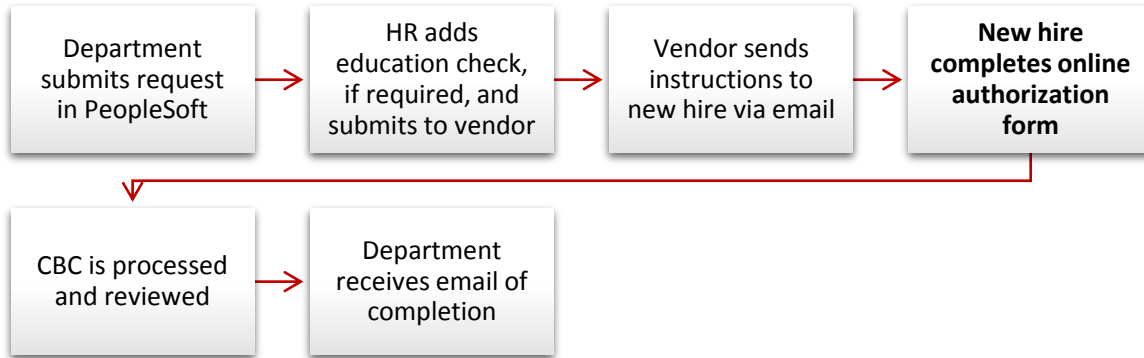


CRIMINAL BACKGROUND CHECK (CBC) PROCESS



REQUESTING A CBC

To submit a request for a criminal background check, the department will need the following information for the new hire:

1. **Full name**
2. **Email address**
 - The email address provided will be sent instructions from Truescreen to complete the online authorization form. The notification e-mail will come from applicationstation@truescreen.com, subject line “Background Investigation Forms Requested”. Please notify the new hire that they will receive this email and to check their spam folder if it has not been received within 1-2 days of the department’s submission.
 - **No email address?** If the new hire does not have an email address, please enter employment@louisville.edu and then notify the new hire they will need to come to the Human Resources office (1980 Arthur Street) to complete the online authorization form. The instruction email from Truescreen will be emailed to HR.

DEPARTMENT SUBMITS REQUEST IN PEOPLESOFT

NAVIGATION: UofL Custom Menu > UL HR General New > UL Background Check > UL CBC Data Entry

1. Select **Add a New Value**.

Find an Existing Value | **Add a New Value**

Limit the number of results to (up to 300):

Sequence Number: =

Position Number: begins with

Expected Hire Date: =

Empl ID: begins with

First Name: begins with

Last Name: begins with


2. Leave **0** as the default for sequence number. If any other number appears, delete and leave blank. Click **Add**.

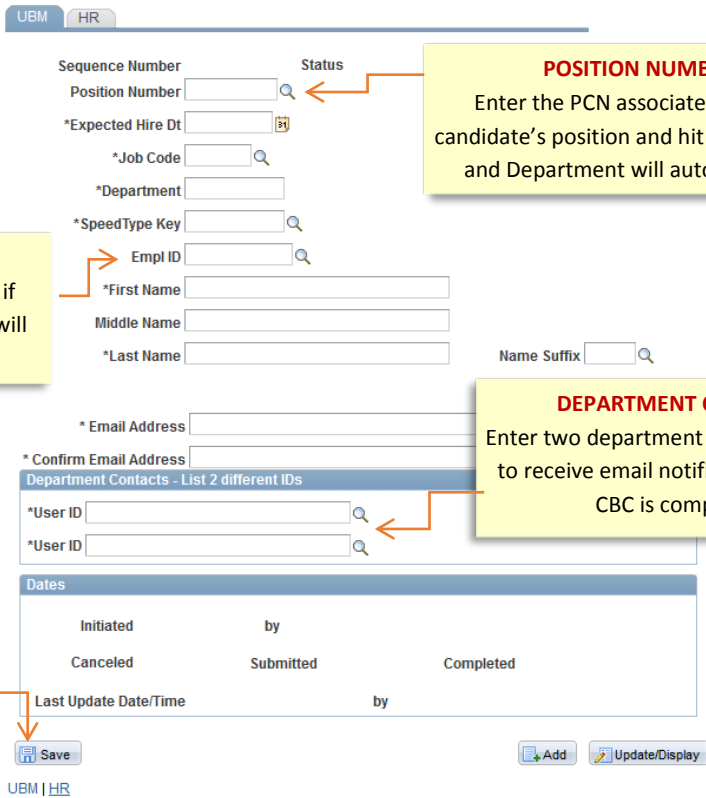
Find an Existing Value | **Add a New Value**

Sequence Number:

Add

3. Complete the CBC Data Entry Panel

Complete ALL required fields. Required fields are marked with an asterisk (*). Click on the magnifying glass  to look up lists of information for each field.



The screenshot shows a web form for entering candidate information. It includes fields for Sequence Number, Position Number, Expected Hire Date, Job Code, Department, Speed Type Key, Empl ID, First Name, Middle Name, Last Name, Name Suffix, Email Address, and Confirm Email Address. There are also sections for Department Contacts (two User IDs) and a Dates table with columns for Initiated, Canceled, Submitted, and Completed. A 'Save' button is at the bottom left. Callout boxes provide instructions for several fields:

- POSITION NUMBER:** Enter the PCN associated with the candidate's position and hit Tab. Job Code and Department will auto-populate.
- EMPL ID:** Enter the EMPLID if known. The name will auto-populate.
- DEPARTMENT CONTACTS:** Enter two department contact's user IDs to receive email notification when the CBC is completed.
- SAVE:** Click save and status will update to Initiated. **You are now finished with the CBC request process.** Notify new hire they will receive an email with instructions for the consent form.

ADDITIONAL INFORMATION

- **Sequence Number:** Once you have clicked save, scroll back up to find the sequence number. You may wish to note this number for your reference.
- **Cancel a Request:** If you need to cancel a request, return to the form through the CBC Data Entry panel in PeopleSoft and search by sequence number. Then select the cancel button at the top of the page and save. If the request has already been submitted to the vendor this will be grayed out and you will not be able to cancel. Please contact your employment coordinator.