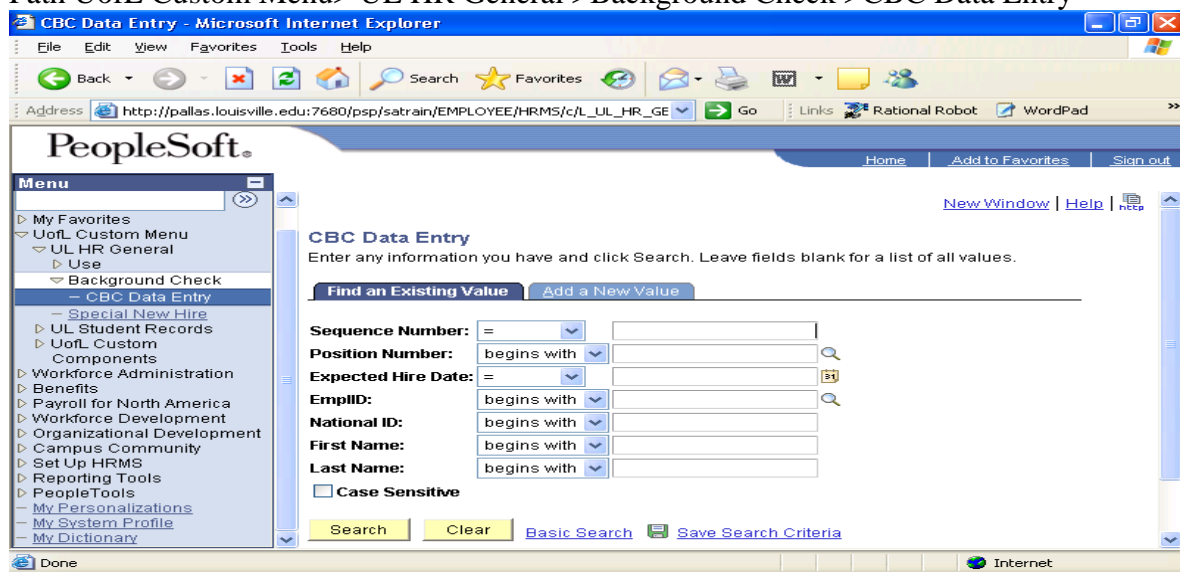


## Criminal Background Check (CBC) Request for Initial Hires Foreign National Candidates without SS# - with or without a USA address.

Revised 2/10/2009

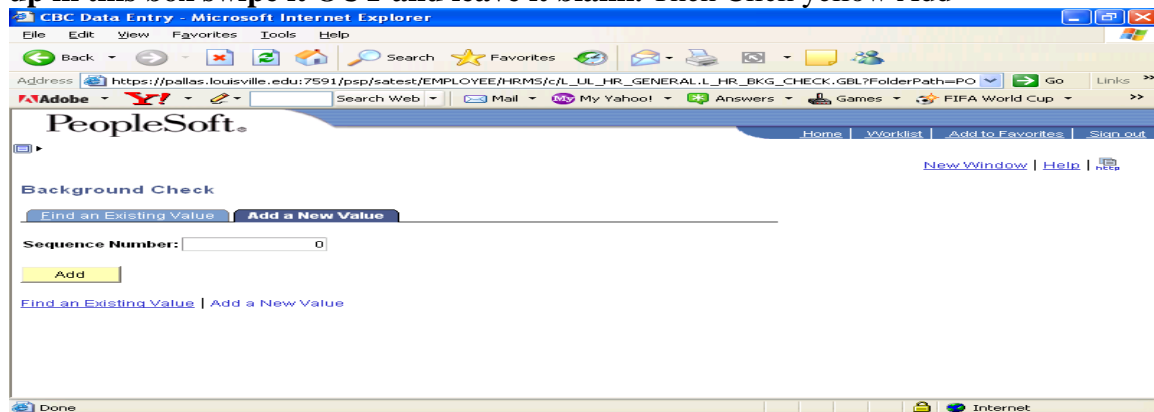
You should not start this process until you have the signed authorization form from your initial hire Candidate, and **HAVE FAXED** it to HR Employment Service Unit @ 852-5665 – with the attached cover letter.

