Background Check Flow Chart for Academic Student Employees (Unit 11)

Do Academic Student Employees need to complete a background check?
Academic Student Employees 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 Academic Student Employees will be employed in a position in which a background check is required by law?
Each hiring department is responsible for determining whether their Academic Student Employee(s) 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.

Background Check Process:

1. 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 HR.
2. Recruitment is conducted by hiring department
3. Hiring department selects final candidate(s) for employment
4. Hiring department emails the background check request form to backgroundcheck@csusb.edu and “cc” facultyaffairsanddevelopment@csusb.edu
   *Request form is available on the Human Resources Website at https://www.csusb.edu/human-resources/employment/background-check-policy
5. HR will submit the request to Accurate Background Inc. Accurate Background Inc. will notify HR when results are ready to view and approve.
   *The estimated turn around time for results is up to 14 business days.
6. Once the results have been reviewed and approved, HR will notify the hiring department and Faculty Affairs & Development via email on candidate’s employment eligibility.

If you have any questions, please feel free to contact Baneza Garibay at 909-537-3719 or backgroundcheck@csusb.edu

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