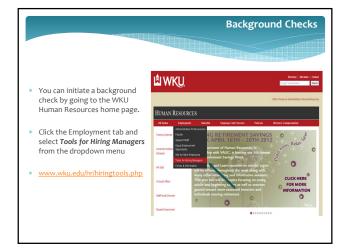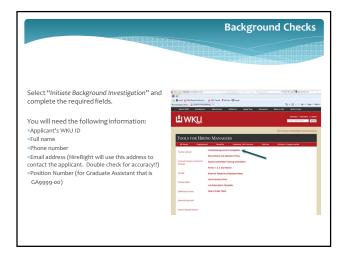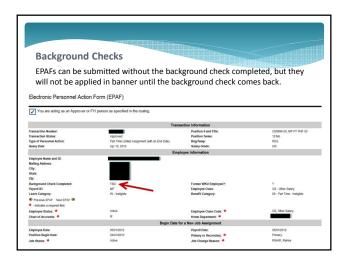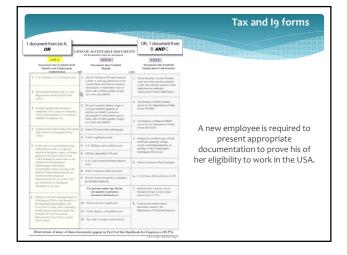# Human Resources
EPAF TRAINING

WKU Policy states that:
"No candidate for a position shall be employed until a satisfactory background investigation has been completed and authorization is provided to the hiring department/unit."

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.

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

A new employee is required to present appropriate documentation to prove his of 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