Path UofL Custom Menu > UL HR General > Background Check > CBC Data Entry

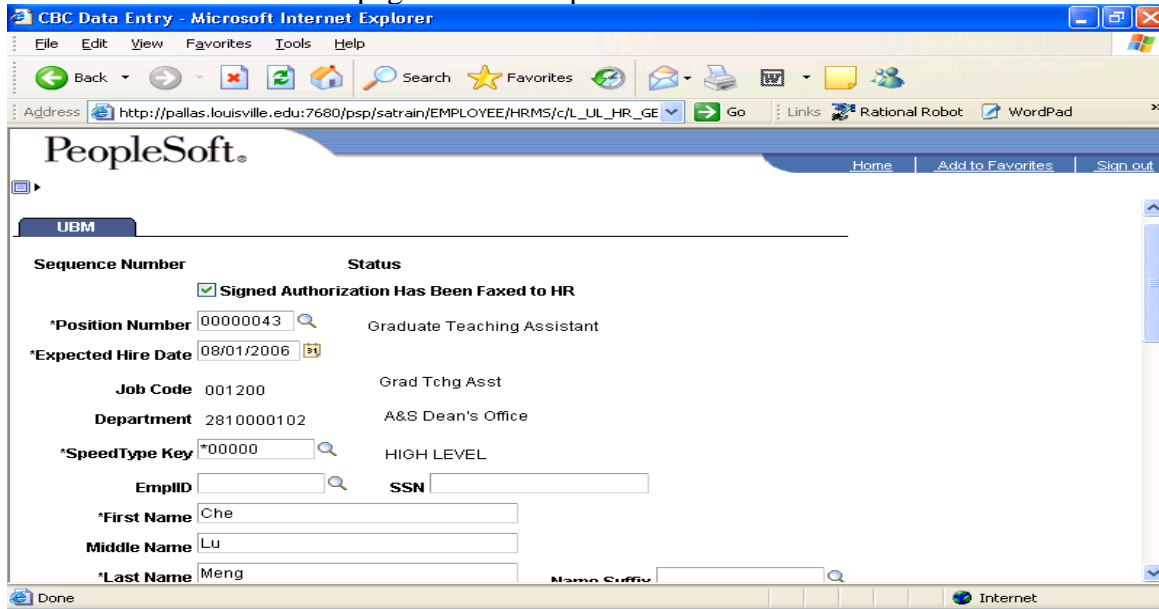


Here you Click on the Add a New Value Tab

Always LEAVE the 0 as the default when using Add a New Value. **IF any number except Zero shows up in this box swipe it OUT and leave it blank.** Then Click yellow Add



See written instructions on page 4 – how to proceed



**CBC Data Entry - Microsoft Internet Explorer**  
File Edit View Favorites Tools Help  
Address: http://pallas.louisville.edu:7680/psp/satrain/EMPLOYEE/HRMS/c/L\_UL\_HR\_GE

