This presentation is intended for HR Contacts and other departmental representatives who will support the onboarding of new employees.

If you have questions about the BCA or this presentation, please contact Human Resource Service Center – hrsc@austin.utexas.edu or 512-471-4772

COVERED IN THIS PRESENTATION

- Who can access the BCA
- When to request a background check
- How to request a background check
- How to view requests for your unit and subunits

- Retention of background check forms

The following slides include information about the items listed above.

WHO CAN ACCESS THE BCA

- HR Contacts and Delegates can access BCA for their unit code
- Authorization for a master unit (XXXX000) gives access to all sub-units

This access is granted by security roles in Workday. Here are the roles with access to BCA:

- Academic HR Executive
- Academic HR Partner
- HR Executive
- HR Partner
- I-9 Partner (can see SSNs)
- Recruiter

Reach out to your department's Security Partner to grant this access.

WHEN TO REQUEST A BACKGROUND CHECK

- Applicant(s) who is a finalist under consideration for a position
- Current employees under consideration for a new position
- Post offer, pre-hire – be sure offer letter indicates conditional hire

When to Request a Background Check

In most cases, you will request a background check for the one person who is being considered for the position. However, you can request a check for several finalists, such as the group of finalist who are called for a second interview. This can be useful when a specific type of conviction is relevant to the position (ex: drug or driving offenses) and you want to screen for that conviction type before making an offer.

The background check must be complete before a new hire begins work.

BCA – THREE PART PROCESS

- Department Requests the Background Check
- Applicant Authorizes the Check
- HRS Completes the Request

BCA – Three Part Process

The Background Check Administration system is designed to support a paperless process for background checks.

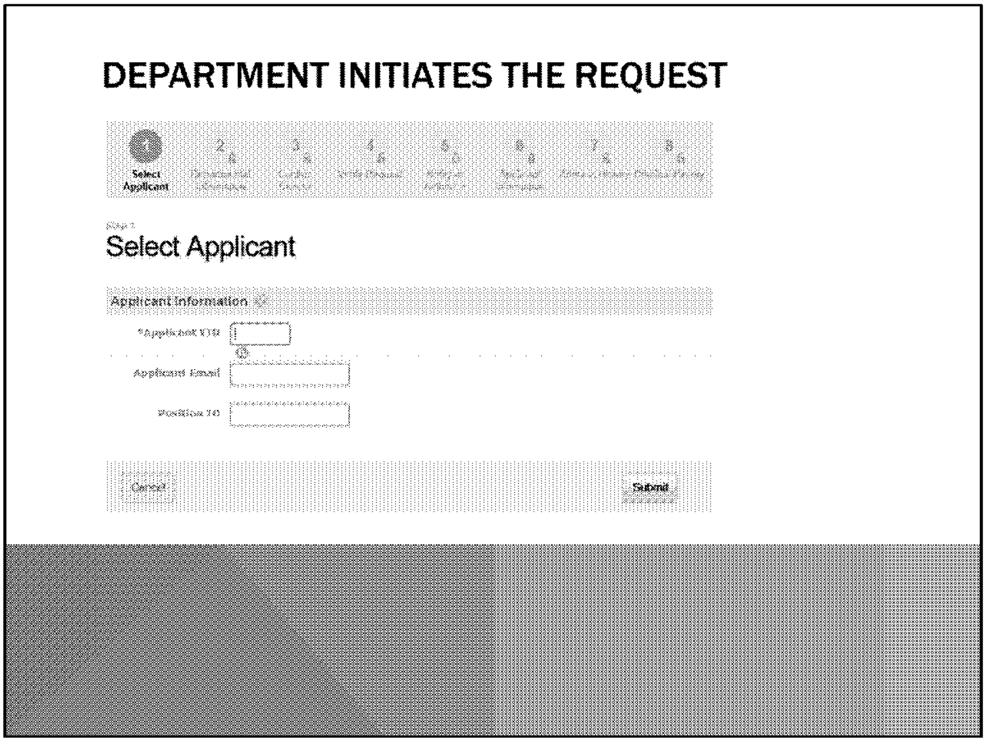
The department HR Contact initiates the request in the online system. The applicant can then authorize the check either by authorizing the request online or by completing a paper Criminal Background Check Request form. If a paper form is used, the HR Contact enters the information on behalf of the applicant.

Once the request has been authorized, it is automatically forwarded to HRS for processing.

This is the Background Check Administration home page.

BCA is the first application to use the new campus-wide ERP interface.

To start a new request, click **Create a Request** in the upper right corner.



