

INSTRUCTIONS FOR DEPARTMENT BC AUTHORIZATION FORM

Form should be completed then printed per applicant. Not designed to make Master for future use.

APPLICANT INFORMATION

Must complete section in full.

If current employee check YES and provide EID (not student ID).

Location: owns the work, use drop down list.

UCDMC Recharge No recharge to Campus (3/L) or SOM (S).
UCD Med Ctr. (H) must provide a recharge account number.

ACTION AND EMPLOYMENT DROP DOWNS

Action Type New Hires: Required to complete Recruitment Section in fill.
New Hire Student: Move to Section for Students Only.
Promotion - Will have requisition and Recruiter, complete Recruitment section.
Demotions - Will have requisition and Recruiter, complete Recruitment section.
Reclass , Updates - Compensation Actions, no recruiter information required.
Controlled Substance (only) no recruiter information required.

Employment Prgm Identifies the category the position belongs too.

REQUESTOR INFORMATION

Hiring Dept Name Common Name, i.e., Human Resources, SSC, Plant Science etc.
Dept Code 6 digit number, i.e., 062007 is SSC.
Phone Often contacted, please provide main contact's number.
Contact Information For non SSC customers, parties who will be informed of results.

STAFF RECRUITMENTS

Requisition No. Is the 03 number from PA or VL number from Med Ctr.
Title Code TC per requisition payroll title, not working title.
HR Recruiter HR Recruiters only, not dept.'s HR staff.
HR/SCC Supports Recruiters. HR General and HR Specialist from SSC/MC.
SSC Supvr SSC Supvr of HR Generalist

STUDENT RECRUITMENT

AGGIE Job listing (AJL) Identifies position applicant hired to fill.
Student Title Code Use drop down, if TC no listed, applicant is not a student, possibly Academic.
Select TC per AJL (Aggie Job Listing).

Level of Service DOJ CA record search only - does NOT have controlled substance clearance.
DOJ/FBI Full record search - clearance for:
1 - Controlled Substance,
2 - Unescorted access to minors (camps and RA),
department.

ACADEMIC & VOLUNTEERS

Academic Title Code and Title Name
Check PPS for TC and Name if unknown.
Non-recruitment action; at this time its only for Controlled Substance clearance.
Most common are PGR's, Non-Tuition, Non-Fee Researchers, PIs and Prof.

Volunteer
Non-payroll, no EID; will not be entered in PPS, move to identified section.
Volunteer Program - area where volunteer will be assigned.
Start/End Date -Program required to close background check when period ends.

FOR BACKGROUND CHECK PROGRAM ONLY

Reserved for BC Coordinator