

BCI Background Check Reimbursement

REQUIRED INFORMATION FOR A BCI CHECK REIMBURSEMENT:

1. Volunteer’s **name, address, phone number, and email address**
2. Payment receipt with the volunteer’s name. (non-employee)
 - a. This file should include:
 - i. OSU Extension **4-H Volunteer Request for Reimbursement Form** obtained from 4-H educator acknowledged with signature.
 - ii. Handwritten or printed payment receipt from the institution completing the background check (i.e., local sheriff’s office, etc.).

FIND OR CREATE **EXTERNAL COMMITTEE MEMBERS (ECM)**:

Search “Find External Committee Members for Expense” Check Workday if the volunteer exists in the system before creating a new ECM.

- a. Enter the volunteer’s name in the NAME field.
- b. Less is more when searching.
- c. IF not in the system, then continue to Create ECM.

Create “External Committee Member”

1. Add the Date
2. Type ‘Exp’, hit enter. Select Expense for Guests and Students

3. Reason: Select **Committee Member Service > Committee Memberships > Add New**
4. Membership Type: **Visitor/Guests for Expenses**
5. Term End Date: Can be left empty for future expenses or can select **1 year from effective date**.

6. TABS

a. Legal Name Information

i. **First/Last Name**

b. Contact Information

i. **Phone/Device/Type**

ii. **Address/City/State/Postal Code/Type**

iii. **Email Address/Type (if email not available use fake@gmail.com)**

7. SUBMIT

Legal Name Information	Contact Information
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*Will be automatically approved and available for the next step of reimbursement.

SEARCH "CREATE EXPENSE REPORT FOR NON-WORKER"

1. Payee Type: External Committee Member
2. Pay To: Search for ECM Name
3. Memo: Extension Background Check Reimbursement
4. Business Purpose: Reimbursement Non-Travel
5. WORKTAGS
 - a. Cost Center: **CC12146** FAES | 4-H
 - b. Balancing Unit: **CHANGE TO BL1693** FAES | OSUE State Appropriation
 - c. Fund: **FD524** State Line Items
6. Click OK
7. Expense Lines > ADD
8. Expense Item: **Volunteer Background Check**
9. Quantity: 1
10. Per Unit Amount: Amount of BCI receipt
11. Memo: Extension Background Check Reimbursement
12. Business Reason: Reimbursement of cost to process background check required of all Ohio 4-H Volunteers due to working with minors. State of Ohio requires OSUE 4-H to reimburse volunteers for this expense.
13. Merchant: Name of merchant
 - a. i.e., Franklin County Sheriff's Office
14. Attach PDF receipt.
15. SUBMIT

Search

← By Alphabetical Order

- Travel Booking Service Fee
- Travel Incidentals
- Travel Vaccinations
- Travel Without Expenses
- Utilities-Electric
- Utilities-Oil and Gas
- Utilities-Phone Services
- Utilities Television Services
- Utilities-Water and Sewer
- Vehicle Maintenance and Repair Services
- Veterinary Supplies
- Volunteer Background Check

*Cost Center	X CC12146 FAES 4-H ...	☰
*Balancing Unit	X BL1693 FAES OSUE State Appropriation	☰
*Fund	X FD524 State Line Items ...	☰

Notes:

Committee member names cannot be edited but can choose to have membership expire and create new member with corrected information.
 Membership dates for committee members can be extended as needed.
 Please login to the [Administrative Resource Center](#) page for further details.