

## Background Check Policy Update

Human Capital Services has updated Policy and Procedures Manual (PPM) Chapter 4015, [Background Check Policy](#). These changes took place August 2<sup>nd</sup>, 2021 and were also referenced in the [K-State Today](#) newsletter on August 2<sup>nd</sup>.

While there were several updates involving enhanced language, **the most important update for HCS liaisons to know is all new hires, including temporary or limited term employees working six (6) months or less, are now required to complete a background check.**

As a reminder, there are a few select categories for applicants who do *not* require a background check to be requested on the offer card, which have stayed the same. Please see the list below, from PageUp, for appropriate reasons candidates may not require a background check.

Current K-State Employee

Police Department

Biosecurity Research Institute

International Applicants coming into the U.S. for the first time (H-1B, F1, J1 Visa Holders)

Background Check on file and hire separated less than one year from university

~~Temporary Employee to be employed for six (6) months or less~~

Student Hourly Employee (NOT GRA, GTA, GA)

Option no longer available; must now complete BG check.

If you have questions, please contact your [Talent Acquisition Strategic Partner](#).