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

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 Employees
- to be employed for six (6) months or less

### Student Hourly Employees
- (NOT GRA, GTA, GA)

Option no longer available; must now complete BG check.

If you have questions, please contact your Talent Acquisition Strategic Partner.