# College of Arts & Sciences
## Background Check Process Reminders

<table>
<thead>
<tr>
<th>Important Reminder</th>
<th>Additional Instructions</th>
</tr>
</thead>
</table>
| Submit the CAS Background Check Request Form or CAS Final Selection Worksheet in a timely manner | • All background checks must be completed prior to the date of hire for all appointments requiring a background check.  
• Background check requests may be submitted as far as 90 days prior to the date of hire/appointment.  
• Unless an Independent Contractor meets the criteria for exemption from the background check requirement (as stated in Independent Contractor Procedure 708.1), background checks must be completed for Independent Contractors prior to the services being provided.  
• Although there is a change in the procedural processing of background checks, the University Background Policy is still valid and can be found [here](#).  

*Note: Background check results remain valid for 90 days. Submitting a background check too early will result in the department having to complete a new background check prior to the hire/appointment date. Submitting a background check request late will result in compliance issues and the hire/appointment being delayed.* |
| Use the correct version of the CAS Background Check Request Form or CAS Final Selection Worksheet | • The current version of both forms Rev. 11/16/15 can be found on the CAS intranet under Business Center forms or accessed directly [here](#).  
• As a general rule, for appointments that are derived from a recruitment, please use a CAS Final Selection Worksheet. For all other reasons, use a CAS Background Check Request form.  

*Note: Failure to use the correct form will result in the request being returned to you for completion before the background check will be conducted.* |
| Fully complete the appropriate form | • Complete all appropriate fields on the request form.  
• Provide the correct candidate/appointee email address. Incorrect email addresses will cause delays in initiating the online background check invite to the candidate.  
• Indicate the name of the department representative designated to receive the background check results and summary page on the Background Check Request form. The results and summary page will only be returned to the person indicated on the request.  

*Note: Incorrect or incomplete forms will be returned to the department for correction or completion.* |
| Provide correct chart field information | • Provide accurate chart field string information for background check fees. Provide the chart field **Source**, **Fund**, **Program** and **Department Number**. These are **required** fields.  
• Project ID is **required** when using **Fund** codes beginning with “252.”  
• Cost codes are optional fields.  

*Note: Providing incomplete and/or incorrect chart field information will result in a delay in completing the background check process.* |
| Properly submit the CAS Background Check Request Form or CAS Final Selection Worksheet | • Use Infoporte to route the appropriate form to your HR Specialist in the CAS Business Center  

*Note: To ensure security of sensitive information, never email any forms or documents that include Social Security number (SSN).* |