

Requesting a Background Check Using the Background Check ePAR

Understanding the Background Check Process

To request a background check for a candidate/appointee, the background check initiator completes an electronic Personnel Action Request (ePAR) in ConnectCarolina. After you submit the form, it routes to the Background Check Unit in the Office of Human Resources. Staff in that unit review the request and determine if a background check is necessary.

If a background check isn't necessary, they indicate it on the ePAR and you can proceed with the next step in the process. If a background check is necessary, they send an invitation to the candidate/appointee to complete the background check questionnaire in ConnectCarolina.

Once the candidate/appointee has entered the required information, the Background Check Unit sends a request to the university's background check vendor who conducts the background check.

Once the background check is complete, the Background Check Unit reviews the results, completes the Background Check Summary Page in ConnectCarolina and uploads the degree and/or professional license verification, if applicable.

Before You Begin

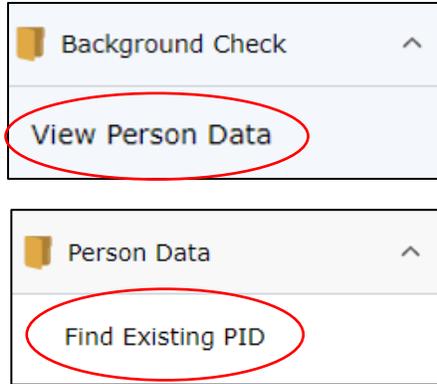
Before you begin, make sure you have all of the relevant information for the background check request, such as the candidate/appointee's information, Person ID Number (PID) if they already have one, and chartfield to be charged, because you can't save the form in progress and return to it later.

PID is a critical part of the Background Check ePAR that drives the background check invitation process.

To determine if a candidate/appointee has an existing PID, it is important to gather key bio-demographic identifiers before locating the PID in ConnectCarolina. As a reminder, the more unique the identifier is, the more accurate the PID search will be.

Type of Bio-Demo Information	Where to Locate the Information
Legal first and last name	Job Application, CV or similar document, Independent Contractor Determination Checklist, etc.
Email address	Job Application, CV or similar document, Independent Contractor Determination Checklist, etc.
Home address	Job Application, CV or similar document, Independent Contractor Determination Checklist, etc.
Social Security Number	Ask the candidate/appointee (if possible)
Date of Birth	Ask the candidate/appointee (if possible)

Once you have gathered the candidate/appointee's bio-demographic information, use the **Find Existing PID** -or- the **View Person Data** page in the HR WorkCenter to determine if they have an existing PID.



When you find a match, enter the PID in the PID field on the background check ePAR. If the initiator is unable to locate the PID, they should either indicate **"N/A"** in the PID field or include a note in the Comments section of the ePAR.

Submitting a new Background Check Request ePAR

Follow the steps below to start a new Background Check Request ePAR.

1. Choose this menu option:

From the Admin WorkCenter Home page, click the **HR WorkCenter** Tile > **Background Check** folder > **Add a Background Check ePAR** link.

Candidate/Appointee Information

2. On the Candidate Information section, complete the following fields. The required fields are marked with an asterisk.

<i>In this field...</i>	<i>Do the following...</i>
Type	Select the appropriate appointment type for the candidate/appointee from the list.
Action Type	Select the appropriate reason for requesting a background check. Note: Select Mandatory Recheck for current employees who are required to have ongoing, regulatory checks.
Vacancy ID	Add the Vacancy ID from PeopleAdmin if the background check is related to a recruitment with a Vacancy ID.
Position/Appointment title	Enter the job or affiliate title for the candidate/appointee.
Position Number	Enter the position number, if the candidate/appointee has one.
Department Number	Look up, or enter, the department ID for the candidate/appointee. Note: If you need to change the search criteria once you're in the Lookup, click the triangle next to Search Criteria and then click Show Operators.
Estimated Appointment Date	Enter the expected start date for this candidate/appointee.

First Name	Enter the legal first name of the candidate/appointee, if known.
Middle Name	Enter the middle name of the candidate/appointee.
Last Name	Enter the legal last name of the candidate/appointee.
Suffix	Enter the suffix of the candidate/appointee.
Email Address	Enter the email address of the candidate/appointee. Note: This is the address that the system will use to send notifications and instructions to the candidate/appointee.
PID	Enter the candidate/appointee's PID, if one exists. Important: Be sure you check to see if the candidate/appointee already has a PID in ConnectCarolina to avoid creating duplicate PIDs. If you are not certain of the candidate/appointee's PID, use the Find Existing PID link to search ConnectCarolina. If you don't have access to the Find Existing PID link, work with your HR Representative.

