



ASUN Operating Procedure – 5002

Operating Procedure Synopsis

Title: Pre-Hiring Credit Check

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 10/2019, 10/2020, 10/2021, 10/2022

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Director of Human Resources

A. Purpose and Scope

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. The operating procedure is based upon and intended to comply with: Arkansas State University System Policy-Background Checks; Arkansas Department of Finance and Administration Policy Numbers 30.01, 30.05, 30.08, & 30.18; and the Arkansas State University System Handbook. This procedure does not apply to Part-Time, Adjunct or Work Study hires.

B. Definitions

N/A

C. 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 Financial Services
Director of Budgets and Grants Management
Fiscal Support Specialist
Payroll Officer

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Student Accounts 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

D. Related Information

[ASU System Background Check Policy](#)