Background Check Flow Chart for Student Assistants

Do Student Assistants need to complete a background check?
Student Assistants are required to complete a background check if they meet the following criteria:
- ∧ On a regular basis, they will have access to, or control over amounts greater than $10,000 in cash, checks, credit cards, and/or credit card account information *and/or*
- They will have access to **Level 1 data** *and/or*
- A background check is required by law

How do I know if Student Assistants will be employed in a position in which a background check is required by law?

Each hiring department is responsible for determining whether their Student Assistants will be in a position in which a background check is currently required by law. Positions in which a background check is currently required by law include, but is not limited to the following:
- positions with regular, direct contact with minors, *and/or*
- access to stored criminal offender record information *and/or*
- access to patients, drugs or medication

Rehire Exception: Any former employee who is *re-appointed* to a CSU position without a break in service of twelve (12) months or more, will not be subject to the background check requirements appropriation to the new position. However, if a student employee is re-hired and his/her job duties have changed, it is necessary to determine if a background check is required by law in the new position. If it is determined that they are employed in a position that a background check is required by law, a background check will need to be cleared before the student may begin working.

Background Check Process:

Hiring department determines if student(s) will be employed in a position in which a background check is required by law.
*Please confirm this with the Compliance Coordinator

Recruitment is conducted by the hiring department via Handshake/Career Launch at *https://csusb.joinhandshake.com/login*

Hiring department selects final candidate(s) for employment

Hiring department emails the background check request form to *backgroundcheck@csusb.edu.*
*Request form is available on the Human Resources Website at *http://hrd.csusb.edu/backgroundCheck.html*

No Background Check is Required

If the student assistant is *NOT* in a position in which a background check is required by law, HR will notify the hiring department and the Student Employment Office via email on the student's employment eligibility.

Background Check is Required
If the student assistant is in a position in which a background check is required by law, HR will initiate the background check process. This will consist of the student completing an electronic request from Accurate Background Inc. and/or completing a live scan at the University Police Department. The requestor listed on the form will be notified via email when the background check request(s) have been submitted for the student(s).
*Please note that this may require the student to fill out additional HR forms

Accurate Background Inc. and/or the University Police Department will conduct the background check(s) and the results will be provided to the Compliance Coordinator.
&Approximate turn around time for results is estimated to take up to 14 business days.

Once results have been reviewed and approved, the Compliance Coordinator will notify the hiring department and the Student Employment Office via email on the student's employment eligibility.

If you have any questions, please feel free to contact Lurdes Valdez at ext. 73635 or backgroundcheck@csusb.edu