3. In the Special Categories section, select whether the candidate/appointee belongs in any of the categories. Definitions and additional links are provided to help determine if the candidate/appointee fits into any of the listed Special Categories.
4. Do one of the following:
 - If you selected **No** for Special Categories, click the **Next** button to proceed to the next page.
 - If you selected **Yes**, select the appropriate answer for each field to indicate which of the special categories apply to the candidate/appointee. Then click the **Next** button to proceed to the next page.

*Special Categories ▼

Select Special Categories

<p>CDC/USDA Select Agent <input type="text"/> ▼</p> <p>Supervised Contact with Minors <input type="text"/> ▼</p> <p>Supervised Contact with Sensitive Populations <input type="text"/> ▼</p>	<p>Sensitive Facilities <input type="text"/> ▼</p> <p>Unsupervised Contact with Minors <input type="text"/> ▼</p> <p>Unsupervised Contact with Sensitive Populations <input type="text"/> ▼</p>
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Next

Background Check Information

5. On this page, answer the questions about the background check components that need to be included in the background check for the candidate/appointee. The questions that you see on this page are based on the selections you made on the first page.

Notes:

- Foreign Degrees must be verified by the Hiring Department at their expense. Click the [policy link](#) on the form for more information about the UNC policy.
 - Departments need to remind relevant candidate/appointees to include their professional license information on their background check questionnaire when appropriate, since those fields are not required for all candidate/appointees on the personal information page.
6. After answering all of the questions on this page, click the **Next** button.

Chartfield Information

7. Enter the chartfield string that will be charged for the cost of the background check. At a minimum, you need to enter the fund, source, and department.

Note: Background checks use the University’s automated CBM system for billing. If invalid chartfield information or sufficient funds aren’t available, then the billing process will revert to secondary account options. Finance personnel would then adjust the charge to the appropriate chartfield.

Comments and Submit

8. Enter any comments that you need to share with the Background Check Unit or include for your own reference. For example, you can indicate that the candidate/appointee does not have an existing PID, explain why you are submitting another ePAR for the candidate/appointee (e.g., to replace a previously withdrawn ePAR or request a degree-only package that was not requested on the original ePAR), indicate the name of the supervisor this position will report to, etc.

Tip: Drag the lower right corner of the Comments box to expand or resize the displayed area.

A screenshot of a web form element. It features a header with a downward-pointing triangle and the word "Comments" in orange. Below the header is a large, empty rectangular text input area with a thin border. In the bottom right corner of the input area, there is a small icon of a hand with a diagonal line, indicating a drag handle for resizing.

9. Click the **Submit** button to send the form to the Background Check Unit for review.
Note: You can’t save an in-progress form to come back to it later. You can click the **Previous** button to review data on the previous pages before you submit, but if you close the form you will have to start over.

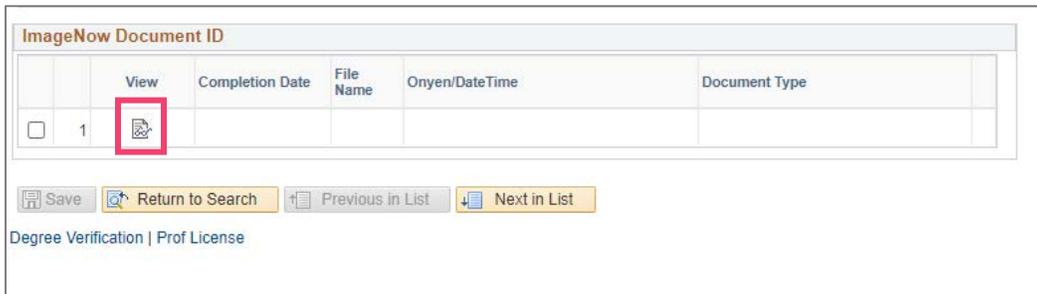
Viewing the Results of Degree and Professional License Verification

To view the results of the degree and professional license verifications as part of a background check you requested, follow the steps below.

1. Choose this menu option:

From the Admin WorkCenter Home page, click the **HR WorkCenter** Tile > **Background Check** folder > **Background Check Documents** link.

2. Enter the PID of the candidate/appointee in the Empl ID field and click the Search button.
3. On the Degree Verification tab, you can review the degrees that have been added by the Background Check Unit in the US Degrees and Foreign Degrees table. Click the **View** icon in the ImageNow Document ID table to see any attachments.



4. Click the Prof License tab to review the candidate/appointee's professional licenses.
5. On the Prof License tab, you can review the professional licenses that have been added by the Background Check Unit in the Prof License Verification table. To see additional licenses, click the **arrow** in the upper right-hand corner of the table header. Click the **View** icon in the ImageNow Document ID table to see any attachments.

