



Coffee Talk with HRIS Summary: Thus, March 31, 2022

Criminal Background Checks

Presentation

Today's presentation was provided by PCC's HR Recruitment Manager, Alisa Hampton.

Introduction

- PCC's Recruitment Team works with all external recruitments at PCC and runs the Background Checks as part of the hiring process.
- Raquel Torres, HR Recruitment Assistant, mainly manages this process.
- For more about the Background Check procedure, visit Human Resources' [Criminal Background Check Procedure page](#).
- For more about how to request a Background Check, visit Human Resources' [Supervisor's Checklist for Criminal Background Checks page](#).

Who Requires a Background Check?

Background Checks are required for all external hires except for:

- casual positions
- student positions
- and volunteer positions

Background Checks are needed for Casual hires if they will have access to:

- Cash
- Keys
- Kids (minors under 18)
- Working one-on-one with students
- Access to confidential or non-public areas, for example, the HR Offices at the Downtown Center

Employment offers at PCC are always contingent on successful completion of a Background Check.

All Full-Time Faculty and newly hired Part-Time Faculty require a Background Check.

A candidate cannot start working for PCC until the Background Check has been completed.

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HR pays for all regular Background Checks. If a department requests a Background Check for a Casual employee, Student employee or Volunteer, the department is to pay for the Background Check and should include the FOAP to charge in their request email to pccjobs@pcc.edu.

Rehiring

The rule of thumb: if a Part-Time Instructor leaves the college and is terminated in Banner (PEAEMPL), they will need to pass a new Background Check if they are to return.

If the person has been terminated for less than six months, a new Background Check may not be needed.

The Background Check Process

1. Request all Background Checks by sending an email to the Recruitment Team's group email, pccjobs@pcc.edu.

In the email, be sure to include:

- The person's name
 - Their personal email address (non-PCC email address)
 - e.g. If someone is a Casual and has a PCC email address but is moving into a Classified position, we'll need their non-PCC email address
 - Their Job Title and what they'll be doing
 - Their manager's name
 - If the Background Check is for a Casual, Student or Volunteer, include the FOAP to charge
2. Recruitment requests the Background Check with our vendor, Pre-Employ.
 3. Pre-Employ sends an email to the person called, "Rapid Response at Pre-Employ"
 4. The person must respond to that email and click on the link provided in the email and login to give their information.
 5. Once the person provides their information, the Background Check starts. The Background Check typically takes two to three business days. The vendor does a search initially on their Social Security Number. They identify if the person has used other names in the past and where they've lived. If they have never changed their name and have always lived in one place, the Background Check will go quickly. The more names someone has used, or the more places someone has lived, especially internationally, the longer the process will take.

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6. When the Background Check is completed, we receive an email. We then notify you and the manager that the Background Check has successfully been completed. For Part-Time Faculty and the Casuals needing the Background Check, we notify the HRIS team so they have a record of the person's completed Background Check.
7. If there are other steps that we need to take on our end before the Background Check is completed, we'll let you know that it's still in process.
8. If the person does not successfully clear the Background Check, we have additional steps and will work with the manager as needed.

What if You Don't Hear About the Results?

Oftentimes the reason you don't hear about the results of the Background Check is because the person hasn't logged in and provided their information.

If you don't hear back regarding the Background Check, please feel free to check in with Raquel Torres via our group email, pccjobs@pcc.edu. Raquel will check in with Pre-Employ and see where the person is in the process. If needed, Pre-Employ will submit a new email with a new link to the candidate. The link is time-sensitive and is only active for 48 hours.

Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Returning Part-Time Faculty

Q: At what point are inactive Part-Time instructors terminated?

A: HR terminates Part-Time Faculty after four terms of inactivity, however your department should terminate them if they are leaving the college and you know they are not returning. We do not want them active as that carries liability issues.

Q: Our non-credit classes might only happen once a year or twice a year. Do they have to fill out a new application as well as getting a Background Check?

If you know a Part-Time instructor will be working once a year, don't terminate them. HR only terminates Part-Time Faculty if they've remained inactive for four complete terms. As long as they are not terminated in Banner, they will not need to complete a new Background Check.

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Instructor Approval Process

Q: If an instructor has left the college for over four terms, was terminated, and wishes to return, do they need to go through the instructor approval process again?

