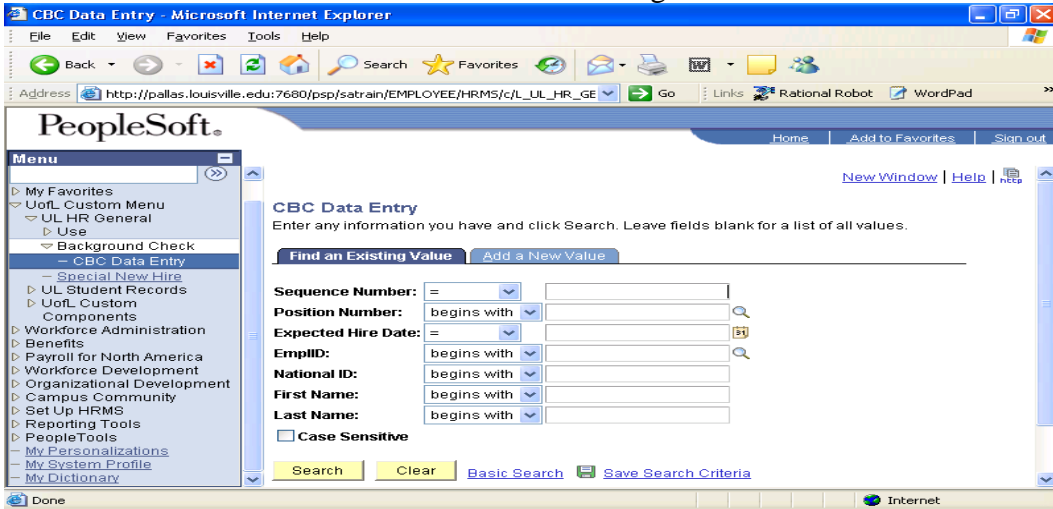


# Criminal Background Check (CBC) Request for Initial Hires (with USA addresses & SS#)

Revised 2/9/2009

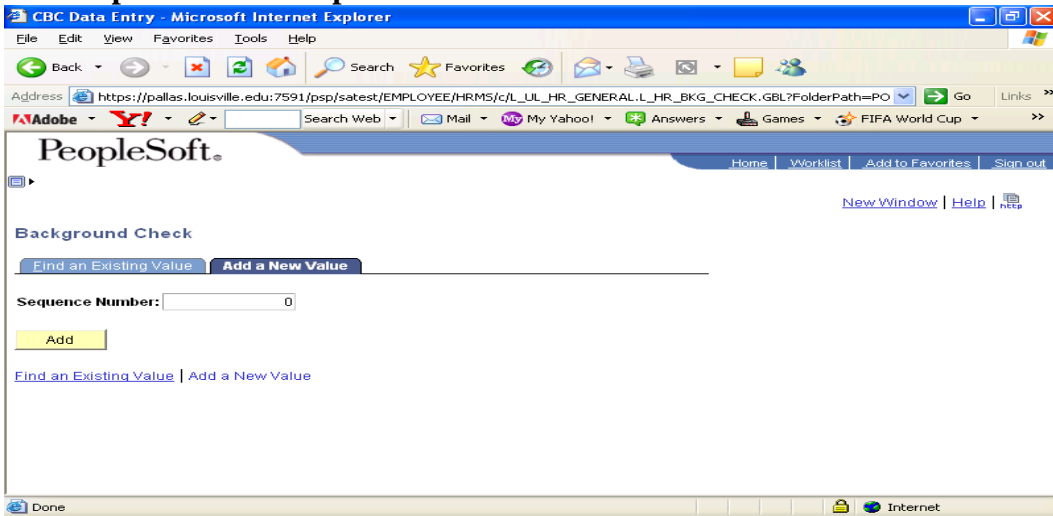
Process should not start until a signed authorization form is received from the initial hire candidate and **FAXED** to the HR Employment Service Unit @ 852-5665 – with the attached cover letter.

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



Select 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.** Select Add



See written instructions on page 5- how to proceed.

