CRIMINAL BACKGROUND CHECK PROCESS

Summary of Process:

1) Human Resources will initiate Criminal Background Check (CBC) for all Classified and Unclassified employees, including Graduate Assistant’s and Non-Contract (EOP) employees. Division Head or designee must notify Human Resources of all Non-Contract (EOP) employees prior to employment.

2) Division Head or designee determines if student positions require a background check (please refer to checklist).

3) Division Head or designee e-mails the following student information to the HRCBC@uw lax.edu e-mail address if a background check is required. Please include the following information:
   * Student’s name
   * Student’s e-mail address
   * Position student is applying for
   * Name of person to notify of background check results

4) If a candidate does not have e-mail, he or she can stop by the Human Resources office to complete a Criminal Background Check Consent Form.

5) Human Resources submits background check request through the vendor, General Information Services (GIS), and GIS sends an e-mail to the candidate requesting information and consent for the background check. The sender address of the consent email is “big10@geninfo.com.”

6) Candidate completes the online background check authorization form.

7) GIS conducts a Social Security Number trace to determine where the candidate has lived. GIS then conducts a criminal history check for each geographic area the candidate has lived. The national sex offender registry is also checked by GIS. Human Resources is notified of the results.

8) Human Resources will notify the Division Head or designee of the results within 2 to 10 business days (usually 2 days for in state and up to 10 days for out-of-state) from when the candidate completed the online authorization form.

Individual Responsibilities:

Division Head or designee:

1) E-mail student’s name and e-mail address, position, and person to notify of results to HRCBC box.

2) Notify the student that they will receive an e-mail (from big10@geninfo.com) requesting background check information, and request that they complete it as soon as possible to keep the process moving.

Candidate:

1) Complete and submit online authorization form or Criminal Background Check Consent Form if e-mail address is not available.

Human Resources:

1) Provide candidate’s name and e-mail address to GIS to conduct criminal background check.

2) Notify Division Head or designee of results.

3) Enter criminal background check completion date into HRS.
Checklist to determine if a position requires a background check

(Please check the box if “Yes”)

☐ Does this position serve in a teaching or training capacity?

☐ Is this position a camp counselor or someone who travels with students or teams?

☐ Does this position handle cash with access to safes, cash deposits, or authorization for refunds?

☐ Does this position handle, give receipt for or have custody of cash, checks or securities, or account for supplies or other property; authorize (or make appropriations for) expenditures; approve, certify, sign or countersign checks, drafts, warrants, vouchers, orders or other documents providing for the paying over or delivery of money, securities, supplies or other property, or serve process?

☐ Does this position maintain or audit accounts of money, checks, securities, time records, supplies or other property, or take physical inventories of money, checks, securities, supplies or other property?

☐ Does this position set up checking or credit card accounts, make payments to vendors, sign procurement contracts, or have global access to electronic files?

☐ Does this position have significant inventory control responsibilities, including the receipt and release of inventory?

☐ Does this position have unsupervised access to University, employee, or student property, including positions located in the University’s residence halls with access to the rooms of students?

☐ Does this position set up, have access to or maintain central personnel records/information, create personnel appointments, process payroll payments, or have global access to electronic files?

☐ Does this position set up, have access to or maintain academic records/information of any kind?

☐ Does this position set up, have access to or maintain medical or health care records/information of any kind?

☐ Is this position a Master or submaster key holder who may have access to equipment, vehicles, central warehouses, and equipment storage?

☐ Does this position perform public safety related duties?

☐ Does this position set up or maintain the University’s server, university-wide databases, or campus-level application-specific software editing and modifying?

If you checked any of the above boxes, this position requires a background check to be conducted.