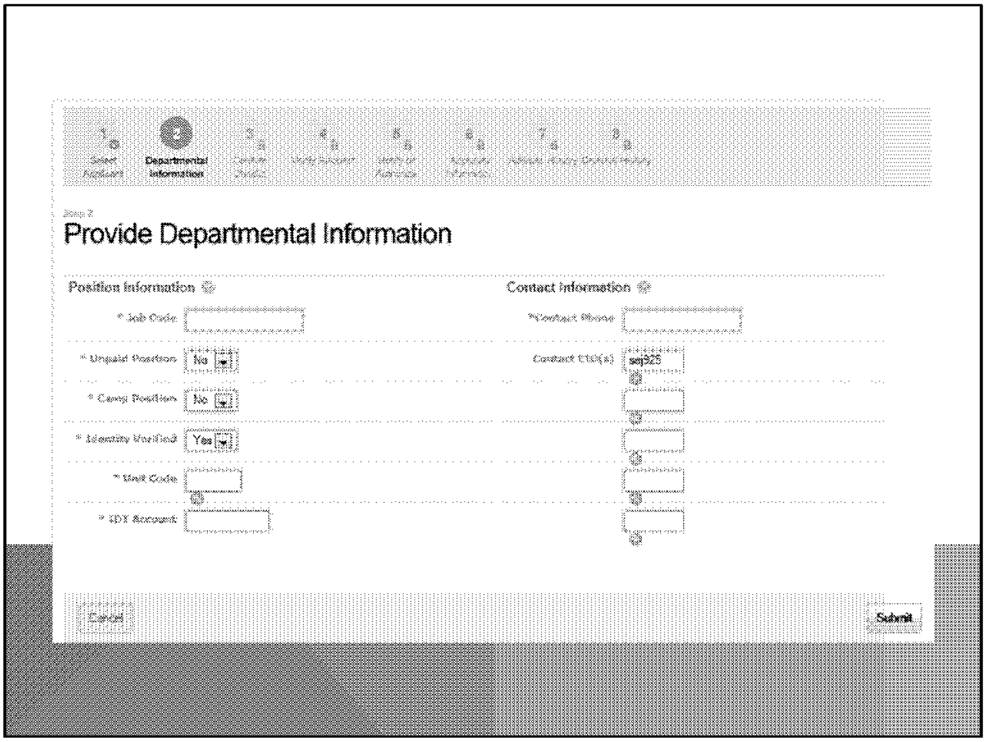
Step 1: Select Applicant

Enter the applicant's EID – The applicant EID *does not* need to be upgraded to high assurance. Also, the applicant *does not* need an Employee Biographical Record before you request a background check.

Enter a Position ID if one is available. Information, such as the job code and account number, will be pulled from HRMS and you won't have to enter them on later screens.

Enter the applicant's email address if you plan to send the applicant a request to fill out his or her personal information.

If you do not provide the applicant email address at this step, you will not be able to send the automated Notice, but you can give the applicant a link to the BCA System at any time, and they can complete the request electronically. The link to the system is https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/

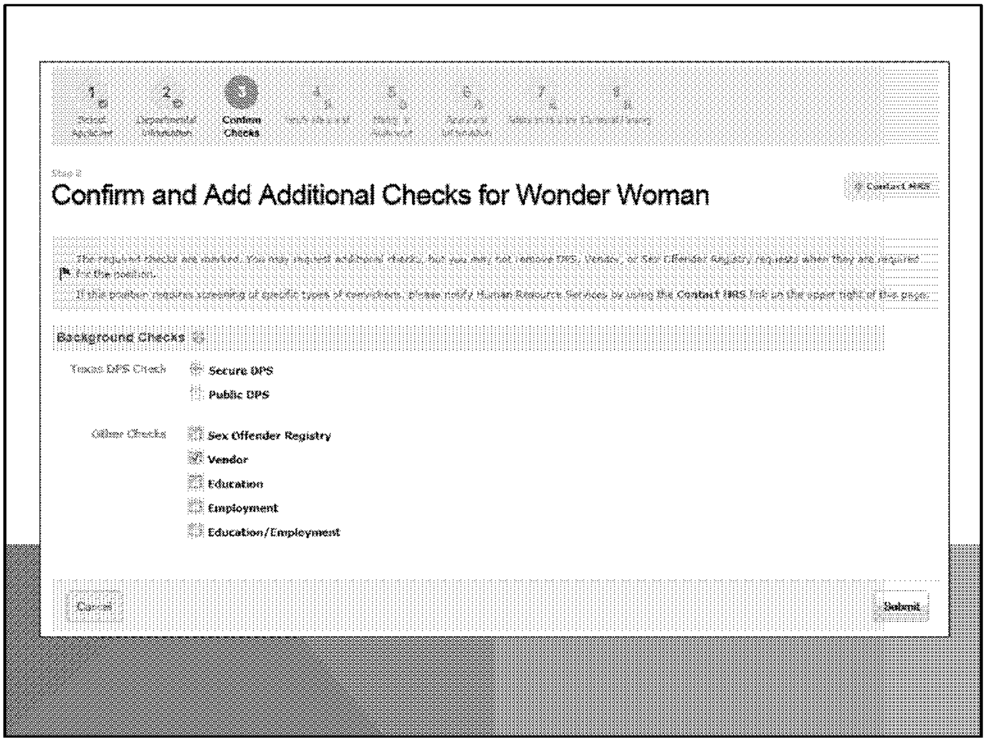


Step 2: Provide Departmental Information

Complete all of the Position Information and answer the questions. If you entered a Position ID, the Job Code, Unit Code, and IDT Account will be pre-filled with information from HRMS.

Unit Code: You can create a BCA request for any unit code, but you will only be able to view/access the request if you are authorized for that unit code.

The IDT Account must end in numbers between 50 and 59. This is the account that will be charged for the background check. If you entered a Position ID in Step 1 and the account number is incorrect, you can correct it here, but you should also go to HRMS and correct the background check or incidental account on the Position.