CBC Data Entry - Microsoft Internet Explorer

http://pallas.louisville.edu:7680/psp/satrain/EMPLOYEE/HRMS/c/L\_UL\_HR\_GE

### PeopleSoft.

Home Add to Favorites Sign out

New Window Help Customize Page

**UBM**

**Sequence Number**      **Status**

Signed Authorization Has Been Faxed to HR

\*Position Number 00000005 Unit Business Mgr

\*Expected Hire Date 08/01/2006

Job Code 000426 Unit Business Mgr

Department 2811000102 A&S Anthropology

\*SpeedType Key \*01057 Staff Developm Prg

EmplID      SSN 411161212

\*First Name Elizabeth

Middle Name Anne

Done Internet

CBC Data Entry - Microsoft Internet Explorer

http://pallas.louisville.edu:7680/psp/satrain/EMPLOYEE/HRMS/c/L\_UL\_HR\_GE

### PeopleSoft.

Home Add to Favorites Sign out

\*First Name Elizabeth

Middle Name Anne

\*Last Name Johnson      Name Suffix

Alias Name (separate by a semicolon ; )  
Williams

\*Date of Birth 06/01/1979      Gender Female      Ethnic Group AMIND

**Current Address**

\*Country USA

\*Address Line 1 102 Testing Way

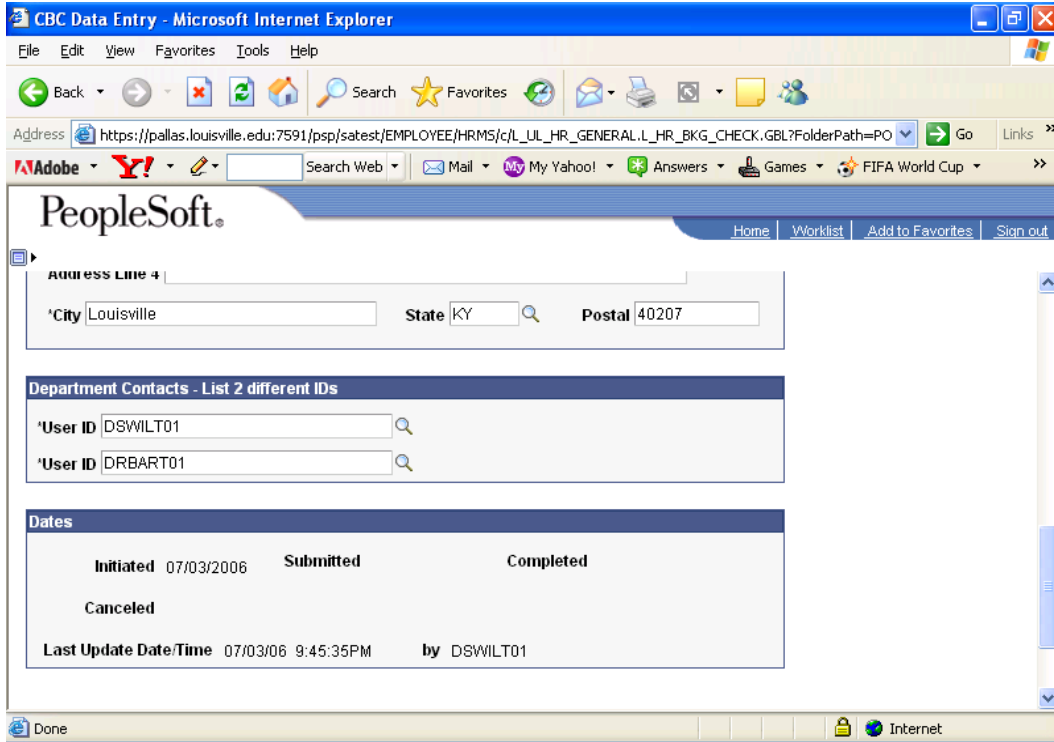
Address Line 2

Address Line 3

Address Line 4

\*City Louisville      State KY      Postal 40207

Done Internet



Status will change as the request is processed:

**Initiated** – when data is entered and panel is saved

**Canceled** – IF search is canceled 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** – Email authorization has been received or will be received within the next business day OR your noted contacts have worked with HR and decided not to hire this candidate

- 1) Check Signed Authorization has been faxed to HR – Process cannot continue if the form has not been signed by the initial hire candidate and faxed to **HR Employment Service Unit @ 852-5665 – with the attached cover letter.**
- 2) Enter the PCN# associated with the position for the candidate
- 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 not yet been assigned a SS# will be allowed to actually start to work before the background check is completed and the PeopleSoft panel marked Complete.
- 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 # is required on all USA residents.
- 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 – MUST be USA to follow these instructions – If not a USA resident with a SS# see instructions: *Background Check Request for Initial Hires (without SS# - with or without a USA address.*
- 13) Address Lines 1 – 4
- 14) City – Required
- 15) State – Required
- 16) Zip Code – Required on all USA addresses
- 17) Department Contacts – Required – two User IDs – this should be two people working with HR or Faculty Personnel, encase there is a finding that needs to be reviewed, who have the authorization to make a 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.

**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)