Criminal background checks (CBC) are required for individuals working with:

- Cash and/OR
- Minors under the age of 18 and not admitted or enrolled students of the University and/OR
- Master Keys – utilize keys that open multiple areas in building or across campus

If the student position will be working in the above capacity, a CBC needs to be completed.

- The student should not begin work until after the CBC is completed OR
- There needs to be a document in writing that indicates the following verbiage and is signed by the student hire and supervisor:
  
  “This job is contingent upon successful completion of a criminal background check.”

- Both the student and supervisor need to sign and date the document. A copy of the signed understanding should be kept in the department and in Human Resources.

No copies of disclosure statements that the student completes should be kept within the department. All disclosure and result documents are stored in Human Resources.

If student has had a check completed through the College of Education, it does not count for this purpose.

Each job within the department requiring the CBC should have same CBC date entered in HRS.

**Charges for Conducting a CBC:**
Departments are responsible for paying for the cost of a CBC. The total cost is dependent upon the extent of the check. Average costs are $8.00 - $15.00 per check.

**Location of CBC Date in HRS:**
Job Data > at bottom of Work Location tab, click Employment Data > View Criminal Background Check Date

**Required for Departments Listed Below**

- Admissions
- Individuals working at the Alumni Welcome Center
- CCDET (Center for Career Development & Training)
- Children’s Center
- Facilities Custodial, Mechanical/Structural (not required for Grounds or Heating Plant)
- Individuals working at Gruenhagen Conference Center
- Headstart
- Intercollegiate Athletics
- Lifelong Learning & Community Engagement (variable)
- PreCollege Programs
- Reeve Union
- Residence Life
- Science Outreach
- Student Health Center
- SRWC (Student Recreation & Wellness Center)
- University Bookstore/Convenience Store
- University Police
Steps for Completion

NOTE: CBC date in HRS should be actual date CBC was completed, not the effective date of the job

If Student has Never Worked for UW Oshkosh before OR Has Job that is Termed (ended) for 12 Months or More

1. Have student complete the Disclosure form in full
   • Be sure individual signs document
2. Send Disclosure form to Human Resources for CBC processing
3. Contact Human Resources (hroffice@uwosh.edu; 424.1166) to let us know what account it should be charged to
4. Human Resources will notify you when check has been completed with date completed and status
5. Human Resources will add CBC completion date to HRS

If Employee has an Active Job (Same or Different Department) OR Employee has Termed (Ended) Job in Different Department for less than 12 months

1. Check with Human Resources to verify if CBC needed – 424-1166

If CBC Needed

2. Have student complete the Disclosure form in full
   Be sure individual signs second page
3. Send Disclosure form to Human Resources for CBC processing
4. Contact Human Resources (hroffice@uwosh.edu; 424.1166) to let us know what account it should be charged to
5. Human Resources will notify you when check has been completed with date completed and status
6. Human Resources will add CBC completion date to HRS

Residence Life and University Police

These departments complete the entire CBC process within the department

Residence Life should send all CBC disclosure and result documents to Human Resources for storage. No copies should be kept in the department.
Criminal Background Check (CBC)
Departmental CBC Request and Sample Written Notice of Contingency for Employment

| Contact Human Resources to let us know what account the CBC should be charged to: |
| hroffice@uwosh.edu |
| 920.424.1166 |

| Put on Letterhead for Department |
| Provide Human Resources with signed copy |

**SAMPLE**
Notice of Contingency for Employment

| Date: ________________ |
| I, ___(student full name, printed)___, understand that my employment with the UW-Oshkosh, ___(list department)___ is contingent upon successful completion of a criminal background check. |
| As part of my employment, I am required to complete a criminal background check disclosure form within three weeks from the start of my employment. |
| ________________ ________________ |
| Employee signature Date |
| I acknowledge discussion of requirement for a criminal background check with employee and witnessed signing of this statement: |
| ________________ ________________ |
| Supervisor signature Date |
Criminal Background Check (CBC)
Disclosure Statement Completed by Student

Student completes disclosure statement in full. Confirm the student signed the document.
http://hr.uwosh.edu/forms/

Students should indicate DUI/DWI information to the best of their knowledge.
**Criminal Background Check (CBC)**

**Where to Review or Enter CBC Date in HRS**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login to HRS hrs.wisconsin.edu or via the UW-System Portal</td>
</tr>
<tr>
<td>2.</td>
<td>Click Workforce Administration</td>
</tr>
<tr>
<td>3.</td>
<td>Click Job Information</td>
</tr>
<tr>
<td>4.</td>
<td>Click Job Data – Student Help Only</td>
</tr>
<tr>
<td>5.</td>
<td>Enter Empl ID # EmplID Box</td>
</tr>
<tr>
<td>6.</td>
<td>Click Search</td>
</tr>
<tr>
<td>7.</td>
<td>Review Each Empl Record (Job) to find your department</td>
</tr>
<tr>
<td>8.</td>
<td>Click Employment Data link (at bottom of Work Location Tab)</td>
</tr>
<tr>
<td>9.</td>
<td>Review or Enter CBC Date in Criminal Background Check Date box</td>
</tr>
<tr>
<td>10.</td>
<td>Click Save (do not need to click save if only reviewing data)</td>
</tr>
</tbody>
</table>

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**Example: ZENITH BELLE**

**Employee Details**

- **Empl ID**: 00123456
- **Effective Date**: 06/19/2017
- **HR Status**: Active
- **Payroll Status**: Active
- **Regulatory Region**: USA
- **Company**: UWS
- **Department**: F00000000
- **Establishment ID**: UWISH
- **Last Start Date**: 06/19/2017
- **Expected Job End Date**: 06/31/2017

**Organizational Assignment Data**

- **Last Assignment Start Date**: 06/19/2017
- **Last Assignment End Date**: 06/19/2017
- **Home/Host Classification**: Home
- **Company Seniority Date**: 06/19/2017
- **Benefits Service Date**: 06/19/2017
- **Seniority Pay Date**: 06/19/2017
- **Criminal Background Check Date**: [Date]

**Notes:**

- Review CBC Completion Date

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**Diagram:**

- Work Location Tab
- Job Information Tab
- Payroll Tab
- Salary Plan Tab
- UW Custom Tab
- UW Benefits Tab
- Organizational Assignment Data Tab
- Employment Data Tab