Background Checks

• Staff/Temporary Policy

• Rehires

• Programs Involving Children (PIC)

• International Employees
Employee Active Job Lookup

Check to see if the employee has an active job
Welcome to Our Background Screening Platform

We run thousands of background checks through this system every day. Simply use your unique ID and password in the login area to get started.

User ID

Password

Reset password?

GO

Use any Web Browser

UNIVERSITY HUMAN RESOURCES
Notification and Access Security Requirements

Security Restrictions

Recognizing our obligation to fully support and implement policies which protect the confidential nature of information in our database and ensure respect for consumer’s right to privacy, it is a requirement that all Subscribers take precautions to secure any system or device used to access a Report. To that end, the following requirements have been established:

1. Your UserID and Password must be protected in such a way that this sensitive information is known only to yourself. Under no circumstances should unauthorized persons have knowledge of your password. The information should not be posted in any manner within your facility.

2. Your account number and passwords are not to be discussed by telephone to any unknown caller, even if the caller claims to be an employee of ours.

3. Hard copies and electronic files of Reports are to be secured within your facility and protected against release or disclosure to unauthorized persons.

Identity Services Restrictions

The services that we provide you may include services that validate a social security number or retrieves names and addresses associated with a social security number.

Social security number validation compares a person’s social security number against the Social Security Administration format and death master index file. The format comparison usually (but not always) determines whether the social security number is a possible social security number and the year range and state of issuance. The format comparison will not be able to determine this information for social security numbers issued after the Social Security Administration began randomizing newly issued numbers. Comparison to the death master index file determines whether the social security number belongs to a person listed as deceased.

Name and address retrieval provides names and addresses associated with a social security number in a non-governmental database. This service provides possible names and addresses, which are useful for the limited uses permitted below. We do not assert that all entries in it are accurate.

While these two services can help confirm a person’s identity, they do not positively disconfirm any person’s identity. Therefore, you are prohibited from (a) using either of these services for any purpose regulated by the Fair Credit Reporting Act or comparable law; (b) taking any adverse action (as defined in the FCRA) or making any adverse decision based on either of these services; or (c) use either of these services for any purpose other than to decide (1) whether to request proof of identity from the person, (2) whether (and under what names and
Aliasing

For Users with Access to Multiple Accounts
Important Updates that may impact TAT
## Lookup Employees

### Main Navigation

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<td>View Reports</td>
<td>Incomplete Orders List</td>
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<tr>
<td></td>
<td></td>
<td>Allowing</td>
</tr>
</tbody>
</table>

Select **View Reports**
Lookup Employees

Don’t Forget a Date Range
## Order Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Work Order</th>
<th>Ordered By</th>
<th>Ordered</th>
<th>Case Level TAT</th>
<th>Completed</th>
<th>Time Service</th>
<th>Status</th>
<th>Grade</th>
<th>Package</th>
</tr>
</thead>
</table>

- **Complete**
- **Pending**
- Meets University Standards-Emp & PIC

Most Current Grade is on the **Right** and/or **Below**
When to Order a Background Check

• After a conditional offer of employment is accepted

• Programs Involving Children

• Signed Disclosure and Consent/Authorization Forms

• Obtain personal information
Ordering a Background Check

Select Order Reports
Criminal Background Check Package

- SSN Validation
- SSN Trace
- County Criminal Records
- KwikScreen (GIS database)
Ordering a Background Check

**Order Reports: Job Classification**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Class</td>
<td>[Please Select]</td>
</tr>
<tr>
<td>Work Country</td>
<td>United States</td>
</tr>
<tr>
<td>Work State</td>
<td>[Please select]</td>
</tr>
</tbody>
</table>

**Data Entry Legend**
- **= Optional Entry**
- **= Required Entry**
- **= Entry Error** (Cursor over fields to display field description or error message)

*Job Class Determines Adjudicating Office*
Job Class

- Academic PIC Standard Check
- Academic Standard Check
- Staff/Temporary Standard Check
- Student/Volunteer PIC Standard Check
Ordering a Background Check

Job Class Determines Adjudicating Office
Ordering a Background Check

Make sure that Name and DOB are correct
Ordering a Background Check

Also Known As (AKA: e.g., Alias, Maiden):
First Name
Middle Name
Last Name

Add Additional Name

Admitted Criminal History Information
Date Of Crime (MM/DD/YYYY)
Arresting Agency/Jurisdiction
State
[Please select]
Description Of Charge

Add Additional Admitted Crimes
Clear

No Name and Address Information is available. No rows.

Take Note of the **Name** and **Address** Information
Ordering a Background Check

Provide 7 years of address history especially if no address information is available.
Once **Process Order** is clicked no changes can be made.
Report Grades

- Pending

- Meets University Standards
  - Emp & PIC
  - Emp Only
  - PIC Only

- Does Not Meet University Standards

- Not Reviewed

- No Grade
Fair Credit Reporting Act

- Disclosure & Consent/Authorization Form
- Pre-Adverse Action Letter
- Adverse Action Letter
- Access to Report
**Message Board**

<table>
<thead>
<tr>
<th>Posted</th>
<th>Posted By</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/27/2014</td>
<td>GIS Client Service</td>
<td>Pre-Adverse Action Letter</td>
</tr>
<tr>
<td>05/27/2014</td>
<td>GIS Client Service</td>
<td>Adverse Action Letter</td>
</tr>
<tr>
<td>02/21/2014</td>
<td>GIS Client Service</td>
<td>Consent Forms</td>
</tr>
</tbody>
</table>

Click on the Title [Link](#) to download a copy
Background Check Cost ($$)

- Base Cost
- Court Fees
- CA, MN, OK, NY Letters
Turn Around Time (TAT)

- 14,000 Completed Cases, Avg. 1.2 Days
- Limited Access Areas
- Court closings or limited hours
- Weather, current events, etc.
Backgroundchecks.com

- GIS owned company providing consumer website
- Students & Volunteers (non-employees)
- Programs Involving Children
- Individual Orders & Pays
THANK YOU

QUESTIONS?