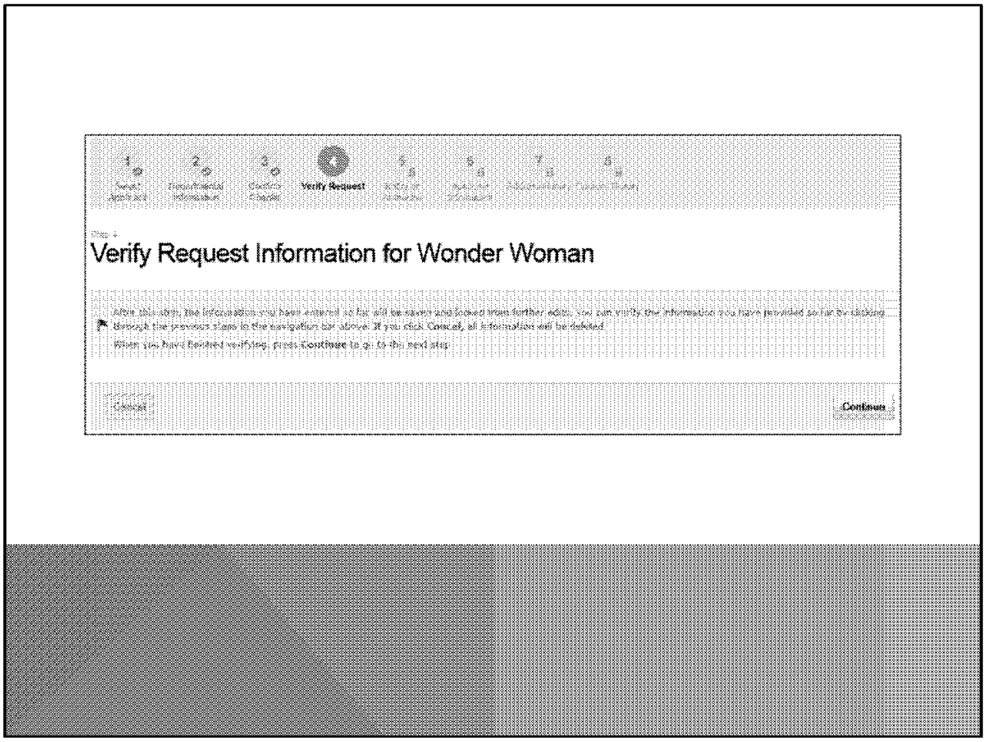
Step 3: Confirm and Add Additional Checks

The BCA System automatically marks the checks that are required based on the job code and the questions you answered in Step 2. You can request additional checks, but you may not opt out of a required check.

There will be a check through Texas DPS for all applicants. If the position will be unpaid, Human Resource Services is required to use the Public DPS database, rather than the Secure. This does not impact the cost of the checks.

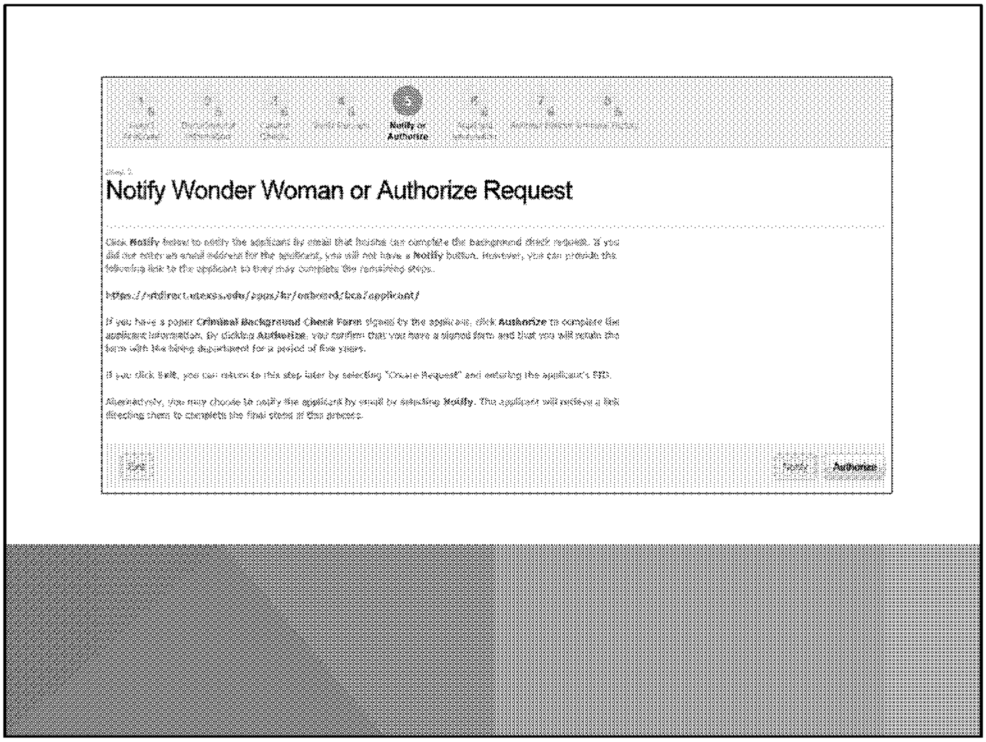
Notice the **Contact HRS** button at the top right. This button will open an email, so you can inform HRS of any special screening needs for this request. For example, if the position is a DEA licensed lab, you should notify HRS that drug convictions are considered relevant to the duties of the position and should be considered when screening the official criminal record.

Education or Employment Verification requires an additional form. Please complete the Request for Education and Employment Verification form and fax it to Human Resource Services.



Step 4: Verify Request

Once you click **Continue** all the information you've provided up to this point is locked. You can click back through the steps using the navigation bar above to review the information you've entered.



Step 5: Notify Applicant or Authorize Request

Notify

Clicking this button will send an email to the applicant inviting them to complete the background check request electronically. You will only see the Notify button if you entered an email address for the applicant in Step 1.