**PeopleSoft** Home Add to Favorites Sign out

**UBM**

**Sequence Number**  **Status**  
**Signed Authorization Has Been Faxed to HR**

**\*Position Number** 00000043 Graduate Teaching Assistant  
**\*Expected Hire Date** 08/01/2006

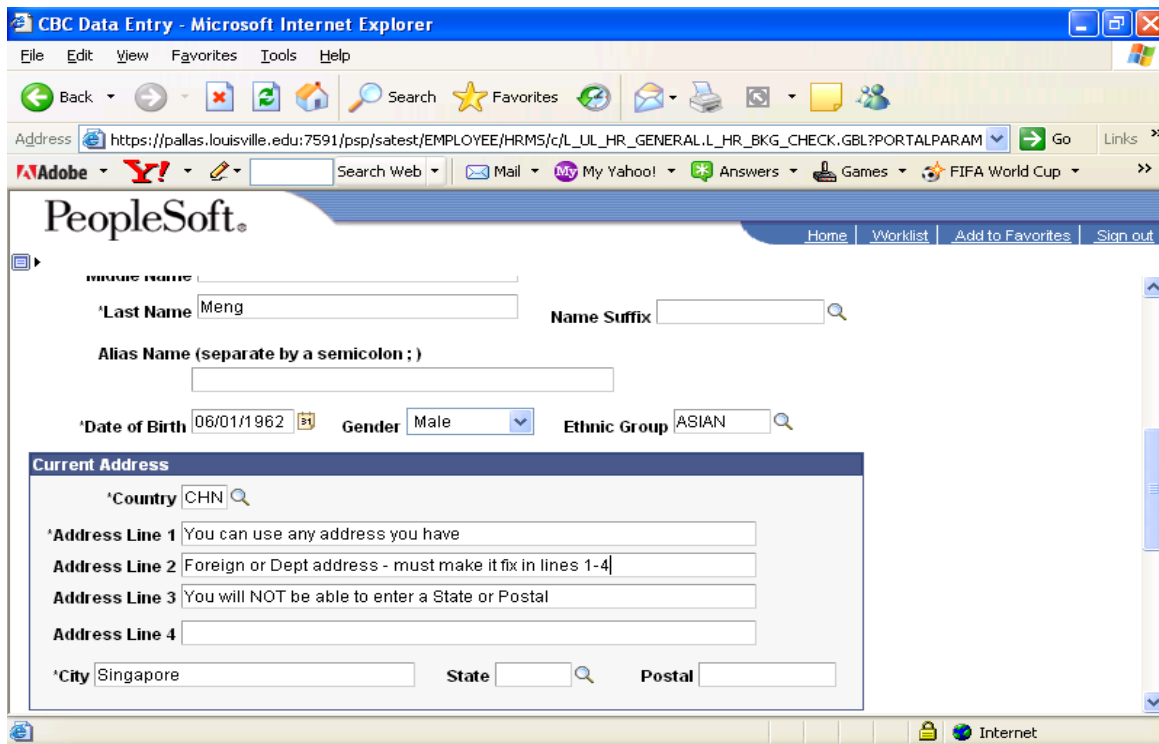
**Job Code** 001200 Grad Tchg Asst  
**Department** 2810000102 A&S Dean's Office

**\*SpeedType Key** \*000000 HIGH LEVEL

**EmpID**  **SSN**

**\*First Name** Che  
**Middle Name** Lu  
**\*Last Name** Meng **Name Suffix**

Done Internet



**CBC Data Entry - Microsoft Internet Explorer**  
File Edit View Favorites Tools Help  
Address: https://pallas.louisville.edu:7591/psp/satest/EMPLOYEE/HRMS/c/L\_UL\_HR\_GENERAL.L\_HR\_BKG\_CHECK.GBL?PORTALPARAM

