



ConnectCarolina Background Check Reports/Queries

Background Check Reports/Queries

There are five background check reports/queries that are available to campus background check initiators: Degree Pending Department, Completed Degree Verifications, Outstanding Invitations, In-Progress ePARs, and Estimated Fees.

Following, is a list of the reports and report content:

Query Name	Report Content
Degree Pending Department	Candidates/appointees with foreign degrees that must be verified by the hiring department.
Completed Degree Verifications	U.S. and foreign degree verifications that have been completed for a given ePAR date range
Outstanding Invitations	Candidates/appointees who have not yet responded to background check invitation
In-Progress ePARs	ePAR status for background check ePARs that are still in-progress. The report includes: ePAR submission date, date and time candidate/appointee responded to invitation, date sent to vendor, etc.
Estimated Fees (Also available to finance users who have the background check initiator role in ConnectCarolina)	Key financial information for background check ePARs such as estimated package price, interdepartmental fee, total pre-order estimated amount, and total post-order estimated amount

Report/Query Customization Options

Background check initiators can use a combination of search fields to customize reports to meet their needs. Search options include: Division, Department ID, From Date, To Date, and PID.

NC_HCM_BGC_OUTSTANDING_INVITES - Outstanding Invitations

Optional: Division

Optional: Dept ID

Optional: From Date

Optional: To Date

Optional: PID

[View Results](#)

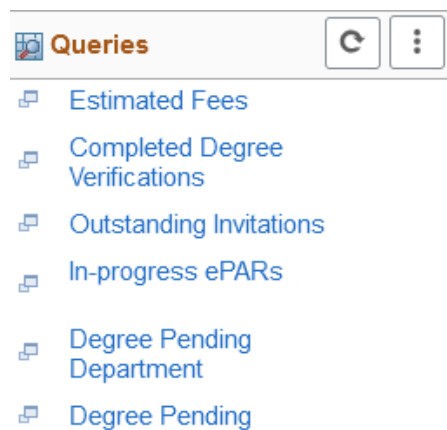
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (143 kb)

Generating a Report/Query

1. To view the available reports/queries, navigate to the HR WorkCenter as follows: **HR WorkCenter Tile > Reports/Queries > HR/Payroll Reporting Dashboard > HR/Payroll Reporting Dashboard > Background Check folder.**





2. Select the desired query from the following list:





3. In the fields provided enter the optional report criteria and click View Results to generate a report. Or Click View Results to generate a report that includes all available data.

NC_HCM_BGC_OUTSTANDING_INVITES - Outstanding Invitations

Optional: Division 

Optional: Dept ID 

Optional: From Date 

Optional: To Date 

Optional: PID

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

4. The report results can be viewed in the report window or downloaded as an Excel spreadsheet, CSV Text File or XML file.

NC_HCM_BGC_OUTSTANDING_INVITES - Outstanding Invitations

Optional: Division 

Optional: Dept ID 

Optional: From Date 

Optional: To Date 

Optional: PID

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Division	Dept ID	Department	ePAR ID	EMPLID	Last Name	First Name	Middle Name	Email	Date Inv Ser
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