

Background Check and Offer

Once the verbal offer is accepted, I'm going to move the new hire* into the status that will initiate the background check.

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score	Interview guide	Dup	Undisclosed?	Employee	Source	Sub-source	Flags	
<input type="checkbox"/>		Incomplet	176824	Anne	Anne	Wasson		501-562-7		xyz@yahoo.com	United St	Californ	Eure				False					
<input type="checkbox"/>	Jan 13, 2022	New Appli	177231	Bob	Bobby	Beck		(555) 555- 512-497		Ghost@yahoo.com	United St	Californ	Long	0			False		Other	EmpRef		
<input type="checkbox"/>	Nov 16, 2021	Backgrou	177088	Bob	Ken	Thrift		70782661		kt7001@humboldt.edu	United St	Californ	Arca	0			False		CBR	CBR		
<input type="checkbox"/>		Incomplet	176825	Melissa	Melissa	Jones		(555) 555-		mz33@gmail.com	United St	CA	Long				False					
<input type="checkbox"/>	Oct 26, 2021	New Appli	176878		Test	Vick				TestUserVick+test@humboldt.e	United St	Californ					False		Internet Alumni			
<input type="checkbox"/>		Incomplet	176823	Test	Testing	CHRS		(555) 555- (555)22:		ael22@humboldt.edu	United St	Californ	Long				False					

Click the name of the person* you want to conduct reference checks for, and the applicant card will open.

***Note:** The bulk move process can be used to conduct background checks if you are doing this for multiple new hires at the same time.

Click the application status link, and select the “Request for APS to Initiate Background Check” status.

The screenshot shows a web browser window with the URL `adminuat.dc4.pageuppeople.com/applicant?sData=UFUtVjMtaQloJTUTyIhKtLq3tbP2qJuuqpbLNRVAw7g-mMTDGV2L-Mhp35VssoiC_WiWlqS80qyxVL8kOI...`. The page title is "Ken Thrift (Bob) - PageUp - Google Chrome". A blue banner at the top states: "You are viewing this applicant's application for the job LECTURER - AY. Only information related to this application will be shown." Below this, the applicant's name "Ken Thrift (Bob)" is displayed with a green profile icon and a "View profile" link. To the right are a printer icon and an "Actions" dropdown menu. The contact information is as follows:

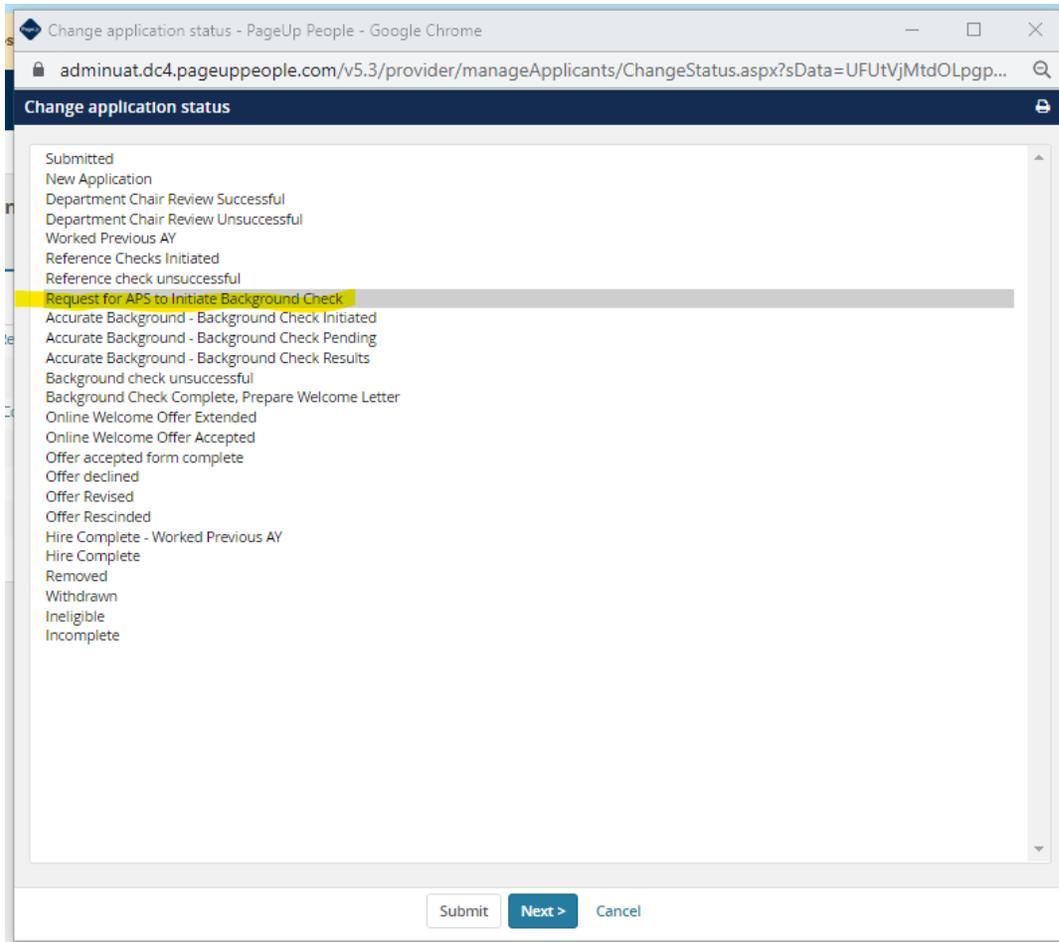
Address	1 Harpst Street, 1 Harpst Street Arcata, California 95521, United States	Phone	+1 7078266119
E-mail	kt7001@humboldt.edu	Applicant No	177088
Employment status	-	Original source	Campus Recruiter contacted me directly
e-Zines comms hold	<input type="checkbox"/> No		