**PeopleSoft** Home Worklist Add to Favorites Sign out

**\*Last Name** Meng **Name Suffix**

**Alias Name (separate by a semicolon ;)**

**\*Date of Birth** 06/01/1962 **Gender** Male **Ethnic Group** ASIAN

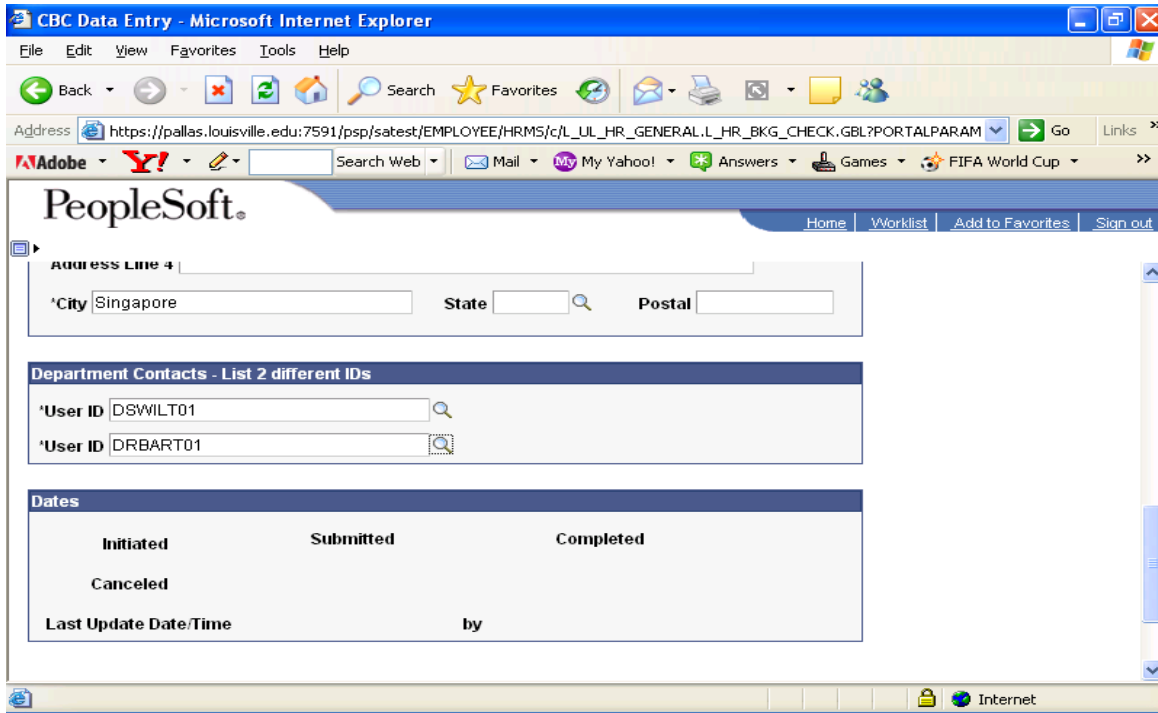
**Current Address**

**\*Country** CHN

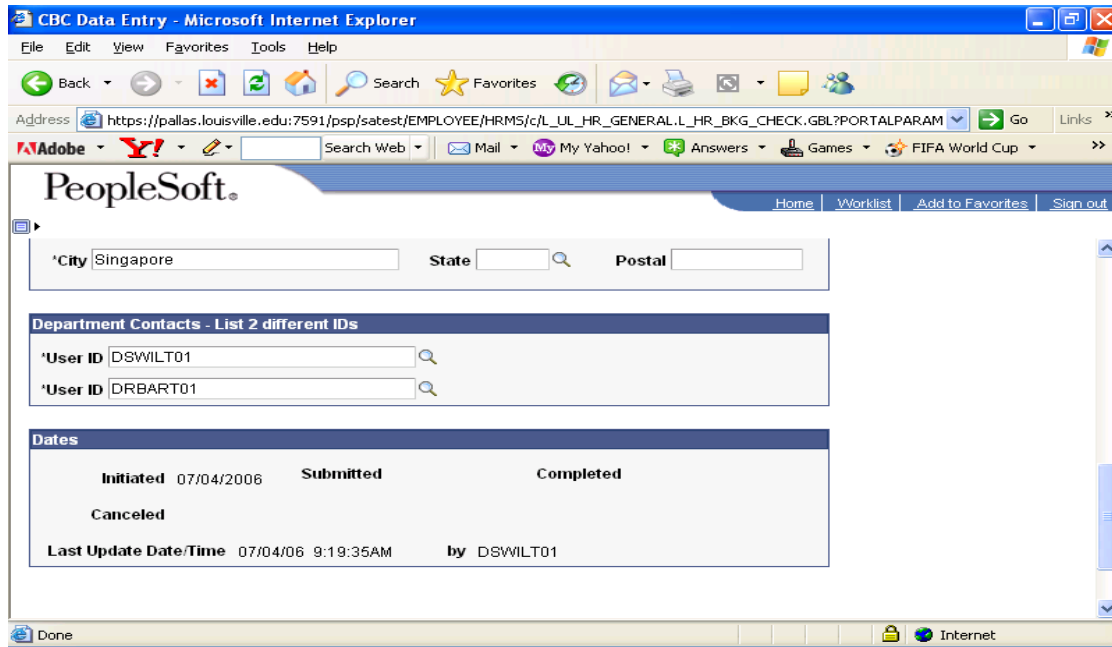
**\*Address Line 1** You can use any address you have  
**Address Line 2** Foreign or Dept address - must make it fit in lines 1-4  
**Address Line 3** You will NOT be able to enter a State or Postal  
**Address Line 4**

**\*City** Singapore **State**  **Postal**

Internet



**After Save:**



Status will change as the request is processed:

**Initiated** – is when you have entered and saved the panel

**Canceled** – is IF you canceled the search before it is submitted to the vendor. Remember information is pulled from this panel and submitted to the vendor every day at 4:00

**Submitted** – Request has been submitted to the vendor

**Completed** – Means you have received or will within the next business day, your email authorization to hire or your noted contacts have worked with HR and decided not to hire this candidate.

