

Important Information Regarding Student Employment at USD

BACKGROUND CHECK

Employment at the University of San Diego is contingent upon successful completion of a background check. **Effective July 1, 2012, all first-time student employees at the University of San Diego must complete a background check before the offer of employment is finalized.**

PROCESS

New students or continuing students who will be working on campus for the first time:

- Apply for a job on campus and once you have found a job, the supervisor will make a contingent job offer pending the successful completion of the background check.
- Once you have accepted the contingent job offer, the hiring supervisor or other authorized hiring authority will initiate the background check with USD's background screening vendor, Truescreen, Inc., by providing them with your USD email address.
- You will receive an email from Truescreen's Application Station, directing you to their online portal to create a secure account, sign in and follow the online instructions to authorize your background check.
- You may not begin working before the completion of your background check.

ADDITIONAL INFORMATION

- Current student employees who are already employed on campus prior to July 1, 2012 are not subject to a background check.
- The contingent offer may be finalized once the background investigation has been completed and the results accepted by the university. The student employee's first day of work can then be established.
- Previous student employees who are returning to work after a break of one (1) year or less will not be subject to another background investigation unless requested by the hiring authority or Human Resources.

A more detailed description of the background check implementation process is available on the Human Resources web site at:

<http://www.sandiego.edu/administration/businessadmin/humanresources/employment/background.php>

NEW EMPLOYEE FORMS

All new student employees are required to complete new employee forms: **I-9, W-4 and Confidential Employee Data**. Federal law requires that you complete Form I-9 and present the required original document(s) for visual inspection **on or before** your first day of work.

- You may review all three forms through the Human Resources web site at: <http://www.sandiego.edu/administration/businessadmin/humanresources/employment/forms.php>. A list of documents acceptable for completion of the Form I-9 appears on page 5 of that form. Review the list and bring the required documents with you on or before your first day of work.
- Discuss the W-4 form, for tax withholding, with your parents or a tax advisor on or before your first day of work.