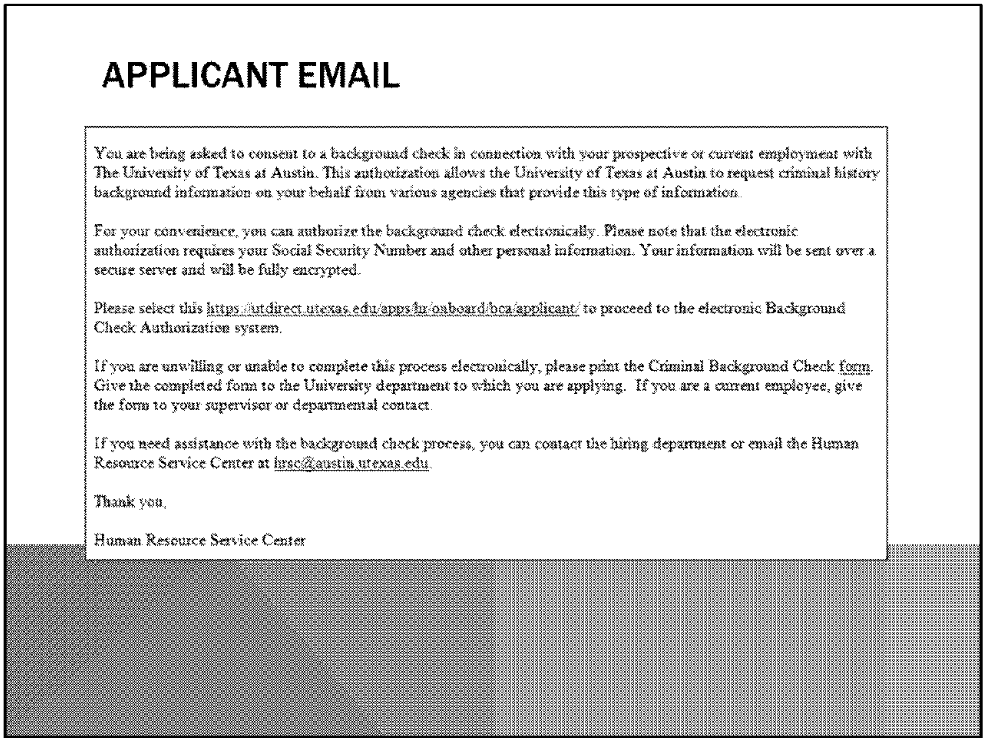
Authorize

By selecting Authorize you are confirming that you have a Criminal Background Check Form signed by the applicant. Using the information from the form, you can complete the request on the applicant's behalf.

Exit

You can choose to Exit the process and return later when you have the completed background check form, or you can return to this point and send a notice to the applicant.

To get back to this page, click Create Request on the BCA home page and enter the EID. The system will bring you back to the last step you completed.



APPLICANT EMAIL

You are being asked to consent to a background check in connection with your prospective or current employment with The University of Texas at Austin. This authorization allows the University of Texas at Austin to request criminal history background information on your behalf from various agencies that provide this type of information.

For your convenience, you can authorize the background check electronically. Please note that the electronic authorization requires your Social Security Number and other personal information. Your information will be sent over a secure server and will be fully encrypted.

Please select this https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/ to proceed to the electronic Background Check Authorization system.

If you are unwilling or unable to complete this process electronically, please print the Criminal Background Check form. Give the completed form to the University department to which you are applying. If you are a current employee, give the form to your supervisor or departmental contact.

If you need assistance with the backgroud check process, you can contact the hiring department or email the Human Resource Service Center at hrsc@austin.utexas.edu.

Thank you,

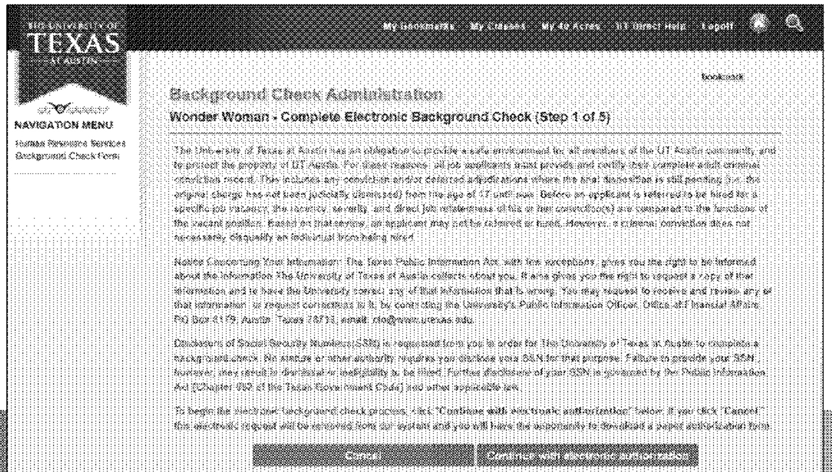
Human Resource Service Center

Applicant Email

This is the email the applicant will receive inviting him/her to complete the authorization online.

The email provides a link to the paper form, in case the applicant is not comfortable with complete the electronic background check. Applicants may have concerns about data security when using a home or remote computer, so they must be allowed the option to use the paper form.