Below the contact info are tabs for "Applications", "History", "Scheduled emails", and "Resume / CV". The "Applications" tab is active, showing a list of applications. The first application is for "505633 - LECTURER - AY". The details for this application are:

Date submitted	Nov 16, 2021	Applied via	Campus Recruiter contact...	Status changed Nov 16, 2021	Offer
Resume / CV	View	Form	View	New Application	No offer

The "New Application" link is circled in yellow. At the bottom of the application list is a "Close" button.

Request for APS to Initiate Background Check



Click the blue “Next” button.

A new window will open. This email is a communication to Academic Personnel Services, and copied to the ASC/Admin Support on the Job, so that APS can be sure to include all the required elements of this particular background check (Live Scan, Motor Vehicle Report, etc.):

E-mail: Applicant: Yes No

i No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Additional users from Job

<input checked="" type="checkbox"/> Administrative Support	<input type="checkbox"/> Hiring Administrator
<input checked="" type="checkbox"/> HR/Faculty Affairs Representative	<input type="checkbox"/> Reports to Supervisor Name
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Onboarding Delegate 2	<input type="checkbox"/> Onboarding Delegate 3
<input type="checkbox"/> Reports To	

Other additional users

E-mail from:*

E-mail subject:*

E-mail body:* Merge fields

B *I* U Formats - A - - - - <> ?

Hi Academic Personnel Services,

Here is the background check information for {FIRSTNAME} {LASTNAME} for the {JOBTITLE} position.

1. Will this position drive on university business? (Y/N)

If yes, a Motor Vehicle Report will be included in the background check. Other driver related policies are outlined on the [Risk Management & Safety website](#).

2. Will this position have regular direct contact with minor children (not including enrolled students

Move now Cancel

The Administrative Support person will answer the “yes” or “no” questions within the email, then click the blue “Move now” button.

APS will receive the email, and initiate the appropriate background check. If a Live Scan is required for the position, APS will communicate with the applicant to complete this.

The applicant will automatically move through the next several steps as the background check is processed in Accurate Background.

After the Background Check is done, Academic Personnel Services will review the results and make the appropriate selection. As long as the results meet requirements, APS will move the applicant to the status “Background Check Complete, Prepare Welcome Letter.”

The rest of the steps in CHRS Recruiting will be managed by APS.

Preview “Offer”/Welcome Letter:

This temporary faculty pool “offer letter” has general information that applies to all lecturer appointments, such as direct deposit, and benefits eligibility. See the end of this guide for a sample offer letter.

This letter does not contain salary or WTU information.

The new hire will get an appointment letter with their specific salary and WTU information, like all other lecturers do, after the contract is built in PeopleSoft and scheduling is finalized.

Offer letter that temporary faculty new hires will receive:

CAL POLY HUMBOLDT

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB

APPLICANTSTATE

APPLICANTPOSTCODE

Dear APPLICANTFNAME,

Welcome to Cal Poly Humboldt!

A separate appointment letter will be sent to you that contains timebase and salary details based on the work the department has offered to you.

Once you have accepted this position by clicking the checkbox on your Applicant Portal, an electronic data collection form will open automatically. This form collects information such as date of birth and social security number, both needed so that we can create a Cal Poly Humboldt ID number for you.

Additionally, you may now visit your applicant portal to begin your onboarding tasks. You must complete your employee signups with Human Resources before you begin work. If you are a United States Citizen, you will be required to sign the state loyalty oath and provide proof of identity and authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986. As stated in the job posting, verification of your degree is required.

