When to use:
- Faculty re-hires who have previously been approved in JAR (think about getting your 1/1 hires in now) and who do not need another check
- Temp actions that are a result of FLSA changes (TME → Hourly)
- Action errors that cause re-entry/duplicates efforts
- When there is certainty that a recent check has been performed

Things to remember:
- Enter the candidate’s correct email address in the BGC comments section
- Add notes in the BGC comments section regarding the situation
- Still remember to check applicable boxes (based on duties) in the BGC section of the action
- If you are unsure, just ask. We are always here to help!
BGC Website Resources

https://backgroundchecks.hr.ncsu.edu/for-hiring-departments/

Non-JAR Background Checks

When to use:
• Change of Duties
• Individuals who will reside with an employee in University-controlled housing
• Grad students hired through Next Gen, when the department desires a check

Troubleshooting Documents