

Criminal Background Check (CBC) – Student Employees

This quick guide provides a summary of the Criminal Background Check (CBC) process for student employees.

Step 1: Determine if a CBC Is Required (Updated 7/22/26)

- During the Hire business process, the Student Process Coordinator is responsible for determining whether a Criminal Background Check (CBC) is required.
- A CBC is required when the student employee is serving in a Position of Trust (POT) or a Position of Trust with Access to a Vulnerable Population
- The available CBC status options are:
 - Not a Position of Trust – CBC Not Required
 - Position of Trust – No Recheck
 - Position of Trust – 4-Year Recheck
- If the position qualifies as a Position of Trust, select the appropriate recheck frequency:
 - Position of Trust – No Recheck
 - Use this option if the position does not involve access or working with vulnerable populations
 - Position of Trust – 4-Year Recheck
 - If the position involves working with youth, minors or other vulnerable populations
- Do not select “Position of Trust – 2 Year Recheck” for student employees in Positions of Trust.
- Instead, choose either the No Recheck or 4-year recheck option based on the nature of the position in working with vulnerable populations.
- Reminder: Carefully review the duties of each position to ensure the appropriate Position of Trust designation and CBC recheck schedule are selected during the hiring process.

Step 2: CBC Requested

- Human Resources notifies the employee and supervisor that the CBC must be completed.
- Employment with UW–La Crosse is contingent upon successful completion of the background check.
- The employee is not eligible to begin work until the CBC meets institutional standards.
- Best practice: Set the start date at least seven (7) calendar days out to allow sufficient time for CBC completion.

Step 3: HireRight Notification Sent

- The employee receives the HireRight email.
- The five (5)-day completion window begins.

Step 4: Five (5)-Day Completion Window

- The employee must complete the CBC request within five (5) calendar days before it expires.
- **Updated 7/14/26:** With learning that expired CBC invitations that are not completed do not result in any cost to the department, we have removed the rule that there is a maximum of 2 CBC requests initiated per employee.

Step 5: First Extension – Employee-Controlled

- **Updated 7/14/26:** If an employee has not completed the required Criminal Background Check (CBC) by their scheduled start date, they are not eligible to begin work. HR may grant a one-week extension to the start date to provide one final opportunity for the employee to complete the CBC process. If the CBC remains incomplete by the revised start date, HR will proceed with termination of the hire.

Step 6: Second Extension – Vendor-Controlled (HireRight Only) •

The delay is caused by HireRight processing.

- The employee may NOT work during this period.
- The employee will not be terminated due solely to a vendor-related delay.

Step 7: CBC Completed

- CBC results return as 'Meets Expectations'
- The employee may begin or continue working.

Key Compliance Rule

Employees may not begin or continue working unless the required CBC has been successfully completed and meets university standards. Human Resources monitors CBC status, provides ongoing support, and takes action when timelines are not met.

Determining Whether a Position Is a Position of Trust

During the Hire business process, Workday will prompt you to indicate whether the position is a Position of Trust. Review the criteria below to make the correct determination.

Access to Vulnerable Populations

- Unsupervised or significant access to minors under age 18 who are not enrolled or accepted at a UW System institution.
- Unsupervised or significant access to medical patients.

Property Access

- Use of master keys or card access.
- Access to offices, facilities, or worksites other than the employee's primary worksite, including residential housing.

Financial or Fiduciary Responsibilities

- Primary duties (50% or more) involving handling money, approving expenditures, or maintaining financial records.
- Custody, auditing, reconciliation, or inventory of University assets.

Executive Positions

- Top-level management roles such as Chancellor, Provost, or Dean.
- All limited appointments, including movement between limited appointments.

What If You're Unsure Whether a Position Is a Position of Trust?

1. Consult the direct supervisor to determine whether the role meets Position of Trust or POTVP criteria.
2. Contact Human Resources if uncertainty remains before proceeding.