

Administrative Applications and Resources

Home Reporting Research



Welcome to AAR

AAR is designed to provide lin

All available applications are
each section to reveal additio
resources.

The "Help Request or Feedba
issues regarding the administ
Systems related questions, su
491-1375 or email at is_support@colostate.edu

You may access the AAR page
campus, use this page.
When accessing the AAR web
menu item.

Start at the
Administration
Applications and
Resources
homepage and click
HR System

tion Systems Department.

enu). Click the pointer next to
e access to additional

te questions, suggestions or
on to any general Information
0 Mon-Fri by phone at 970-

bookmark) for access from on

hr.colostate.edu and select the AAR

▼ Application Systems

- Admin Tools
- Applications Manager
- ARIES Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- FAMIS Self-Service
- HR System
- I-9 System
- Kuali Financial System (KFS)



How to Request a Background Check in Oracle Records

The screenshot shows the Oracle HR system interface. On the left, the 'Navigator' menu is expanded to show 'CSU Human Resources Records BGC', with 'CSU Background Checks' selected. A green arrow points to this item. A large green box on the right contains the text: 'Click CSU Background Checks to open the Oracle form'. The 'Worklist' area on the right shows a list of 'Records List' items.



How to Request a Background Check in Oracle Records

The screenshot shows the Oracle Background Checks interface. The main table has columns for Employee Type, Last Name, First Name, Middle, Start Date, Candidate Email, and Candidate Cell. The first row is highlighted in yellow and contains the following data: Student, Doe, Jane, Lee, 01-APR-2020, jane.doe@colostate.edu, 1234567891. To the right of the table are buttons for 'Req Checks', 'Cand Details', 'Contacts', and 'Submit'. Further right are columns for 'HR submit to HireRight', 'BGC not needed', 'Candidate non-response', 'Cancelled', 'Approved for hire', and 'Not approved for hire'. At the bottom left, there is a 'Requestor' field with the name 'Craver, Jessica Leigh'.

Select the employee type and fill out the candidate's personal information in the required fields.

If the email address you enter for the candidate has already been submitted you will receive a notification to contact Human Resources before continuing.

Do not use dashes in the candidate field.

If the candidate provides a middle name, please provide the FULL middle name



How to Request a Background Check in Oracle Records

The screenshot displays the Oracle Background Checks application interface. At the top, there is a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. The main window title is "Background Checks". Below the title bar, there are several buttons: "Import", "Messages", "HR submit to HireRight", "BGC not needed", "Candidate non-response", "Cancelled", "Approved for hire", and "Not approved for hire".

The central part of the interface is a table with the following columns: Employee Type, Last Name, First Name, Middle, Start Date, Candidate Email, Candidate Cell, Req Checks, Cand Details, Contacts, Submit, HR Notes, and another HR Notes column. The first row is highlighted in yellow and contains the following data: Student, Doe, Jane, Lee, 01-APR-2020, jane.doe@colostate.edu, 1234567891. Below the table, there are several rows of "Req Checks" buttons.

A "Request Checks" dialog box is open in the foreground, showing a "Request ID" field with the value "5483". The dialog box contains several checkboxes for selecting the type of checks to request: Criminal History / National Sex Offender Registry, Motor Vehicle Record, Education, Credit History, and RamWelcome Only.

A green arrow points from a text box to the "Req Checks" button in the table. The text box contains the following text: "Click Req Checks to select what type of checks you would like to request."

At the bottom of the interface, there is a status bar with the following information: Requestor: Craver, Jessica Leigh, jessie.craver@colostate.edu, Created: 06-MAR-2020, Submitted: 06-MAR-2020 04:49:20 pm.



How to Request a Background Check in Oracle Records

The screenshot shows the Oracle Background Checks interface. At the top, there is a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below that is the 'Background Checks' header with options for 'View Active Only' and 'View All', and buttons for 'Import' and 'Messages'. A table lists candidates with columns for Employee Type, Last Name, First Name, Middle, Start Date, Candidate Email, and Candidate Cell. The first row is highlighted in yellow, showing a Student named Jane Lee, started on 01-APR-2020, with email jane.doe@colostate.edu and cell 1234567891. To the right of the table are buttons for 'Req Checks', 'Cand Details', 'Contacts', and 'Submit'. A 'Candidate Details' window is open, showing fields for Request Type (New Hire), Department Name (Human Resources), Department Number (6004), Chair/Director (Marie Smith), and Supervisor (Kate Brown). It also has fields for Candidate Is Minor? (No), Candidate Is Frgn Ntl? (No), Foreign National Duration in US, and Frgn Ntl has SSN?. A 'Comments' text area is at the bottom. A 'Location' button is highlighted in the bottom right of the form. Green arrows point from callout boxes to the 'Cand Details' button in the table and the 'Location' button in the form.

