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 appropriate 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](mailto:backgroundcheck@csusb.edu) **and “cc” academicpersonnel@csusb.edu.**
   - *Request form is available on the Human Resources Website at [http://hrd.csusb.edu/backgroundCheck.html](http://hrd.csusb.edu/backgroundCheck.html)*

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 Academic Personnel via email on candidate’s employment eligibility.**

*If you have any questions, please feel free to contact Breanna Baeza at 909-537-5138 or backgroundcheck@csusb.edu*