

## SFC/CCEC background check process for new hires:

- HRA Hire is initiated by supervisor or HRA Other is created for non-hires
- Supervisor indicates in the notes stating: ***please initiate BCI/FBI fingerprinting for child care facility student/staff hire***
- The EHE service center will send OSUHR the HRA under the usual “in process” activity status and assigned to Courtney Yurt (OSUHR)
- When OSUHR receives the HRA, it changes the activity status to “background check pending”
  - The EHE Service Center will send OSUHR the contact potential employee with instructions to complete the fingerprinting at OHR (<https://hr.osu.edu/services/background-checks-fingerprinting/>)
  - OSUHR will not make a comment in the HRA until the student/staff comes in for fingerprinting
- Once the fingerprinting occurs and results show in the fingerprinting system that it has been “completed,” OSUHR makes the following note in the HRA “FP background check ordered” and reassigns the HRA back to the service center
- Completed results are sent directly to either Elaine (12135) or Samantha (12134) depending on the chartfield organization listed for hire

