



Background Checks

- * You can initiate a background check by going to the WKU Human Resources home page.
- * Click the Employment tab and select **Tools for Hiring Managers** from the dropdown menu
- * www.wku.edu/hr/hiringtools.php

Background Checks

Select “Initiate Background Investigation” and complete the required fields.

You will need the following information:

- *Applicant’s WKU ID
- *Full name
- *Phone number
- *Email address (HireRight will use this address to contact the applicant. Double check for accuracy!!)
- *Position Number (for Graduate Assistant that is GA9999-00)

Background Checks

EPAFs can be submitted without the background check completed, but they will not be applied in banner until the background check comes back.

Electronic Personnel Action Form (EPAF)

You are acting as an Approver or FYI person as specified in the routing

Transaction Information			
Transaction Number:	00000000000000000000	Position # and Title:	009999-00, MP FT PAF 00
Transaction Status:	Approved	Position Term:	12 Mo
Type of Personnel Action:	Part Time Limited Assignment (with an End Date)	Reg Temp:	REG
Query Date:	Apr 13, 2012	Salary Grade:	UN

Employee Information			
Employee Name and ID:	[REDACTED]		
Mailing Address:	[REDACTED]		
City:	[REDACTED]		
State:	[REDACTED]		
Zip:	[REDACTED]		
Background Check Completed:	YES	Former WMO Employee?:	Y
Payroll ID:	MP	Employee Class:	00 - Other Salary
Leave Category:	IN - Ineligible	Benefit Category:	00 - Part Time - Ineligible
Review EPAF: <input type="checkbox"/> Total EPAF: <input type="checkbox"/>			
Employee Status:	Active	Employee Class Code:	00 - Other Salary
Chart of Accounts:	W	Home Department:	[REDACTED]

Begin Date for a New Job Assignment			
Employee Date:	05/01/2012	Payroll Date:	05/01/2012
Position Begin Date:	04/01/2010	Primary or Secondary:	Primary
Job Status:	Active	Job Change Reason:	REGHR, Fisher

Tax and I9 forms

- * When the background check is complete, the department will be notified through email.
- * HR will initiate an electronic I9.
- * New employee will come to HR office, WAB, room G25, **on or before** their 1st day with original verifying documents to complete I9 section 2, tax forms, and direct deposit. *No appointment necessary!*

Tax and I9 forms

1 document from list A **OR** 1 document from list B **AND** C

LIST A	LIST B	LIST C
Documents that Establish Bank Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a state or existing possession of the United States passport that contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number and other data on the section on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-94 stamp or temporary I-97 printed notation on a machine-readable passport visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1369)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter registration card	4. Original or certified copy of birth certificate issued by a state, territory, or possession of the United States bearing an official seal
5. In the case of an unaccompanied alien child, a document that authorizes the child to work for a specific employer (including a foreign passport valid from 12 to 30 or from 1 to 3 months) issued by the Department of State or a consular office, or a document that authorizes the child to work for a specific employer during the period of authorization but not yet expired and the passport information is in a machine-readable format	5. U.S. Military card or death record	5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of Marshall Islands (RMI) with Form I-94 or Form I-94A indicating the date of admission under the Compact of Free Association with the United States and the FSM or RMI	6. Military Department ID card	6. Native American tribal document
	7. U.S. Armed Forces Uniformed Services University of the Health Sciences (USUHS) ID card	7. U.S. Citizen ID Card (Form I-197)
	8. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	9. Clinic, doctor, or hospital record	9. Identification Card for Use of Student Officers in the United States (Form I-279)
	10. Day care or nursery school record	10. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 9 of the Handbook for Employers (M-274)

A new employee is required to present appropriate documentation to prove his or her eligibility to work in the USA.

Tax and I9 forms

- * If the new employee is international:
 - * Send employee to ISSS to apply for Social Security number with proof of employment
 - * Employee should contact HR when they have received their social, background check will then be completed.
 - * HR will initiate the electronic I9
 - * Jessica Powell will email the GA to set an appointment to come to HR to complete the I9 and meet with payroll to complete tax forms.
 - * GA will be cleared to begin work