You may call Human Resources at 707-826-3626 (or email hsuhr@humboldt.edu) if you have any questions or need additional information.

For benefit information for lecturers and coaches, and direct deposit information, see the following pages.

Sincerely,

Academic Personnel Services Recruitment Team

Cal Poly Humboldt

c: REPORTSTOFNAME REPORTSTOLNAME

From the CFA: You are represented by the California Faculty Association, a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>

Direct Deposit Information for New Faculty

If you would like to set up Direct Deposit, please contact Human Resources and they will send the form to you.

Please read the following Direct Deposit information carefully:

- It can take up to 45 days after the start of your appointment (or the date your form is submitted to Payroll, whichever is later) for your Direct Deposit to take effect. A notification will be sent to your department office from Payroll once your enrollment is complete.
- You will need to pick up your paper pay warrant at the Cashier's Office (SBS 285) prior to completion of Direct Deposit enrollment.
- If you prefer to have your pay warrant mailed to you prior to Direct Deposit availability, please provide a self-addressed, stamped envelope to HSU Payroll, 1 Harpst St., Arcata, CA 95521.
- Direct Deposit payments post on the first banking day after the end of the pay period. For example, if the pay period ends on a Wednesday, funds should be available on Thursday. If the pay period ends on a Friday, a weekend, or a holiday, funds should be available on the next banking day.

Direct Deposit pay dates can be found on the HSU Green and Gold Calendar: <https://payroll.humboldt.edu/payroll-getting-paid>

BENEFITS FOR LECTURERS AND COACHES

Eligibility requirements and deadlines for enrollment into core benefits (health, dental, vision, term life and long-term disability insurance) are described below for lecturers and coaches. You will receive an email from the Benefits office with information and instructions about logging into eBenefits to enroll in the plan(s) of your choice once your appointment is in the system. Additionally, you will receive an email about a short Benefits course where you can learn more about your benefits options. If you have any questions, please reach out to benefits@humboldt.edu.

Eligibility Requirements:

If employed in a lecturer or coach academic year (AY) position, initial letter of appointment must be for an assignment of at least one full semester and a time base of at least .40 (minimum assignment of 6 Weighted Teaching Units (WTUs)).

NOTE: Lecturers or coaches in 10 or 12 Month (as opposed to AY) positions must be appointed at a time base of at least half-time (.50 timebase or 7.5 WTUs) for at least six months and one day in order to meet the eligibility requirement. *10 month or 12 month appointments and AY appointments cannot be combined to meet benefit eligibility.* Please refer to your appointment letter to determine contract type, or contact aps@humboldt.edu.

If an employee meets the length of appointment requirement, but not the time base requirement, and subsequently increases his/her time base to .40 (.50 if a 10 or 12 month position), the employee becomes benefits eligible and may be enrolled.

Summer session does not count as a qualifying semester.

Loss of Eligibility: A decrease in time base to less than .40 (.50 if a 10 or 12 month position) will result in cancellation of coverage. Employees must re-qualify (length of appointment and a minimum of .40 or .50 time

base, dependent on type of position) after cancellation of coverage and must re-enroll to obtain coverage -- *it will not resume automatically.*

Already Covered? While CalPERS does not allow employees to be enrolled in two CalPERS plans, Humboldt does offer the Flex Cash option for those employees already covered by a non-CSU health or dental plan. Employees may receive up to \$140 per month in lieu of enrolling in Humboldt's health/dental plans.

Retirement Contributions:

Academic Year (AY) lecturers and coaches appointed full-time for at least one academic year automatically become members of the combined Social Security and Public Employees' Retirement System (PERS) plans. AY lecturers and coaches appointed part-time, or for less than one academic year, become eligible for PERS at the beginning of the third consecutive semester at half-time or more.

Lecturers and coaches who are not eligible for PERS retirement must participate in the Part-time, Seasonal and Temporary (PST) retirement plan and do not pay into Social Security. Under the PST plan, a 7.5% employee contribution will be deducted on a pre-tax basis; this may affect one's eligibility to participate in an Individual Retirement Account (IRA) or other tax-deferred savings arrangements.

Deadlines:

- Employees must enroll in health, dental and Flex Cash plans within 60 days of the eligible appointment date.
- Employees interested in additional CSU Voluntary Life Insurance are guaranteed acceptance if their application is received within 60 days of the eligible appointment date.

Important:

At the end of your benefits eligibility, you will receive COBRA paperwork. COBRA paperwork will indicate the date that your coverage will end. If you become benefit eligible following the receipt of COBRA paperwork, you must return to Human Resources to re-enroll for benefits.

Additional Benefits Information and Enrollment Forms found here: <https://hraps.humboldt.edu/employee-benefits>
