



ASUN Operating Procedure – 5002: Pre-Hiring Credit Check Staff Designation

Operating Procedure Synopsis

Title: Pre-Hiring Credit Check Staff Designation

Approval Date:

Revised: N/A

Responsible Officer: Vice Chancellor for Finance and Administration

Responsible Operating Procedure Manager: Director of Human Resources (HR)

Responsible Department: Human Resources

A. Purpose

Arkansas State University-Newport seeks to hire the highest quality applicants. To support this effort as well as to promote consistency in our practices and compliance with system requirements, the following operating procedure has been established as a requirement for the credit checks for specific staff.

B. Definitions

None Selected

C. Scope

The Procedure will be used as a requirement for pre-hire credit checks. It must be strictly adhered to by all college employees. This procedure does not apply to Part-Time, Adjunct or Work Study hires.

D. Statement of Authority

Arkansas State University System Policy-Background Checks; Arkansas Department of Finance and Administration Policy Numbers 30.01, 30.05, 30.08, & 30.18; Arkansas State University System Handbook. The Department of Human Resources is responsible for the implementation and communication of the procedure.

E. Procedures

The ASU System Policy identifies two types of positions that require a credit check to be obtained as a condition of employment. These are identified as *Financially Sensitive Positions* and *Data Sensitive Positions*.

In compliance with ASU System Policy for Background Checks, Arkansas State University-Newport designates the following positions as requiring a pre-employment credit checks in addition to pre-employment background checks.

Financially Sensitive Positions:

Vice-Chancellor for Finance & Administration
Controller
Director of Administrative Services/Accountant
Director of Budgets and Grants Management
Fiscal Support Specialist
Payroll Officer
Cashier
Accountant
Director of Procurement
Director of Financial Aid

Data Sensitive Positions:

Network and Programming Related IT Personnel
Data Analyst
Director of Institutional Effectiveness
Human Resources Personnel
Advancement Personnel

F. Responsible Officer

Vice Chancellor for Finance and Administration

G. Related Information

[ASU System Background Check Policy](#)