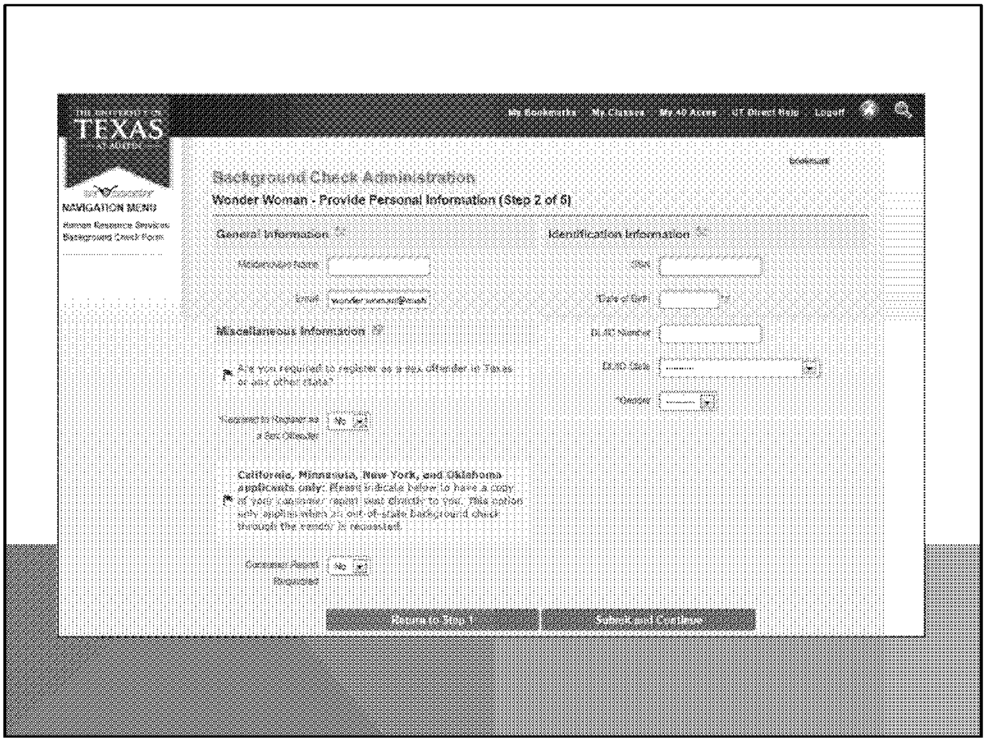
APPLICANT AUTHORIZES THE CHECK



Applicant Authorization: Step 1

When the applicant clicks the link provided in the email he or she sees this disclaimer page. The applicant can Continue with the electronic authorization or Cancel. If the applicant cancels the request, the system provides a link to the paper Criminal Background Check form and instructs them to return the form to the hiring department.

Each contact listed on the Background Check Request will receive an email, if the applicant Cancels the request.



Applicant Authorization: Step 2

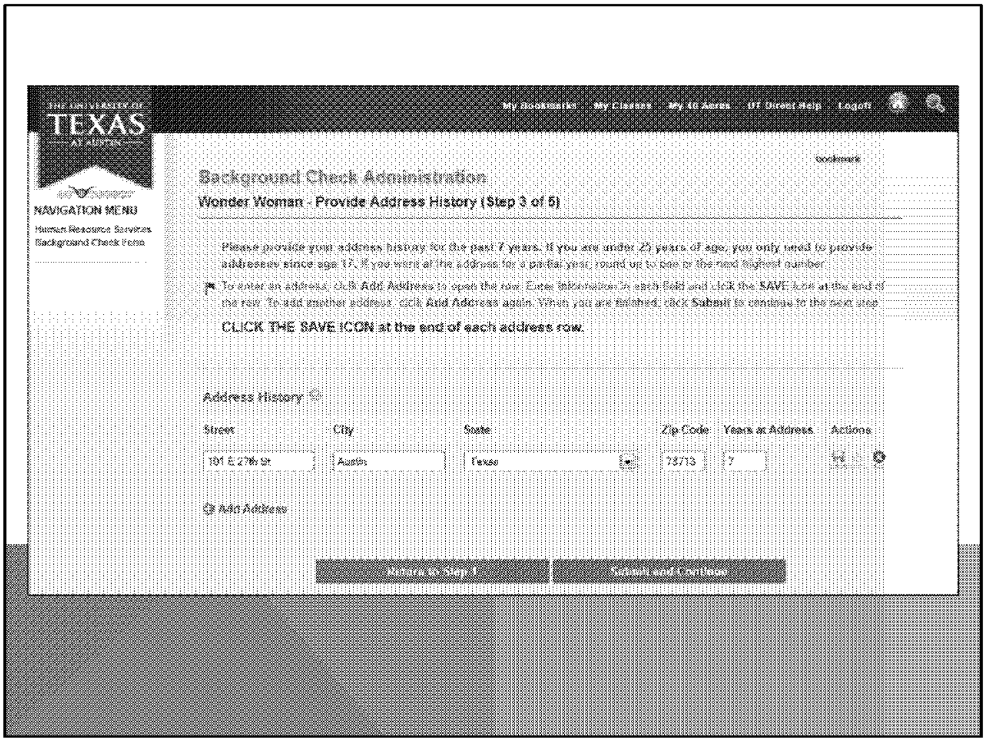
The applicant provides general information here. Note that the applicant has the option to return to Step 1 throughout the process. This allows them to return and either review the information they've entered or cancel the request.

If you are entering the information on behalf of an applicant who signed the paper authorization form, this will be Step 6 in your process, immediately following the screen where you indicate that you have a paper form.

International employees who do not yet have a Social Security Number may leave the SSN field blank.

Applicants who are residents of California, Minnesota, New York, or Oklahoma can request a copy of any out-of-state background check that is provided by the vendor. This question applies to very few of our applicants at the University, but we are required to ask it by FCRA (Fair Credit Reporting Act).

