

## ERSO Volunteer Sign-up Process

Volunteers are unpaid non-employees. Unpaid visitors who are conducting research for longer than 30 days should not be volunteers. They should be appointed as a Visiting Scholar or Visiting Student Researcher title. If you have questions about the proper title, please email the HR Operations team at [ersohrops@erso.berkeley.edu](mailto:ersohrops@erso.berkeley.edu) for guidance.

### REQUIRED DOCUMENTS:

- Workers' Comp Volunteer Registration Form
- State Oath of Allegiance and Patent Acknowledgment Form
- Contingent Worker Data Form

Step	Owner	Process
1	Supervisor	<ul style="list-style-type: none"> <li>• Completes the top half of the Volunteer Registration Form</li> <li>• Forwards form to <a href="mailto:ersohrops@erso.berkeley.edu">ersohrops@erso.berkeley.edu</a> along with volunteer's contact information</li> <li>• Informs HR if Cal 1 Card is needed and who will pay \$25 fee</li> </ul>
2	HR Generalist	<ul style="list-style-type: none"> <li>• Schedules appointment with volunteer to complete required documents</li> <li>• Enters volunteer appointment in HCM once required documents are signed</li> <li>• Sends email to supervisor and volunteer to give them non-employee ID number</li> <li>• Submits copy Volunteer Registration Form and Oath/Patent to the Workers' Compensation Office to keep on file and keeps original file in HR Ops office</li> </ul>