How the Faculty Background Check Works in dFac

Beginning January 15, dFac will incorporate a background check into the faculty hiring process. This process is required for hiring non-regular rank and regular rank faculty who do not receive PDC benefits. Faculty receiving PDC benefits, or clinical faculty, undergo a background check during the credentialing process and are excluded in dFac background check.

Background checking in dFac

The following recent changes in dFac incorporate background checking for non-clinical faculty into the New Faculty Member form:

- When you submit or save a New Faculty Member Form as a draft, dFac sends a notification email to the candidate asking them to complete the background check online.

- The New Faculty Member form routes to a new workflow level called "New Faculty Member Background Check Form" (NFMBCKGND) which is displayed in the form's status information. A Duke HR representative approves the form at this level when the background check is completed.

- When the form is approved at the NFMBCKGND level, it routes to FS_LEVEL01, the department or school approver. Reaching FS_LEVEL01 means the background check has cleared.

- The New Faculty Member form requires only the last four digits of the SSN.

- The candidate's Personal Email address and the Offer Date are required for saving or submitting the New Faculty Member form.

- For offers made before 1/15/2014 with start dates after 1/15/2014, dFac does not include a background check.

More about clinical faculty

Faculty receiving PDC benefits are classified in the payroll system using the clinical personnel subareas: PSAs 19, 20, and 21. For these faculty members, a background check is conducted separately during the credentialing process.

For hires into positions with clinical PSAs 19, 20, and 21:

- The full 9-digit SSN must be entered into the New Faculty Member form.

- dFac does not send the applicant an invitation to the background check or route to the workflow NFMBCKGND level.

- The New Faculty Member form does not include Personal Email or Offer Letter date fields.

To conduct a background check in dFac

Follow these steps to conduct a background check for a new faculty applicant:

1. Create a New Faculty Member form using the appropriate position number.

2. In the initial New Faculty Member page, enter the effective date, which is the start date of the applicant's employment.

3. Enter the Duke Unique ID only if the applicant has been at Duke previously. If not, this form will create a Duke ID for the applicant.

4. Enter applicant's legal name, birthdate, citizenship status, and the last four digits of the SSN. If the applicant has no SSN, select Citizenship "Nonresident" and select Temporary SSN Reason "Request Submitted." Then click the "Get Temp SSN" button at the bottom of the form.

   The last four digits of the temporary SSN appear in the SSN field.

5. Click the Search field. If the Search results find someone at Duke with a similar SSN, name, or birthdate, dFac displays potential matches.

    If the search returns a previous Duke ID for the applicant, select the correct Duke ID. Otherwise, click "Create New." dFac will create a Duke ID for the applicant and proceed to the second New Faculty Member page.

Note: To avoid creating multiple Duke IDs for the applicant, do not select "Create New" unless you are certain that the applicant has never been at Duke before and does not already have a Duke ID.

6. On the New Faculty Member form, enter the Offer Letter Date. If the Offer Letter Date is before January 15, 2014, regardless of the employment start date, dFac will not include a background check for the applicant.

7. Complete the New Faculty Member form, including the Personal Email Address field, which must include the applicant's current email address. The invitation to the Background Check online form will be sent to this address.

8. To initiate the backgound check process, submit the New Faculty Member form or save it as a draft. Offer Letter Date and Personal Email are required fields for saving as a draft. If the form has been saved as a draft, only the initator has access to the form in their Universal Worklist.

    After submission or saving, the form will route to the NFMBCKGND workflow level.

9. Check the status in the dFac Worklist using the "My Forms" view. Forms at the "New Faculty Member Background Check Form" (NFMBCKGND) workflow level are still waiting to clear the background check. Forms routing to FS_LEVEL01, the department or school approver, have cleared the background check. If the applicant does not clear the background check, the New Faculty Member form will be returned to the iniator and your school's dean will be notified.

Questions?

If you have questions about a New Faculty Member form, or questions about the background check process, please see your school's dFac administrators. Your iForms user may have additional access that can give you more information about a position or the hire process.

For issues that have been identified as system problems, please submit an Ask for Help issue on the dFac Home page.