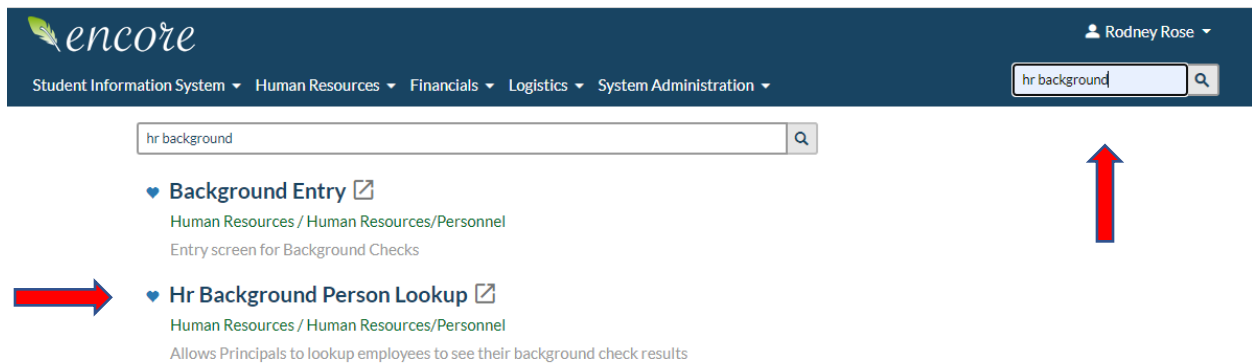


HR Background Check Lookup Tool Instructions

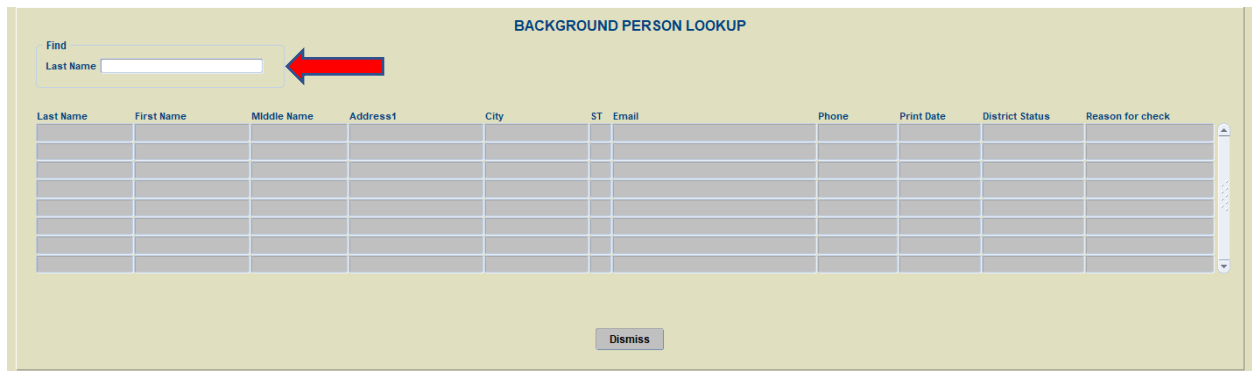
The HR Background Check Lookup Tool provides directors, supervisors, and administrators background check status information for volunteers and employees (including substitute employees).

Step 1. Find the screen in Encore. From the main Encore screen, enter “HR background” in the search box, then click “Hr Background Person Lookup”. You may also click on Human Resources, Human Resources/Personnel, then click on “Hr Background Person Lookup.”



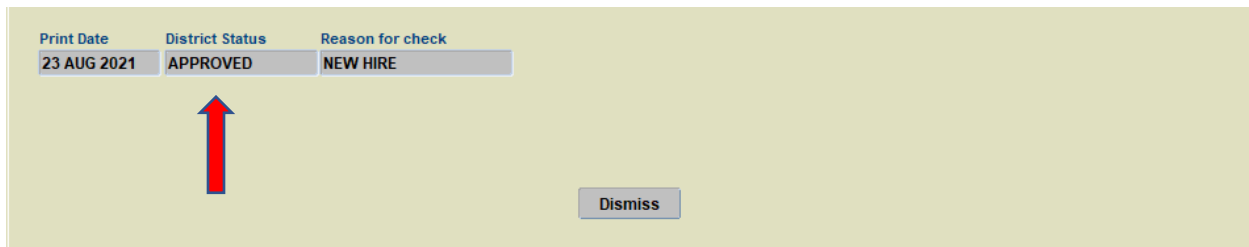
The screenshot shows the Encore application interface. At the top, there is a navigation bar with the Encore logo and user information for Rodney Rose. Below the navigation bar, there are several menu items: Student Information System, Human Resources, Financials, Logistics, and System Administration. A search box in the top right corner contains the text "hr background". Below the search box, there are two search results. The first result is "Background Entry" with a sub-link "Human Resources / Human Resources/Personnel" and a description "Entry screen for Background Checks". The second result is "Hr Background Person Lookup" with a sub-link "Human Resources / Human Resources/Personnel" and a description "Allows Principals to lookup employees to see their background check results". A red arrow points to the "Hr Background Person Lookup" result. Another red arrow points to the search box.

Step 2. Find the correct record. To find a background record, type in the last name in the search box. A list of individuals will appear. Select the correct name to view the results. **Be very careful to select the correct name.** Contact information is displayed which can help you determine the correct record. Contact Human Resources for assistance if you are unsure for any reason which name is correct (i.e., duplicate names, nick names, spelling differences, etc.).



The screenshot shows the "BACKGROUND PERSON LOOKUP" tool interface. At the top, there is a search box labeled "Find Last Name" with a red arrow pointing to it. Below the search box, there is a table with the following columns: Last Name, First Name, Middle Name, Address1, City, ST, Email, Phone, Print Date, District Status, and Reason for check. The table is currently empty. A red arrow points to the right side of the table. At the bottom of the interface, there is a "Dismiss" button.

Step 3. Review the results. The three fields on the far right of the Lookup Tool displays the Print Date, District Status, and the Reason for Check. Since volunteers and substitutes (including coaches) must clear a background check **before** they are allowed to start, a District Status showing **APPROVED** confirms the required cleared background check. Encore will not display a background check record for individuals whose District Status is not approved. Contact Human Resources for assistance if you believe there is an error.



Print Date	District Status	Reason for check
23 AUG 2021	APPROVED	NEW HIRE

Dismiss

Step 4. Confidentiality – Background check information is extremely confidential and must be held in strict confidence. Background check results should be shared only on a need-to-know basis, particularly for background checks that are not approved. Supervisors and school administrators may contact HR for further information on any background check that is not approved.