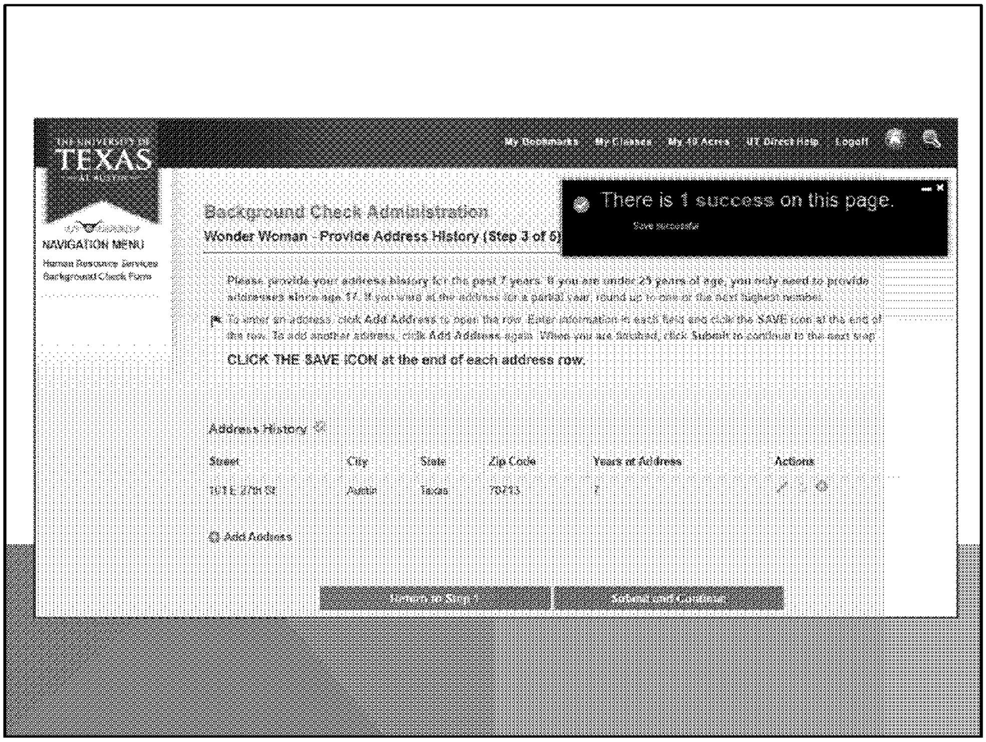
Human Resources is not allowed to provide copies of the Texas DPS report. Applicants can obtain a copy of their public criminal history record directly from DPS online.



Applicant Authorization: Step 3

Applicants are asked to provide at least seven years of address history. If the person is under 25 years of age, they only need to provide addresses since age 17.

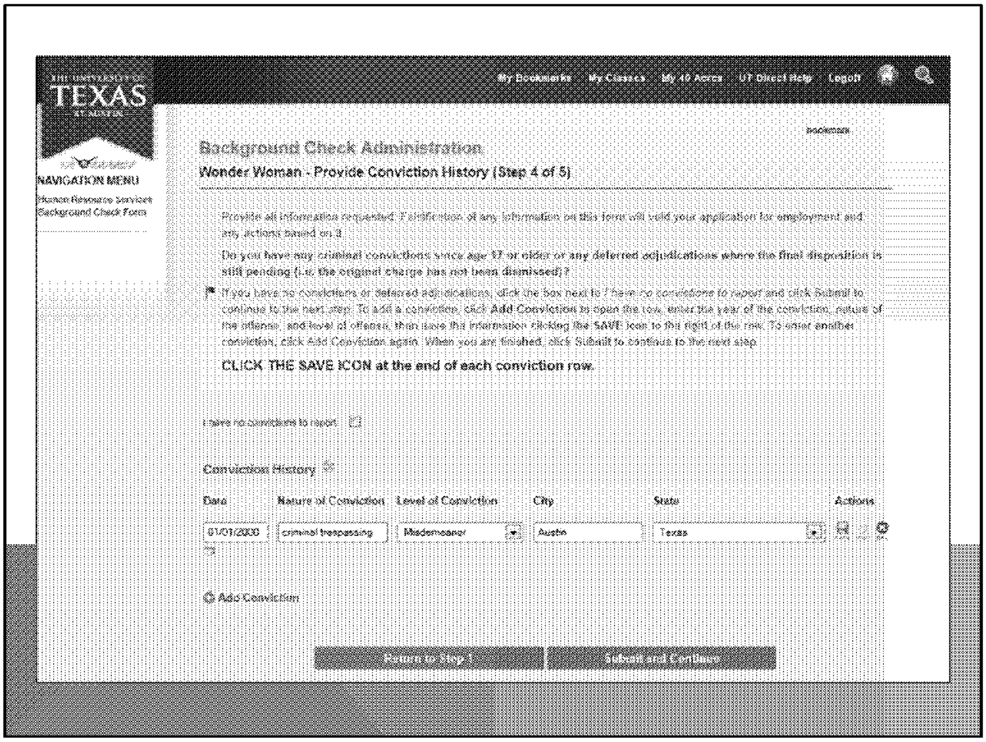
You must click the **SAVE** icon at the end of each address row before adding another address and before clicking **Submit and Continue**.



Applicant Authorization: Step 3, continued

Each time you successfully save an address, the black box with a Success message in GREEN will appear. This black box will also appear with a message in RED when there is an error on the page, such as when entering letters in a field that only accepts numbers.