A: The instructor approval process as documented on the Instructor Approval Form (IAF) is an Academic Affairs process, not an HR process. Check with Katy Ho's office. HR's only role in this process is ensuring we receive the IAF and have it in the file for accreditation which is why we may be asking you for that form.

A new IAF needs to be completed every time a Part-Time Faculty is teaching classes for which they haven't been approved before, and because requirements may have changed since they last worked at PCC.

Q: The IAF form is for a different department, however, is there an easy way for us to check if an instructor is approved to instruct specific classes?

A: Unfortunately, HR doesn't track this, we simply add IAFs to the instructor's file. If you ask to see an instructor's IAF with your manager's approval, we may be able to assist you, depending on our workload. This is a good question to bring to the Academic Affairs office. Currently however, there is no process in place for tracking IAFs.

Following Up on a Background Check Request

Q: If a candidate reports that they have not received the Background Check email from Pre-Employ to start the process, who is responsible for following up?

A: First of all, make sure that they've checked their SPAM folder. Since our vendor doesn't tell us on a regular basis who hasn't responded to their email, send an email to pccjobs@pcc.edu and check in with us so we can resend the request. The link in the email is no longer live after 48 hours so our vendor will need to resend the email. Let us know right away so we can resubmit our request to the vendor. There have only been two instances over the years where technical issues were behind the candidate not receiving the email.

Q: Why in some cases does the Background Check take so long to complete?

A: The vendor does a search initially on the candidate's Social Security Number. They identify if the person has used other names in the past and where they've lived. If they have never changed their name and have always lived in one place, the Background Check will go quickly. The more names someone has used, or the more places someone has lived, especially internationally, the longer the process will take. At the beginning of the COVID Pandemic, offices were closed so if the county records office didn't have things automated, there was nobody in the building to get those records. Luckily, 99% of these cases have been worked through, however some smaller places have records that they don't return and thus hold up the process. If the candidate has filled in the information from

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the email, and the process seems to be taking a while, we can determine that it's the complexity of the person's background that is drawing out the process, especially if they've lived internationally.

When a Background Check Is Needed

Q: Do you need to do a background check for a new casual employee if they will be given an access badge, but not given keys to a building?

A: If a Casual has any responsibility or access that others don't, they should have a Background Check completed. For example, the HR office at the downtown center is badge access only. A Casual working in that office who will need badge access should complete a Background Check.

Q: Can an employee start working at PCC before they complete the Background Check?

A: No, they are not allowed to start at PCC until they have successfully completed the background check.

Announcements

1. **The last day to verify I-9 documents remotely is April 30, 2022. The deadline for I-9 Reverification is May 3, 2022.** We are still receiving plenty of I-9 forms whose documents were verified virtually/digitally instead of physically in-person, so all of those employees will need to have their documents physically reviewed by the end of May 3rd.

HRIS would love to partner with the administrative support team again to host additional I-9 Days on various campuses so people can come in and get their documents physically reverified. The HRIS team will be looking into hosting one more I-9 day of our own.

If we do not get everyone's I-9 documents physically reverified, we will need to end their employment at PCC as per federal requirements. Let's be diligent in ensuring that we get this done by May 3.

If you have questions, please reach out to HRIS: HRIS-group@pcc.edu.

For a list of employees still needing their I-9s physically reverified, visit this link:

<https://docs.google.com/spreadsheets/d/1a0fwk6nXyVNME1H9T0gY3C91CfYHf1Ae5BmiHjL0A/edit#gid=0>

2. You can start entering your Spring Term Part-Time Faculty Counselor / Tutor / Librarian EPAFs. The dates are April 3 through June 25. Please make sure the Query Date is April 3.

If you have any last-minute Winter Term Counselor / Tutor / Librarian EPAFs that need to be entered, you will need to fill out a MAP form and submit it via PASS AODocs.

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Check PWAPLVL for the instructors Years Step (Yrs Step) and pay according to the Part-Time Faculty pay schedule.

3. Some documents in the HRIS Training Library have been updated:

- The Submitting HR Forms via PASS AODocs process guide now contains instructions in routing and how to reroute a form to a different approver.
- The EPAF FAQs Quick Sheet has additional EPAF Errors and how to fix them included in it. When you encounter an Error when submitting an EPAF, hopefully you can find that error in the EPAF FAQs quick sheet and look up the solution on how to fix it.