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:

A 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

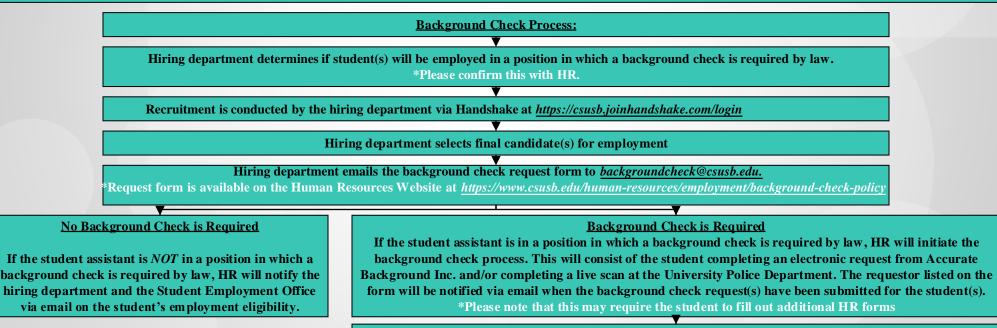
- They will have access to <u>Level 1 data</u> and/or
 - A background check is required by law

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 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.



Accurate Background Inc. and/or the University Police Department will conduct the background check(s) and the results will be provided to HR.

Approximate turn around time for results is estimated to take up to 14 business days.

Once results have been reviewed and approved, HR 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 Baneza Garibay at 909-537-3719 or backgroundcheck@csusb.edu