To enter a non-US address, select Outside of the United States from the State pull-down, and enter all other information as needed using the Street, City , and Zip Code fields..



Applicant Authorization: Step 4

The first question on this page allows the applicant to indicate that they have no criminal history. Applicants are required to disclose all convictions and deferred adjudications since age 17. As with the address page, you must click the **SAVE** icon at the end of each row before adding another conviction and before clicking **Submit and Continue**.

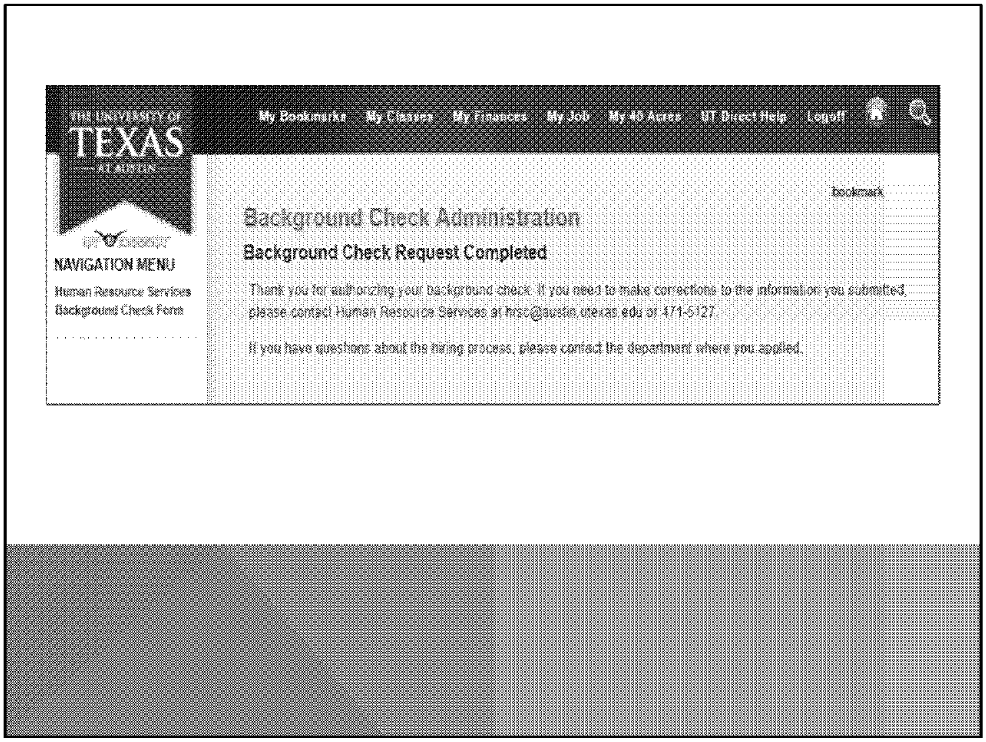
It is important to remember that an applicant cannot be denied simply because there is a criminal record. The conviction must be relevant to the duties of the position, to be considered. For more information, see the Reviewing Criminal History page on the Human Resource Services website.

Applicant Authorizes: Step 5

The applicant sees this final page to authorize the background check. I

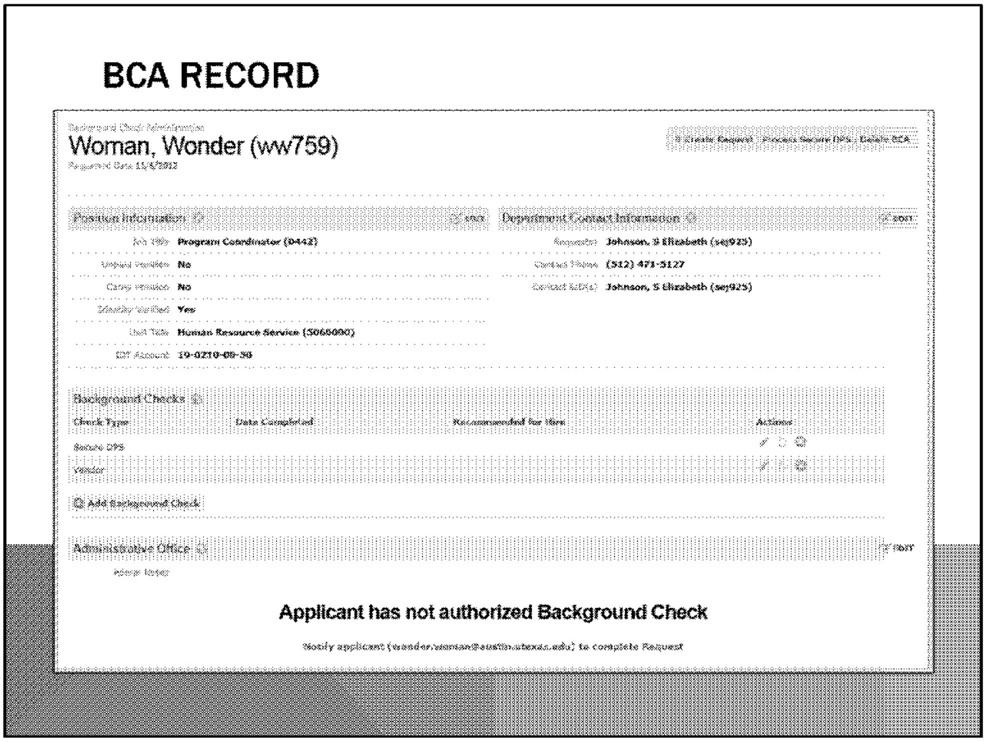
f you are entering the information on behalf of the applicant, you will be taken to the Request record in the BCA, as shown later in this presentation.

