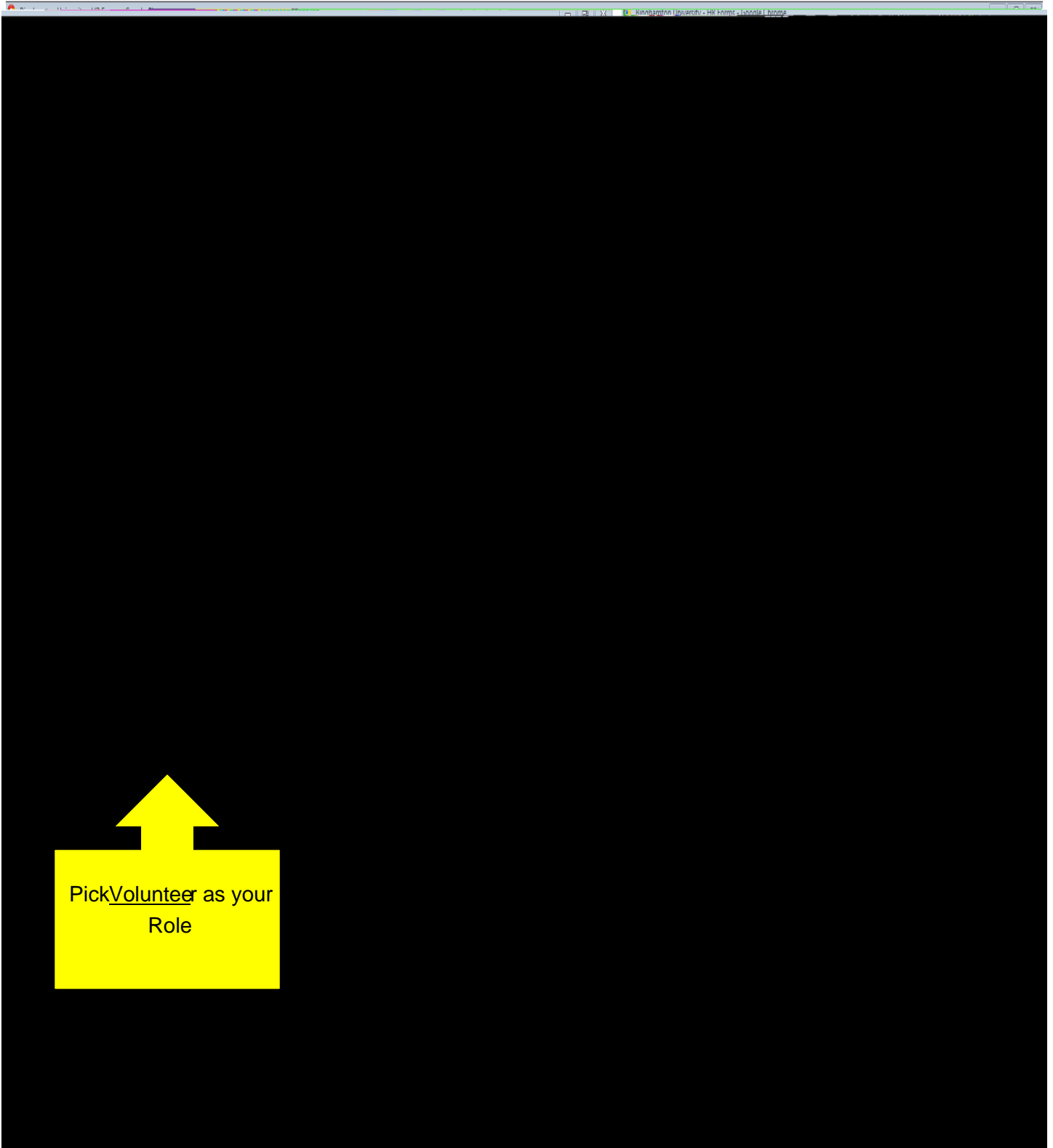
- x Complete the Volunteer Information Collection Form and/or Child Protection Notification Form and have the Covered Person sign and date the policy acknowledgment. **The original is sent to Human Resources (AD 242), attention Corinna Kruman and a copy given to the Covered Person.** Date of Birth

OR

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# HR Form Transaction Data



BINGHAMTON UNIVERSITY STATE UNIVERSITY OF NEW YORK Human Resources

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Form ID: 23928 Form Type: Volunteer/Appoint Payroll: Volunteer Effective Date: 04/01/2015

Sub-Role: Child Protection: Employee

Start Date: 04/01/2015 End Date: 04/05/2015

Hours/Week: 20

Service Type: General

Department: [Dropdown]

Supervisor: [Dropdown]

Duties: [Text Area]

Name: [Text Field]

Quit Next

Pick appropriate Sub-Role:

- Child Protection: Employee
- Child Protection: NonEmployee
- Child Protection: REmployee

