



## HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: General Policies

Subject: **Financial History Background Check**

Applies To: Faculty/Staff and Applicants

Sources:

Number: 2062

Issued: September 2011

Revised:

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### **Purpose**

To provide guidelines for conducting Financial History Background Checks on an employee/applicant who can affect the institution financially.

### **Policy**

A financial history background check will be conducted on an applicant or employee for certain positions with access to, or responsibility for, cash receipts, petty cash accounts, purchasing cards, checking accounts, large expenditures or access to large sums of cash investment accounts. Employees in such positions may be subject to periodic checks, including the P-Card renewal process.

Credit checks will also be required for positions that initiate accounting/financial transactions; and positions that have override authority for spending, receipting, or billing transactions. All transactions must be approved by the originator and an approver. Current employees who assume these types of duties during the course of employment are also subject to credit history verifications.

Positions requiring financial history background checks will be so identified prior to the recruitment process by Human Resources. Job advertisements will indicate that a financial history background check will be required of the successful applicant. Offer letters will also state that the offer is contingent upon the individual receiving positive results on both the Background Check and the Financial History Background Check.

### **Procedure**

After a verbal employment or promotion offer is made, the chosen candidate must complete the Background Investigation Consent Form ([LINK](#)) and return it to the Employment Office in Human Resources. Human Resources will notify the hiring manager upon receipt of the signed release. The chosen candidate is not to begin work prior to the hiring manager receiving approval from Human Resources.

Credit reports for applicants and/or current employees shall be handled in the same manner as Criminal Background Investigation reports. The same Background Investigation Consent Form ([LINK](#)) is used for both. The Background Investigation Consent Form shall be placed in the personnel record of the employee and maintained in accordance with Georgia Southern University and USG Record Retention Guidelines.

The Employment Office in Human Resources will contact the reporting agency with the necessary information to receive a report. The report will remain with Human Resources until a determination on continued employment eligibility or initial employment eligibility has been made. A designated committee made up of a member of each of the following Georgia Southern University departments: Purchasing Department, Controller's Office and Legal Counsel will review all results. The report shall then be stored segregated from the employee's personnel file. The report itself is not provided to the employee's department.

A Committee representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the Committee will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired, promoted or whether the employee will have access to a purchasing card.

Georgia Southern University will follow all applicable Fair Credit Reporting Act requirements throughout the financial history background check process. A copy of his or her report shall be given to each unsuccessful applicant and/or employee as applicable.

The University reserves the right to modify this policy at any time without notice.