
4.13 BACKGROUND CHECKS

Overview

The procedures described in this section are for documenting in the Payroll/Personnel System data related to a completed background investigation.

Policy Summary

Background investigations are required for:

- initial hiring into a critical position;
- transfer/promotion/reclassification from a non-critical position into a critical position;
- transfer from another campus into a critical position;
- student employees in critical position; and
- volunteers in critical position

Background investigations may include a review of a candidate or appointee's state summary criminal history information (obtained through fingerprinting), a review of a candidate or appointee's credit history, and/or verification of a license, certificate, or degree required for appointment.

Records of criminal conviction and/or negative credit reports will be reviewed by the Unit/Department Head in consultation with Staff Human Resources or the Career Center, and Labor Relations to determine the applicant/employee's suitability for employment in the critical position.

Refer to the [Santa Cruz Campus Policy & Procedures for Conducting Background Investigations](#) for specific policy and procedure guidance.

Before You Start

Follow procedures outlined in the [Santa Cruz Campus Policy & Procedures for Conducting Background Investigations](#).

Once a background check has been completed (i.e., notification and/or verification process is finalized) the service center enters the appropriate data in the Payroll/Personnel System as follows.

Data Entry

Completing the EBCC Function

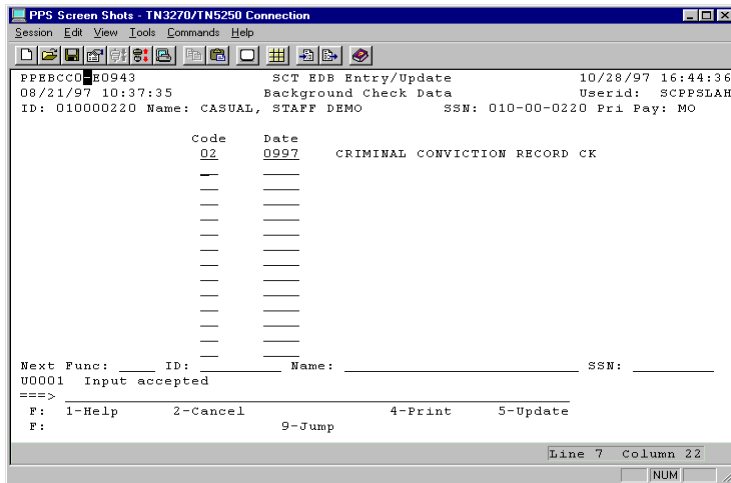
Enter the kind of background check and date completed with the Background Check Data (EBCC) function.

Accessing the EBCC Function

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **EBCC**, **employee ID number**, and then press **Enter**.

The Background Check Data function (**EBCC**) is displayed.

THE EBCC (BACKGROUND CHECK DATA) FUNCTION



EBCC Procedure

Enter data in the following fields, as applicable:

Code	Code indicating the kind of background check made on the employee.
01	- Previous employers reference check
02	- Criminal convictions record check
03	- Financial disclosure
04	- Security clearance
05	- Police officer background check
06	- Professional license or certificate verification
07	- Educational degree check
08	- Department of Motor Vehicles driving record check

Date	The date on which the background check on the employee was completed. MMYY format
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Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update**.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update**.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

If There are no Errors

If there are no consistency errors you will receive the message:

U0007 UPDATE PROCESS COMPLETE

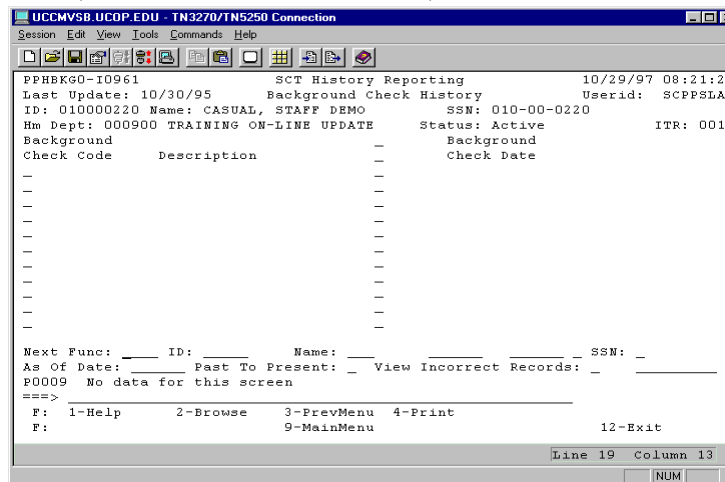
Accessing IMSG

To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

HBKG Background Check History

HBKG (BACKGROUND CHECK HISTORY) FUNCTION



The HBKG Background Check History function displays information related to background checks conducted on employees. The most current background check data will be displayed first unless a “Y” is entered in the Past to Present field located in the screen footer. If a translation of the background check code is not available, a “?” will be displayed. *(Please note: there is no Inquiry function in the Payroll/Personnel system for background check data.)*