You can return to this request in the system at any time to monitor it's progress.



Request Completed

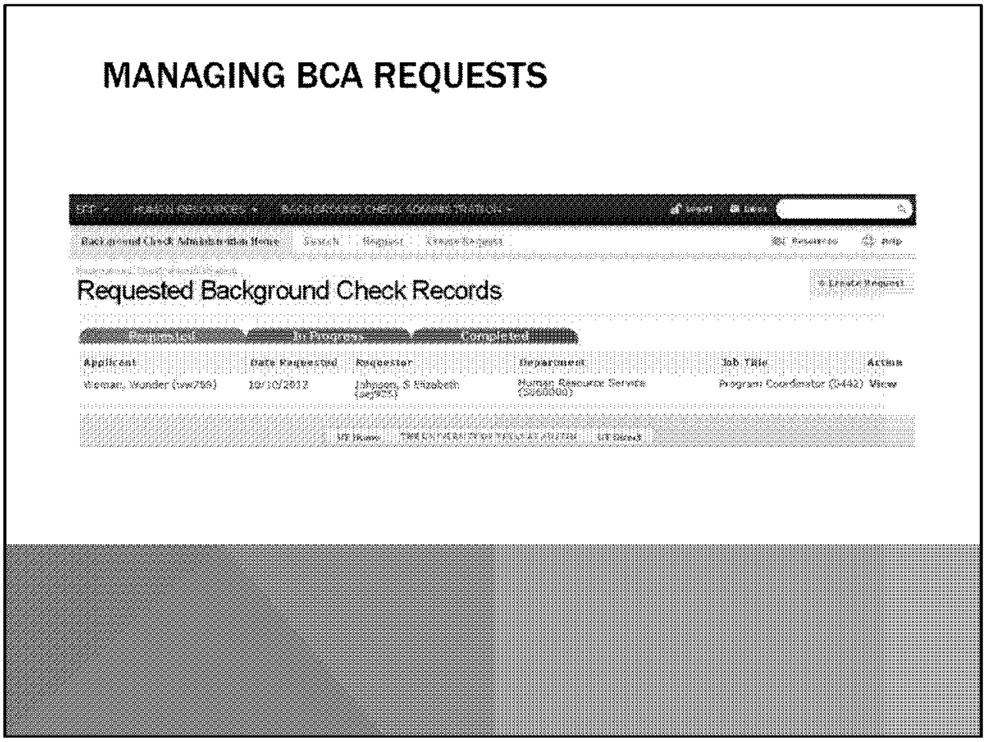
The applicant will see this page when he/she has completed the authorization process.



BCA Record

When you have completed the authorization on behalf of the applicant, you will be taken to the background check record. This is also what you will see if you return to the home page and select View next to a specific record.

Notice that the record displayed above has not been authorized. Since there is an email address for the applicant, you have the option to send or resend the standard Notify email to the applicant.



Managing Requests

You can always return to the home page to check the progress of a specific background check request.

Requested Tab: Click this tab to see all of the requests that have been created, but have not been authorized by the applicant.

In Progress Tab: Requests under this tab have been authorized and are in queue for processing at Human Resource Services .

Completed Tab: Human Resource Services will review the applicant's criminal history and update each check as it is completed. The record will not show under the Completed tab until all checks are complete.

View – Click View next to the record to view the record.

Authorizing a previously created request– If you have received a paper form and you need to return to the record to enter the applicant authorization, you **click Create Request** and enter the EID. The BCA system will take you back to the Notify or Authorize step.

BACKGROUND CHECK RESULTS

Clear for hire

- Contacts receive an email when all checks are complete

Non-hire recommendation

- SWS contacts the hiring department
- SWS notifies the applicant in writing
  - Also by phone/email
  - 5 days to provide correction or clarification
- Contacts receive an email when non-hire review is complete

Background Check Results

HRS will obtain a copy of the applicant's official criminal history record. If there are no problems found, each contact listed on the BCA request will receive an email saying the applicant is clear to be considered for hire.

If there is a problem found, Strategic Workforce Solutions will contact the hiring department to discuss the situation. HRS is required notify the applicant that they are being removed from consideration due to information in their criminal history. The applicant has up to 5 days to provide a correction or clarification.

The hiring department must put the hiring process on hold for *up to* 5 days, until the applicant has indicated whether they can show that the criminal history was incorrect. SWS will contact the department immediately when the hiring process can proceed.

RETENTION OF BACKGROUND CHECK FORMS

Background Check Forms must be retained for 5 years

Electronic background check requests

- Retained within BCA, no need to print them

Paper Background Check Requests

- Applicant hired – retain in Departmental Employee File
- Applicant not hired – retain for 5 years.
  - Note that recruiting documents are retained only 2 years

BCA LINKS

Background Check Administration (BCA)

https://utdirect.utexas.edu/apps/hr/onboard/bca/

Applicant Authorization Link

https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/

Request for Education and Employment Verification

http://www.utexas.edu/hr/forms/background_check_authorization.pdf

BCA RESOURCES

HRS Hiring Checklist

http://www.utexas.edu/hr/manager/hiring/

- Request a Background Check – Have the finalist(s) complete the Criminal Background Check form. Read details about background check requirements.
- Criminal History Review—Learn how criminal history information will be reviewed and steps to take during the hiring process.

THANK YOU!

Human Resource Service Center Records

Phone: 512-471-4772

Email: hrsc@austin.utexas.edu