

Background Check Request Process

November 12, 2018

Starting **Monday, November 12th**, HR Service Representatives will no longer be required to submit background check requests directly to Truescreen. The online background request form has been updated so that the background requests from the departments will be mass uploaded and submitted to Truescreen twice daily.

Be sure to use the updated background request form (<https://www.clemson.edu/employment/forms/background/>). Also, note the following changes on the form:

1. The Budget Center list has been updated to reflect the HR Services website.
2. The following required question has been added, "Is this Background Check for a Youth Camp or Program?"
3. Separate "faculty" request types have been removed.

All staff and faculty should be submitted as one of the "Employee" request types.

Camp staff may be submitted as one of the "Volunteer" request types.

We will continue to receive notification of the requests upon submission and will also receive notification when the background check is complete.

Direct any questions you have to Ida Benson (idaben@clemson.edu, 864-656-1936) or Will Pope (wpoppe@clemson.edu, 864-656-1421).

NOTE: Account string information needed for completing the background check request is located on the following 2 pages.

Background Check Account Codes

Account	Fund	Department	Program	Class	Project
7040	16	*	901 or 112*	274* or 155	*

*see lists below

Department	
7101	Administration/Nutrition
7102	Compliance
7103	Communications
7104	Marketing
7105	Ticket Office
7106	Video Productions
7107	Ath Facilities
7109	Sports Medicine
7110	Ath Grounds
7111	Ath Equipment
7112	Strength & Conditioning
7113	IPTAY (General; Premium Seating; Capital Fundraising; Block C Club)
7115	Ath Academic Svcs; Student-Athlete Development
7119	Creative Solutions
7121	Baseball
7122	Softball
7123	Men's Basketball
7124	Women's Basketball
7126	Football Camp
7127	Football
7128	Volleyball
7129	Men's Golf
7130	Women's Golf
7131	Men's Soccer
7132	Women's Soccer
7135	Men's Tennis
7136	Women's Tennis
7137	Men's Track
7141	Women's Track
7142	Rowing
7145	Spirit Squad
7197	Aviation

Program 112
Academic Services
Student-Athlete Development

Class 274
Nutrition
Strength & Conditioning
IPTAY
Academic Services
Student-Athlete Development

Project	
1600071	General
1600073	Football Recruiting
1600077	Premium Seating
1600081	Littlejohn Coliseum Weight Room
1600092	Jervey Weight Room
1600100	Nutrition; Capital Fundraising; Student-Athlete Development
1600107	Block C Club
1600170	Reeves Center Weight Room