

**University of Kentucky - HR Employment Guidelines
for Appropriate Pre-Employment Screening
Campus (Dept #s 1XXXX, 3XXXX, 8XXXX, & 4XXXX)**

Background:

As of July 12, 2006, a Pre-Employment National Background Check (PNBC) is required for all initial hires at the University of Kentucky per Kentucky House Bill 3. This requirement includes regular (staff & faculty), temporary and student positions.

Hire Action Type	Type of Campus Position Offered to Candidate				
	Regular (Staff & Faculty)	STEPS Temporary	Non-STEPS Temporary	Student (including Federal Work-Study & Assistantships)	Non-Service Fellows
Initial Hire*	Yes	Yes	Yes	Yes	No
Rehire - separated more than one year	Yes	Yes	Yes	Yes	No
Rehire - separated less than one year	No	No	No	No	No
Transfer - Regular Employee	No	No	No	No	No
Transfer - Non-regular Employee	No	No	No	No	No

* **Initial Hire** is defined as any individual who has never worked for or separates from the University for more than one year.

Please Note:

- HR Employment can ONLY process I-9 paperwork for an initial hire whose PNBC has been initiated.
- An international applicant will be required to have a PNBC if they have most recently entered the country over one year ago. This will be verified during HR Employment's completion of the I-9 form, by checking the most recent visa stamp in their passport.

Additional Information:

HR Policy & Procedure 11.0 - Pre-Employment Screening: www.uky.edu/HR/policies/hrpp011.html
Pre-Employment Screening Website: www.uky.edu/HR/Employ/PESCentral.html

Contact Information:

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