

Conducting Background Checks & I-9 Requests in PageUp

Human Resources Management
2024



MISSISSIPPI STATE
UNIVERSITY™

Once the MSU Onboarding Form has been completed, you must change the individual's status by clicking [here](#). **You should not perform a bulk action.** Then, you must select one of the following statuses from the drop down:

- **Post Hire Step 1 (Option 1)– Request Background Check/I-9 (for all new employees or employees more than a 6-month break)**
- **Post Hire Step 1 (Option 2)-Request I-9 Only/Background Check not required (for all employees with any break in service, but less than 6-month break)**
- **Post Hire Step 1 (Option 3) – Request Background Check Only/I-9 not required (for all employees, Student or Rehired Retirees, that have never had a background check)**
- **Post Hire Step 1 (Option 4)-Background check or I-9 Not Required/Hired (Final)**

Then, click **Next**.

test_job_289561 (492524)

Search Results

Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed:	Employee Source	Sub-source	Flags
	New	Jenny			1112223333			Australia	VIC	N/A				False			
Jul 29, 2016	New	Rhonda			555-876-4567	782986008		United S	Mississipp	Starkvill	🟢			False		Interne	Website
Jul 30, 2016	New										🟢			True		IML	
Jul 30, 2016	New										🟢			True		IML	
Jul 30, 2016	New										🟢			False		IML	

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For **Student Workers and Graduate Students**, submit a paper Background Authorization Form to HRM for positions subject to a background screen.

University employees who are moving to a new position within the University and reclassifications will not receive a background check unless they have not had one and will become subject to one under the Minor Protection Policy. Former employees, including rehired retirees, with a six-month break in service or after any break in service if the former employee has never had a criminal background check, are subject to a criminal background check.

See Policy HRM-60-122.

Change application status

- Application Incomplete
- Submitted
- New
- Under Review for Position (Screening)
- Offer Step 1 - Prepare Offer (Offer)
- Offer Step 2 - Make Online Offer (Offer)
- Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
- Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
- Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employees with more than a 6-month break)
- Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any break in service less than 6-month break)
- Post Hire Step 1 (Option 3) - Request Background Check Only/I-9 not required (for employees, Student or Rehired Retirees, that have never had a background check)
- Post Hire Step 1 (Option 2a and 3a) - HRM Reviewed (Final)
- Post Hire Step 1 (Option 4) - Background Check or I-9 Not Required/Hired (Final)
- Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATUS)
- Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE TO THIS STATUS)



- In the drop down for Background check, select **Basic Package AppStation**. Please check with HRM before selecting other packages.
- Scroll all the way to the bottom of the page and click **Move now**.

Background checks

Background check package: **Basic Package AppStation**

The applicant does not have a country and state selected, which is required to complete this background check. Please select the country and state below.

Country:* **United States**

State/District:* **Mississippi**

Additional users from Job: Yes No

Status	Date	Time	User
<input checked="" type="checkbox"/> Assessment 1	May 13, 2019	11:12 am	Harry Hire
<input checked="" type="checkbox"/> New application	30 Jul 2016	12:14 am	PageUp Administrator
<input checked="" type="checkbox"/> Online test 2	Jun 20, 2022	12:35 pm	Harry Hire
<input checked="" type="checkbox"/> Online test 3	Jun 20, 2022	12:37 pm	Harry Hire
<input checked="" type="checkbox"/> Pre-offer check	Dec 6, 2016	1:18 pm	Harry Hire
<input checked="" type="checkbox"/> Unsuitable - at this time	Jan 20, 2017	2:56 pm	Harry Hire
<input checked="" type="checkbox"/> Online test 1	Jun 20, 2022	3:04 pm	Harry Hire
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 2			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--

Move now Cancel

Once the applicant is moved to this status, Truscreen is notified to send an email to the applicant requesting authorization to conduct the background screen and/or I-9.

Reminder emails are currently setup to trigger every 24 hours for a total of two notifications.



Once the applicant completes the background authorization, the status will automatically move to **Post Hire Step 2 - Background Check/I-9 Pending (System automatic status – DO NOT CHANGE TO THIS STATUS)**.



The screenshot shows the application status for 'Office Associate (504993)'. It features a 'Submitted Status' dropdown menu and a list of application entries. The top entry is 'Post Hire Step 2 - Background Check/I-9 Pending', which is highlighted with a red arrow pointing from the text box on the left. Below it is an entry for 'Application Incomplete'.



The screenshot shows the application status for 'Human Resources Information Systems Specialist (507456)'. It features a 'Submitted Status' dropdown menu and a list of application entries. The entry 'Mar 27, 2024 Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status)' is highlighted with a red box and a red arrow pointing from the text box on the right. Other entries include 'Mar 26, 2024 Withdrawn', 'Apr 2, 2024 Withdrawn', 'Mar 19, 2024 Disposition (Option 4) - Not Hired - Interviewed (Final)', and 'Mar 20, 2024 Disposition (Option 4) - Not Hired - Interviewed (Final)'.

Once the background check has been completed, the status will automatically move to **Post Hire Step 3 – Background Check/I-9 Processed/Hired Completed/Hired (Final System Automatic Status – DO NOT CHANGE TO THIS STATUS)**.

HRM will notify the department if further action is needed.



Change application status

Application Incomplete

Submitted

New

Under Review for Position (Screening)

Offer Step 1 - Prepare Offer (Offer)

Offer Step 2 - Make Online Offer (Offer)

Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)

Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)

Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employees with r

Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any break in s

Post Hire Step 1 (Option 3) - Request Background Check Only/I-9 not required (for employees, Student or Rehired

Post Hire Step 1 (Option 2a and 3a) - HRM Reviewed (Final)

Post Hire Step 1 (Option 4) - Background Check or I-9 Not Required/Hired (Final)

Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATUS)

Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE TO

This is a new status that HRM will move to after Option 2 or Option 3 has been processed.