- 1) Check Signed Authorization has been faxed to HR – You can not proceed if the form has not been signed by the initial hire candidate and has been faxed to **HR Employment Service Unit @ 852-5665 – with the attached cover letter.**
- 2) Enter the PCN# that you are wanting to hire your candidate into
- 3) Enter the Expected Hire Date. Please note returns on all CBC results are estimated at 5 to 7 business days. These are estimates only as some searches may require additional time. Only Foreign National Candidates, who have been in USA for less than 30 days - who have not yet been assigned a SS# will be allowed to actually start to work before the CBC is marked completed in the PeopleSoft system.
- 4) Enter the Speed Type Key to which the CBC cost will be charged.
- 5) Enter an EmplID if one is available. Be sure to verify the name and address match the authorization form.
- 6) Social Security # - you are using this process because you are hiring a Foreign National who has not yet been assigned a SS# - leave this place blank
- 7) First Name
- 8) Middle Name or Initial
- 9) Last Name
- 10) Name Suffix – such as Sr. – Jr.
- 11) Alias Names – list any last names candidate may have used – example – Maiden name – previous married name.
- 12) Country – Enter the Country from which you candidate’s visa was issued – their HOME Country
- 13) Address Lines 1 – 4 - If you have a USA or foreign address enter it – you may use the department’s address only as last resort. Foreign, Dept ,or USA mailing address - **must make it fit in lines 1-4**
- 14) City – If you do not have an USA address yet – enter the city of the candidate’s home country.
- 15) State – You will not be able to enter anything here – because your country code is not USA
- 16) Postal – You will not be able to enter anything here – because your country code is not USA
- 17) Department Contacts – Required – two User IDs – this should be two people who would work with HR or Faculty Personnel, if there is a finding that needs to be reviewed, who can also make the hiring decisions for the department.
- 18) Once all this is done review your data – then click the yellow SAVE button

**NOTE:** Scroll back up to the top of the page and write down the Sequence Number on the bottom right corner of your authorization form. Also once you have saved, you’re User ID and the date the request was initiated shows up. If for some reason you need to cancel this request before it is sent to the vendor, you can do this by going back into the panel under Find Existing Values and enter your Sequence Number. If it is not grayed out you can cancel the request – if it is grayed out the cancel button disappears, that means the request has been sent to the vendor. Requests will be sent to the vendor every business day at approx. 4:00 PM as long as HR has received the authorization form.

**HR** will not send a request to the vendor unless they have the signed authorization form, faxed from you. Department users can confirm that HR has received the fax by going into the panel and searching by the sequence number and/or last name. ‘**Y**’ means HR has the Faxed signed authorization form. HR may be updating the system with faxes they receive throughout the day. The best time to confirm would be first thing in the morning.

**ONCE** – your Foreign National candidate has been assigned a SS# and has a USA address you will need to come back to this panel and enter the new information. This time the country **MUST** be USA and you will be required to enter all fields. Employee will be put on pay status of Leave without Pay if no SS# is entered here in a 45-60 day period. Enter the SS# and USA address will trigger the background check be sent to the vendor.

**FAX COVER SHEET**

**University of Louisville  
Criminal Background Check  
Authorization Request Attached**

**TO: Human Resources – Employment Services Unit  
FAX to 852 -5665**

**From Department Name:** \_\_\_\_\_

**Submitter's Name & Phone:** \_\_\_\_\_  
\_\_\_\_\_

**How many authorization sheets included?** \_\_\_\_\_

**Expected Hire Date** \_\_\_\_\_

**Will need to attend New Employee orientation: YES - NO**

**Staff or Faculty Hire** (circle one)