New CBC Consent Form Process Training

Presented by:
University of Louisville Human Resources
What is changing?

How the Form is Submitted

No More Faxes!

Form will be completed ONLINE.

Who Handles the Information

- Personal information will no longer go through the department, including:
  - Social security number
  - Date of birth
  - Address
  - Education details
How does that change the process?

**Current Process**

1. New Hire provides information & signature on paper consent form
2. Department faxes consent form to HR
3. Department completes data entry in PeopleSoft
4. HR submits request to vendor
5. CBC is processed and reviewed

**New Process**

1. New Hire completes online consent form
2. Department submits basic request in PeopleSoft to HR
3. Vendor sends New Hire instructions via email
4. New Hire completes online consent form
5. CBC is processed and reviewed
6. HR reviews & submits request to vendor
What do you need to start?

**New Process**

- Department submits basic request in PeopleSoft to HR

**Position Information**
- Position control number (PCN)
- Speedtype
- User ID for two department contacts

**New Hire Information**
- Full name
- Email address

**No Email Address?**
- Use employment@louisville.edu
- New Hire will go to HR to complete the authorization form

louisville.edu/hr
Email from Truescreen

New Hire will receive email from Truescreen **applicationstation@truescreen.com** with link and instructions to complete the online consent form.

**Initial Email →** Sent within 24 hours

**Reminder Email →** Sent 48 hours later

**No Email?**
- Check Spam folder
- Confirm correct email address
  - Contact HR to correct e-mail address

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Offer Letter Updated

Details added to Offer Letter template
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT/SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 December</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1 January</td>
<td>2/3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
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<td>20</td>
<td>21</td>
<td>22</td>
<td>23/24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27 Last Day to submit a CBC</td>
<td>28 Blackout Day</td>
<td>29 Blackout Day</td>
<td>30/31</td>
</tr>
<tr>
<td>1 February</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6/7</td>
</tr>
</tbody>
</table>

- **Last Day to submit a CBC**
- **Blackout Day**
- **New Process goes LIVE!**
Training Materials are Online!

Visit the Manager Resources page louisville.edu/hr/employment/managers for the manual and a video demonstration (coming soon).

Contact your Employment Coordinator with any questions.

Additional Resources