Click candidate details and provide the requested information. Click location and provide the location the candidate will be working.

If the candidate is a foreign national please include how long they have lived in the US and if they have a Social Security Number.

Do not use Fort Collins as a default location. Please provide the actual location the employee will be working.



How to Request a Background Check in Oracle Records

Background Checks

Employee Type	Last Name	First Name	Middle	Start Date	Candidate Email	Candidate Cell	Req Checks	Cand Details	Im	Approved for hire	Not approved for hire	HR Notes
Student	Doe	Jane	Lee	01-APR-2020	jane.doe@colostate.edu	1234567891	Req Checks	Cand Details				HR Notes

Associate/Student Details

Unsupervised Access: No

Cash Handling Responsibilities: No

Access to Cntrl Subs: No

Access to animals/minors: Yes

Access to sensitive info: No

On Campus Research (Assoc Only):

Interact with Students (Assoc Only):

Explain:

Requestor: Craver, Jessica Leigh | jessie.cr

These questions are only required if you are requesting a background check for an Associate or Student.



How to Request a Background Check in Oracle Records

Background Checks

Employee Type	Last Name	First Name	Middle	Start Date	Candidate Email	Candidate Cell	Req Checks	Cand Details	Contacts	Submit
Student	Doe	Jane	Lee	01-APR-2020	jane.doe@colostate.edu	1234567891	Req Checks	Cand Details	Contacts	Submit

Contacts

Requestor Phone: 3079562887

Email 1: kate.brown@colostate

Email 2:

Email 3:

Email 4:

Email 5:

*** Do not include candidate email here. ***

Requestor: Craver, Jessica Leigh

Click **contacts** and enter your phone number and any additional contacts you would like to receive notifications about the background check. You do not need to provide your email as it will auto populate in the **requestor** field once you click submit.

You can save a request if you are not ready to submit, but please be aware that HR will not receive the request until the submit button is clicked.



How to Request a Background Check in Oracle Records

The screenshot displays the Oracle Background Checks application interface. At the top, there is a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. Below the menu is the title 'Background Checks' and a search bar. The main area contains a table with columns: Employee Type, Last Name, First Name, Middle, Start Date, Candidate Email, Candidate Cell, and a grid of buttons (Req Checks, Cand Details, Contacts, Submit). A green arrow points to the 'Submit' button in the first row. A callout box with a green border contains the text: 'Click submit once all information has been entered.' Below the table, a modal window titled 'Forms' displays a red speech bubble icon and the text 'Record has been submitted.' with an 'OK' button. At the bottom left, the status bar shows 'Requestor: Craver, Jessica Leigh'.

After clicking submit you will receive an email notifying you that HR has received your request. This is NOT the date the invitation was sent to the candidate.



Helpful information

- The invitation is sent from the Board of Governors and includes the candidate's user ID and password
 - Candidates often skip over this so please instruct the candidate to be actively checking their email (and spam folder) for the invitation
- The candidate's full legal name must be entered
 - Do not submit nick names (ex: Jessie instead of Jessica)
 - Include the full middle name if it's available
 - Verify with the candidate you have the correct spelling of their name
- Include both the candidate's email address and cell phone number when submitting a request
 - Verify with the candidate that you have the correct spelling of their email
 - Do not pull their email from the CSU directory as this may not be the email they check regularly
- Only request a motor vehicle record check for positions that
 - Require a valid driver's license (or commercial driver's license)
 - Must be a U.S. driver's license
 - Require the employee to drive a motor vehicle as a regular part of their job responsibilities
 - Require use of a state-owned vehicle for the purpose of conducting university business
 - Education verifications are billed to the department

Background Check Policy: <http://policylibrary.colostate.edu/policy.aspx?id=461>

